



**DARLINGTON**  
Borough Council

**Darlington Domestic Abuse Local Working Group  
Terms of Reference**

**1. PURPOSE**

To develop robust actions for achieving compliance with local authority duties under the Domestic Abuse Act 2021. To ensure that Darlington's requirements are effectively incorporated into the broader Darlington and Durham Local Domestic Abuse Partnership Board (DASVEG).

Part 4 of the Act places a duty on local authorities to provide accommodation-based support for victims of domestic abuse and their children in refuges and other safe accommodation.

Local authorities will need to ensure all victims of domestic abuse have access to the right support within safe accommodation when they need it.

Support within safe accommodation is to be available to local and out of area victims and their children.

Provision cannot include safe accommodation already in place under duties imposed under alternative legislation.

1. To identify domestic abuse services available in Darlington
2. To identify gaps in service provision in line with the authority's responsibilities under the Act
3. To identify potential solutions, both internal to and external from the authority, in order to adhere to service requirements
4. To identify internal training provisions available to support the authority's duties
5. To identify training gaps and potential solutions from both internal and external sources
6. To ensure appropriate referral processes are in place to utilise provisions currently available as well as future provisions commissioned in response to the authority's new duties under the Act

## 2. MEMBERSHIP

**Lorraine Hughes** - Director of Public Health

**Christine Shields** - Assistant Director Commissioning, Performance and Transformation

**Darren Ellis** - Head of Community Safety

**Michael Banks** - Voice of the Victim Champion, Police Crime Commissioning

**Sharon Cable** - Commissioning Officer, Working Aged Adults

**Kimberley Icton** - Commissioning Officer Childrens

**Abbie Kelly** - Public Health Portfolio Lead

**Janette McMain** - Housing Manager, Options and Lifeline

**Martin Webster** - Workforce Development Manager

**Sarah Lochrane** - Performance Coordinator

**Priority One:** Survivor/Victim Voice will be at the heart of our decision making - **Michael Banks**, voice of the victim champion, PCC)

**Priority Two:** Early identification, intervention and prevention of domestic abuse - **Janette McMain/Sarah Williams**

**Priority Three:** Effective support for vulnerable groups – **Abbie Kelly and Sharon Cable**

**Priority Four:** Prioritising the needs of children and young people effected by domestic abuse within safe accommodation – **Kimberley Icton**

**Priority Five:** Improve the use of data and intelligence in order to better understand and respond to demand and levels of need – **Sarah Lochrane**

**Priority Six:** Improve the workforce knowledge and skills in responding effectively to domestic abuse – **Martin Webster**

2.2 Delegation to an appropriate member of staff should be made when a member is unable to attend.

2.3 Internal or external persons may be invited to attend the meetings at the request of the Chairperson on behalf of the group to provide advice and assistance where necessary.

## 3. CHAIRPERSON and / or VICE CHAIR

The Chairperson is elected during which period the Darlington and Durham DASVEG is performing as a statutory partnership under the Act. Their responsibilities include:

1. Scheduling and agenda meetings and notifying members
2. Inviting specialists to attend meetings when required by the Group;
3. Guiding the meeting according to the agenda and time available;
4. Applying equality, farness and diversity of all members
5. Ensuring all discussion items end with a decision, action or definite outcome;
6. Review and approve the draft minutes before distribution

7. Act as a lead representative and link person for Darlington at the Darlington and Durham DASVEG;
8. Attend Darlington and Durham DASVEG meetings and represent the views of the Group;
9. Feedback from Darlington and Durham DASVEG to the task and finish group; and
10. Represent the views of the Group to all appropriate internal and external stakeholders.

Coordination support for the group will be provided by Sharon Cable, Commissioning Officer, Working Aged Adults

#### **4. MINUTE TAKER**

A volunteer for minute taking is required at the beginning of each meeting.

The role of the minute taker is to:

1. take action notes during the meeting;
2. distribute minutes as a link within the meeting chat facility at the end of the meeting

#### **5. DURATION OF MEETINGS**

5.1 Meetings shall be held bimonthly for up to 1 hour. Additional meetings may be arranged as required to facilitate completion of all tasks required under the Act within timescales.

5.2 Attendance or delegated attendance is required at all meetings to ensure effective key decision making and information sharing.

#### **6. LEVEL OF INFORMATION PROTECTION**

6.1 The information and discussion topics provided by the group may be deemed at times to be sensitive.

6.2 All members are to take full responsibility for the management of the minutes and any information being circulated from the group.

#### **7. AMENDMENTS**

The terms of reference shall be reviewed annually from the date of approval. They may be altered to meet the current needs of all group members or any amendment in statutory guidance.