**CONTAINS CONFIDENTIAL INFORMATION**

Restricted use only

**DHR???? Terms of Reference (template)**

1. **Background**

Where a Notification Form has been taken to a Decision Panel and it is decided NOT to convene a Domestic Homicide Review [DHR], however, the panel feel that learning is still required, they can request that a Non-DHR Learning Review can be initiated, via the DHR Subgroup.

1. **Purpose**

The purpose of a Non-DHR Learning Review is to establish what lessons are to be learnt from the domestic homicide/suicide, producing a summary report and learning bulletin, both to be shared with local professionals and organisations, however, NOT to go into the same level of detail as in a DHR.

1. **Expectations**

A request to convene a Non-DHR Learning Review is submitted to the DHR Subgroup for their next meeting.

A date will be set for all those who submitted data trawl information for the DHR Decision Panel meeting, as well as any other relevant organisations that may have information relevant to the review.

At this face to face meeting a Chair and Author are agreed, information is shared and summary report and learning paper content initiated.

Any further review meetings can be held virtually to aid approval and final sign off, of the Summary Report and Learning Paper.

Timeframe for a Non-DHR Learning Review should aim to be between 6 to 12 months.

The Summary Report and Learning Review DO NOT need to be published, however, they DO need to be shared with professionals and organisations widely, so the learning can be passed on.

1. **REASON FOR DOMESTIC HOMICIDE REVIEW**

On <<DATE>> Lincolnshire Police attended an incident in <<Town>>, Lincolnshire.

On <<DATE>>, <<AGENCY NAME>> notified the Chair of the Safer Lincolnshire Partnership that the incident was being investigated as a homicide, as per the Lincolnshire Domestic Homicide Review Protocol. The Chair of the Strategic Board considered the case, in conjunction with other key agencies that had contact with the family, and concluded that the case did meet the criteria and justification for a Domestic Homicide Review; the Home Office were notified accordingly.

**2. SUBJECTS**

|  |
| --- |
| Victim Details |
| **Name** | **Date of Birth** | **Relationship** | **Home Address** |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| Alleged Perpetrator/Partner/Ex-partner/Family member Details [Delete as appropriate, also death might be suicide]  |
| **Name** | **Date of Birth** | **Relationship** | **Home Address** |
|  |  |  |  |

|  |
| --- |
| Details of children involved [Delete table if not applicable] |
| **Name** | **Date of Birth** | **Relationship** | **Home Address** |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| Any other key people involved [Delete table if not applicable] |
| **Name** | **Date of Birth** | **Relationship** | **Home Address** |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| Incident Details [Date of incident, address of incident if different to above, outcome of incident and length of relationship] |
|  |

**3. PURPOSE OF THE REVIEW**

The purpose of the review is to:

* Establish what lessons are to be learned from the domestic homicide regarding the way in which local professionals and organisations work individually and together to safeguard victims;
* Identify clearly what those lessons are both within and between agencies, how and within what timescales they will be acted on, and what is expected to change as a result;
* Apply these lessons to service responses including changes to policies and procedures as appropriate; and
* Prevent domestic abuse homicide and improve service responses for all domestic abuse victims and their children through improved intra and inter-agency working.

**4. SCOPE**

The review will cover the individuals listed at Section 2 above. The historical period for the review will be from <<DATE>> to <<DATE>>. The reasons for this review period are << XXXX>>. However, if during the review any Agency feels there is **relevant** information pertaining to other individuals or relevant information outside the time period under review, they should include this information in their IMR. This should be provided in summary form rather than on the chronology template.

The Domestic Homicide Review must not undermine any other inquiry. The DHR is cognisant of other parallel processes such as the criminal trial and coroner’s inquest and will ensure appropriate liaison with those processes is established.

Agencies must ensure that work to address any issues or learning that has been identified at an early stage begins immediately and should not wait until the production of IMR’s or the overview report and action plan.

**5. INDIVIDUAL TERMS OF REFERENCE FOR THIS DHR**

The Chair and Review Panel should consider in each homicide the scope of the review process and draw up clear terms of reference which are proportionate to the nature of the death/suicide. Relevant issues to consider are on [page 13 of the domestic homicide review statutory guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/575273/DHR-Statutory-Guidance-161206.pdf). In addition bespoke terms of reference may be agreed.

**6. PANEL AND ADVISORS**

|  |  |
| --- | --- |
| **Agency** | **Advisor** |
| United Lincolnshire Hospitals Trust | <<NAME>> |
| Lincolnshire Partnership Foundation Trust | <<NAME>> |
| Lincolnshire Community Health Services | <<NAME>> |
| NHS Integrated Care Board | <<NAME>> |
| Lincolnshire Police | <<NAME>> |
| DA Specialist Services | <<NAME>> |
| Providers of Probation Services | <<NAME>> |
| Local Authorities [Adult Social Care and/or Children’s Services/Children’s Health] | <<NAME>> |
| Local Authorities [Borough, District, Unitary and County Councils] | <<NAME>> |

 [add or remove as needed]

* Independent Chair/Author – <<NAME>>
* Legal Adviser – Toni Geraghty, Legal Services, Lincolnshire
* Domestic Abuse Business Manager – Jade Sullivan, Lincolnshire County Council
* Administrator – Teresa Tennant, Lincolnshire County Council

**7. INDEPENDENT MANAGEMENT REVIEW (IMR) AUTHORS**

|  |  |
| --- | --- |
| **Agency** | **Author** |
| United Lincolnshire Hospitals Trust | <<NAME>> |
| Lincolnshire Partnership Foundation Trust | <<NAME>> |
| Lincolnshire Community Health Services | <<NAME>> |
| NHS Integrated Care Board | <<NAME>> |
| Lincolnshire Police | <<NAME>> |
| DA Specialist Services | <<NAME>> |
| Providers of Probation Services | <<NAME>> |
| Local Authorities [Adult Social Care and/or Children’s Services/Children’s Health] | <<NAME>> |
| Local Authorities [Borough, District, Unitary and County Councils] | <<NAME>> |

 [add or remove as needed]

**8. IMR STRUCTURE**

The aim of the IMR is to:

* Allow agencies to look openly and critically at individual and organisational practice and the context within which people were working to see whether the homicide indicates that changes could and should be made.
* To identify how those changes will be brought about.
* To identify examples of good practice within agencies. (Multi-Agency Statutory Guidance for the conduct of DHRs, para 8.2)

 Please follow the template layout as set out in Appendix A when writing your IMR.

**9. INDEPENDENT AUTHOR AND CHAIR**

The Independent Author/Chair is: <<NAME>>

Safer Lincolnshire Partnership has commissioned an independent chair and author to carry out the review. The review is supplied by <<NAME>> and the lead reviewer is <<NAME>>. <<NAME>> is independent of any agency within Lincolnshire.

<<FURTHER BIO>>

**10. TIMELINE FOR THE DOMESTIC HOMICIDE REVIEW**

The following may be subject to review and will be dependent on criminal/legal proceedings:

**<<DATE Month/Year>>**

* <<DATE>> - Initial panel meeting with appointed Chair/Author to agree Terms of Reference
* Name of IMR authors to be sent to DHR Administrator
* Family and friends informed of DHR (in consultation with Senior Investigating Officer, via the DHR Panel representative)

**<<DATE Month/Year>>**

* <<DATE>> - Deadline for submission of completed chronologies

**<<DATE Month/Year>>**

* Deadline for submission of completed IMRs to DHR Chair by <<DATE>>
* IMRs to be circulated to panel members <<DATE>>

**<<DATE Month/Year>>**

* <<DATE>>- Practitioner Event (if required)

**<<DATE Month/Year>>**

* <<DATE>>- IMR presentation meeting

**<<DATE Month/Year>>**

* Draft Overview Report and action plan to be circulated to panel members

**<<DATE Month/Year>>**

* Panel meeting to present draft Overview Report<<DATE>>
* Amended Overview Report submitted to Panel members for comment <<DATE>>
* Comments returned <<DATE>>
* Action plan completed by all agencies and returned to DHR administrator <<DATE>>
* Overview report, Executive summary and action plan signed off by all agencies and the Chair of the Community Safety Partnership <<DATE>>
* Report submitted to the Home Office <<DATE>>

**11. COMMUNICATION & MEDIA ISSUES**

Lincolnshire County Council will lead on media and communication’s issues together with representatives from partner agency communication teams.

**12. ANONYMITY**

The overview report and executive summary is to be anonymised for publication and dissemination. IMR authors should use full names which will be anonymised at a later time by the administrator. The family will be asked to provide a pseudonym.

**13. INVOLVEMENT OF FAMILY AND RELEVANT OTHERS**

The DHR Panel recognise the value and importance of involvement of friends, family members and other support networks to the learning in this review and will consider their involvement with the Panel Chair and Author.

No interviews will take place until after the trial or inquest.

DHR Templates for both the IMR and Agency Summary are available on the [Domestic Abuse Professionals Hub](file:///C%3A%5CUsers%5C3211831%5CAppData%5CLocal%5CTemp%5CTemp1_DHR%20Protocol%20Review.zip%5CDHR%20Protocol%20Review%5CDHR%20Templates%20for%20both%20the%20IMR%20Template%20and%20Agency%20Sum)