

## **Bradford Community Safety Partnership Expression of Interest Domestic Homicide Review Independent Chair and Overview Report Author.**

In accordance with Section 9 of the Domestic Violence Crime and Victims Act 2004, Bradford Community Safety Partnership is undertaking a Domestic Homicide Review (DHR). In order to comply with Home Office guidance, we are seeking to commission a suitably qualified and experienced Independent Chair and Overview Report Author (combined role).

We are inviting expressions of interest from individuals with a thorough understanding of domestic violence and abuse issues and a strong commitment to improving practice across partner organisations. The review will establish what lessons are to be learned regarding the way in which local professionals and organisations worked individually and together to safeguard the victim.

The scoping process indicates 10 agencies had direct contact with one or more of the 2 subjects.

This DHR will require a review of agencies' actions and practices against domestic violence and abuse policies and procedures; and the need to identify/engage alternative sources of information. Experience of chairing and/or producing the Overview Report for a DHR is essential.

This review **must** be conducted with integrity, objectivity, accountability, fairness, inclusivity, equality, respect and a focus on learning

Expressions of interest must be received no later than **13<sup>th</sup> May 2022**.

It is estimated the contract will commence by 1<sup>st</sup> June 2022.

**Contacts:** Jahanara Begum-Ali

[Jahanara.begum-ali@bradford.gov.uk](mailto:Jahanara.begum-ali@bradford.gov.uk)

## **Overview Independent Chair & Report Author (combined) (Roles and Responsibilities)**

- Be an experienced individual not directly associated with any Bradford Community Safety Partnership agencies within the last 2 years.
- An understanding of the role and context of the main agencies likely to be involved in the review:
- Manage and control the review process in partnership with Safer Bradford, keeping it on track and to timescales;
- Develop Terms of Reference specific to this particular case in consultation with the Review Panel and DHR Coordinator;
- Work with and report to the DHR Review Panel at agreed intervals;
- Develop and deliver a briefing to IMR authors;
- Maintain confidentiality and security of information;
- Liaise and consult, as agreed with DHR Coordinator, in relation to:
  - Addressing and resolving issues as they arise to minimise impact on the Review process
  - Contact with family, friends and colleagues
  - the Chairs of any parallel reviews
  - the Coroner
  - Senior Investigating Officer
  - Police Family Liaison Officer(s)
  - People who may play a significant role in the implementation of any findings (this may include commissioners, the PCC etc.)
  - Agencies involved in the review;
- Ensure there is adequate opportunity for the Review Panel Members to consider information at key stages in the review;
- Work restoratively with the Review Panel to check, question and appropriately challenge chronologies and Individual Management Reports, ensuring that reports are accurate and adequate in their analysis and in identifying lessons to be learned;
- Work with the Review Panel and DHR Coordinator to ensure that information governance procedures are complied with and any issues of information sharing and confidentiality are discussed and agreed prior to any disclosures being made;
- Write an overview report, including recommendations and an action plan with an accompanying Executive Summary report which is compliant with the Home Office Domestic Homicide Review Guidance, Home Office Guidance on writing DHR Overview Reports and suitable for publication;
- Work with the Review Panel to ensure that the report accurately and comprehensively reflects the issues and themes pertinent to this particular case;
- Ensure that each draft of the Overview Report accurately reflects discussions held in Review Panel meetings;
- Work with all parties involved in the review to seek a consensus where disagreement arises on practice issues or lessons learned;

- Ensure that the voice of the victim (their children) and family and friends is heard within the report;
- Ensure that conclusions and findings in the Overview Report are agreed and signed off by each agency involved by the designated executive officer;
- Ensure that Review Panel meeting minutes are comprehensive and accurate;
- Where necessary, liaise with DHR Coordinator and the Chair of Safer Bradford in the event of any difficulties in progressing the DHR process, notifying of any delay or concerns;
- Further to the Home Office DHR Quality Assurance Panel assessment of the Overview Report, respond to any Home Office requirements until the overview report is judged by the Home Office to reach at least a satisfactory grade within agreed timescales.
- Provide support to facilitate any learning events with the support of DHR Coordinator;
- Other reasonable tasks as identified by the Review Panel or DHR Coordinator.

## **Person Specification for Independent Chair / Overview Report Author**

### **Knowledge**

- Relevant knowledge of domestic violence and abuse including honour-based violence, research, guidance and legislation relating to safeguarding adults and children, including the Equality Act 2010;
- Knowledge of expected standards of service in relation to services' responses to domestic abuse;
- An understanding of the roles, remit, context, statutory responsibilities and disciplines within participating agencies;
- Knowledge and understanding of Bradford Strategic vision with regards to domestic abuse.
- Knowledge of relevant reviews, inquiries and investigations which may impact upon the domestic homicide review and an understanding of wider statutory review frameworks such as mental health, child or adult reviews

### **Training**

- Completion of the Home Office online training on Domestic Homicide Reviews, including the additional modules on chairing reviews and producing overview reports:  
<https://www.gov.uk/guidance/conducting-a-domestic-homicide-review-online-learning>

### **Skills**

- Managerial expertise;
- Excellent communication skills and an ability to engage with a range of service providers;
- Effective investigative, interviewing and skills;

- Ability to critically analyse information and to extract key findings from a large and complex range of information;
- Excellent report writing skills;
- Effective presentation skills;
- Ability to liaise sensitively and appropriately with family members, friends and colleagues of the victim and perpetrator;
- Ability to effectively chair meetings;
- Experience of leading at least one Domestic Homicide Review which has been approved by the Home Office (**Desirable**)
- Knowledge and/or recent experience of working in the area of domestic abuse and/or child protection

### **Additional requirements**

- Provide references from two organisations for whom the candidate has worked in these capacities or similar, to be taken up only if short-listed for consideration.

### **Timescales**

Scoping of agencies has been completed with 15 returns; 11 of which are highly likely to be required to contribute to this Review. Safer Bradford require the first Review Panel meeting to take place as soon as possible after appointment and will expect the final overview report to be delivered within the timescale agreed with the Review Panel. The contract will be deemed to be completed at the point that the Home Office grade the overview report as satisfactory and ready for publication.

### **Costs**

Candidates should provide a quote of their **overall fee** for the project, inclusive of any anticipated expenses.

### **Expressions of interest must include:**

- Name, address and contact details;
- A relevant CV;
- Details of previous experience in undertaking the work against the requirements in 'Overview Independent Chair & Report Author (combined), above';
- Information as to how far you meet the requirements set out in 'Specifications for Independent Chair / Overview Report Writer' above;
- Details of any significant periods of time when you are unavailable in the next 3 months
- Details of two referees who may be approached for evidence of previous experience and satisfactory work. (Referees will not be approached unless the applicant successfully reaches the short-list).

### **Applications**

Any questions regarding this fund will be accepted by email to [DHR@Bradford.gov.uk](mailto:DHR@Bradford.gov.uk) for the attention of Jahanara Begum-Ali only up to 13 May 2022

These should be sent (for the attention of Jahanara Begum-Ali) at [DHR@bradford.gov.uk](mailto:DHR@bradford.gov.uk)

Expressions of Interest sent after the closing date of 13<sup>th</sup> May 22 or applications that are incomplete will not be considered.

We regret that we cannot inform unsuccessful applicants. If you have not had any notification within 21 days of the closing date for expressions of interest, please assume that you have not been successful on this occasion.