

Suffolk Domestic Homicide Review

Guidance 2018

This overview document outlines the approach being taken in Suffolk in meeting the Domestic Homicide Review statutory requirement. It is aimed to supplement and not replace the full Multi Agency Statutory Guidance for the Conduct of Domestic Homicide Reviews (Dec 2016) issued by the Home Office and available at www.gov.uk/government/publications/reviced-statutory-guidance-for-the-conduct-of-domestic-homicide-reviews. Both the National Guidance and the Suffolk Protocol should be used together in all cases.

Defining a Domestic Homicide Review

A Domestic Homicide Review means a review of the circumstances in which the death of a person aged 16 or over has, or appears to have, resulted from violence, abuse or neglect by:

- (a) a person to whom he was related or with whom he was or had been in an intimate personal relationship, or*
- (b) a member of the same household as himself, held with a view to identifying the lessons to be learnt from the death.*

Recent changes to the DHR guidance include where a victim took their own life (suicide) and the circumstances give rise to concern, for example it emerges that there was coercive controlling behaviour in the relationship, a review should be undertaken, even if a suspect is not charged with an offence or they are tried and acquitted. Reviews are not about who is culpable.

Leading and Contributing to a Domestic Homicide Review

It should be noted that an 'intimate personal relationship' includes relationships between adults who are or have been intimate partners or family members, regardless of gender or sexuality.

It is a statutory requirement for a Community Safety Partnership (CSP) to initiate and undertake a DHR in which 'the victim was normally resident' or where 'the victim was last known to have frequented.' Statutory guidance also states it is the duty of any 'person or body establishing or participating in a domestic homicide review' to have regard to the guidance. In relation to England and Wales the persons and bodies this refers to includes:

- Chief officers of police for police areas in England and Wales;
- Local authorities;
- Strategic Health Authorities;
- NHS Commissioning Boards (NHS England);
- Clinical Commissioning Groups;
- Providers of probation services;

In Suffolk, the associated costs of a DHR are shared by the statutory partners of the local CSP the DHR is conducted within. The decision to share the cost was made in April 2016, another decision to share the costs of administration was made in November 2017.

The partners that share the costs of the DHR including administration costs are:

- Suffolk Constabulary
- Babergh District Council
- Forest Heath District Council
- Ipswich Borough Council
- Mid Suffolk District Council
- St Edmundsbury District Council
- Suffolk Coastal District Council
- Waveney District Council
- West Suffolk Clinical Commissioning Group
- Great Yarmouth and Waveney Clinical Commissioning Group
- Ipswich Clinical Commissioning Group
- Suffolk County Council
- National Probation Service

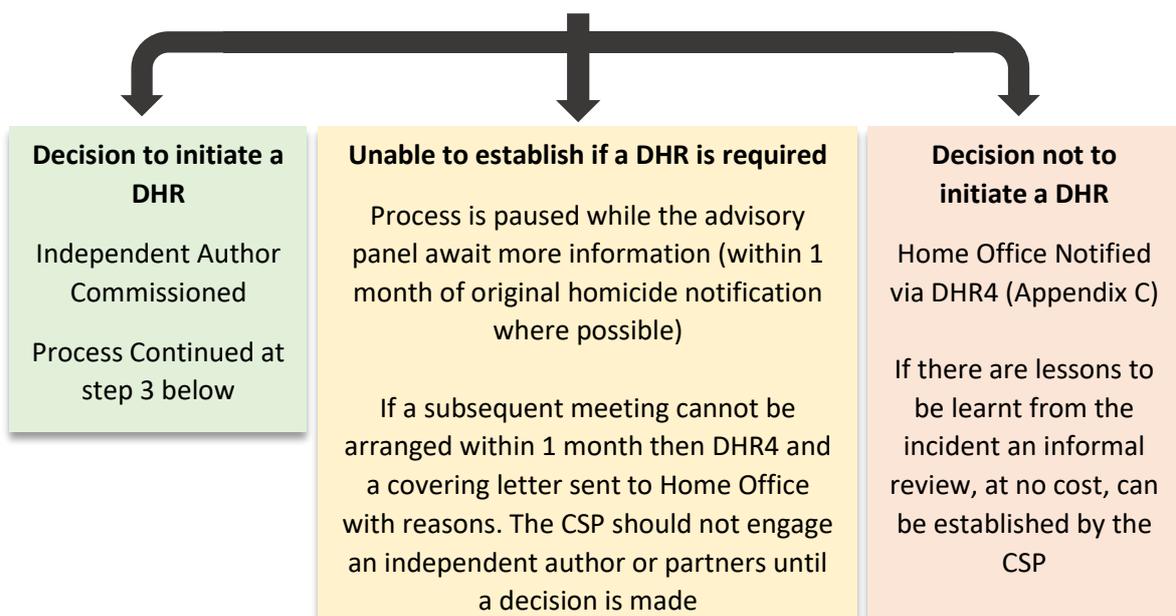
The Domestic Homicide Review Process in Suffolk

Step 1

1. Constabulary Protecting Vulnerable People Directorate liaises with Senior Investigating Officer (SIO) in advance of formal notification to CSP
2. Suffolk Constabulary notifies the CSP Chair, District/Borough lead CSP officer, SCC CSP lead and Safeguarding Leads of a suspected domestic homicide
3. SCC/District or Borough CSP Lead informs appropriate management and cabinet member.

Step 2

1. Suffolk Constabulary provides formal notification using DHR1 form (Appendix A) and further information when available using DHR1A (Appendix B)
2. District/Borough CSP lead informally engages DHR author in standby capacity until further into this process.
3. District/Borough CSP Leads liaises with CSP Chair to establish a date for initial DHR advisory panel meeting (within 1 month of formal notification of potential DHR) and identifies appropriate partners to attend (Police, SCC, District and Borough, Safeguarding and Health). CSP lead starts to log additional admin costs from initial DHR advisory panel onwards.
4. Consideration should be given to the likelihood of the DHR meeting the threshold before resources are invested/independent author commissioned
5. Advisory Panel issue instruction to statutory partners and other partners as appropriate to secure files/ case records relating to the victim, offender and wider family networks.
6. At this point there are several options available to the DHR advisory panel



7. District/Borough Community Safety (CS) Lead logs and forwards DHR4 (Appendix C) to Home Office (DHRENQUIRIES@homeoffice.gsi.gov.uk sent securely via GCSX email or alternative email encryption methods).

Step 3

- 
1. The first CSP review panel meeting will be opened by the CSP chair and then handed over to the DHR author for the rest of the process.
 2. The CSP lead creates a time line of the process from date of homicide through to date of publication of DHR Overview Report, Executive Summary and Action Plan. Timeline used to feed back to the CSP to learn from challenges or opportunities within the process for future reviews.
 3. CSP lead liaises with independent author and agrees who needs to be invited to the review panel meetings (please see appendix D for the list of possible members)
 4. A series of regular DHR review panel meetings will be held as required, chaired by the independent author.
 5. The DHR Independent author liaises with agencies to produce IMRs and organisational records and undertakes interviews with agencies and family/friends and more after the first review panel

Step 4

- 
1. The Independent Author presents a draft DHR report and action plan to the Review Panel for consideration.
 2. The final report is completed and discussed at the next CSP meeting (or extra-ordinary meeting held to avoid unnecessary delays in providing report to the Home Office Quality Assurance panel), (tabled only, not sent electronically) for information only, not for amendments or further work.

Step 5

- 
1. The CSP acknowledges content of report.
 2. A copy of the report is submitted securely via GCSX email or alternative email encryption methods to the Home Office for Quality Assurance (DHRENQUIRIES@homeoffice.gsi.gov.uk) by the CS lead on behalf of the CSP Chair. The Home Office DHR Quality Assurance Panel is held approx. every 3 months. .
 3. Following the DHR Quality Assurance Panel meeting, the Home Office Quality Assurance Panel Chair provides a letter via email to the CSP lead suggesting changes to the report or recommendation to publish.
 4. The CSP lead provides a copy of the Home Office Quality Assurance Panel response to the DHR Author and CSP Chair.
 5. The DHR Independent Author reviews the suggested changes from the DHR Quality Assurance Panel and may amend the DHR Overview report.

- 
6. The DHR Independent Author in conjunction with the CSP lead and CSP Chair, notifies the local authority and constabulary communication officers of the pending publication date (Embargoed). The CSP lead checks pending publication date against key dates for sensitivity and avoidance (date of homicide, birth dates of victim and offender and immediate family members, Mother's Day/Father's Day etc)
 7. The DHR Independent Author notifies the victims' family and offenders family of the pending publication date.
 8. The CSP lead publishes the Overview Report, Executive Summary and action plan on the CSP page of the District/Borough Council. The report is also added to the Suffolk Adult Safeguarding Board Website (not the action plan)
 9. The CSP lead invoices partners for author and admin costs (a log of additional time for administration costs is required to accompany the invoice)
 10. The CSP continues to monitor the action plan and escalates to Violence Against Women and Girls Steering Group (VAWG) for non-compliance
 11. The CSP lead regularly updates the CSP page on the District/Borough with the updated DHR action plan as recommendations are implemented
 12. Upon completion of recommendations, CSP lead updates the CSP page on the District/Borough website with the completed DHR action plan.
 13. The CSP formally concludes the review when all the actions are complete
 14. It is suggested that records relating to DHRs are kept for a minimum of 75 years from the date of publication

Appendix A

DHR1

To be completed as soon as possible following identification of a domestic homicide by Suffolk Constabulary).

1. Referrer

Name		Designation	
Email		Line Manager	
Phone No		Phone No	

Email the completed DHR 1 to: the chair of the CSP and Lead Officer from the list below for the related area of the potential DHR

Name	Organisation	Email address
Joanna Spicer	West Suffolk CSP Chair	Joanna.Spicer@suffolk.gov.uk
Steve Gallant & Marry Rudd	East Suffolk CSP Chairs	Steve.Gallant@east Suffolk.gov.uk mary.rudd@waveney.gov.uk
Alasdair Ross	Ipswich CSP Chair	Alasdair.Ross@councillors.ipswich.gov.uk
Helen Lindfield	St Edmundsbury and Forest Heath Suffolk CSP Lead Officer	Helen.lindfield@westsuffolk.gov.uk
Melanie Yolland	Babergh and Mid Suffolk	Melanie.Yolland@baberghmidsuffolk.gov.uk
Julia Catterwell	East Suffolk CSP Lead Officer	Julia.Catterwell@east Suffolk.gov.uk
Ian Blofield	Head of Housing & Community Services	Ian.Blofield@ipswich.gov.uk

Please also cc all the people below

Name	Name	Name
Eamon Bridger	Suffolk Police, Detective Superintendent	eamonn.bridger@suffolk.pnn.police.uk
Abdul Razaq	Suffolk County Council, Director of Public Health	abdul.razaq@suffolk.gov.uk
<u>Sara Blake (to be updated)</u>	<u>Suffolk County Council, Head of Localities and Partnerships</u>	sara.blake@suffolk.gov.uk
Clair Harvey	Suffolk County Council, Community Safety Manager	clair.harvey@suffolk.gov.uk

BRIEF RESUME OF FACTS AND FAMILY COMPOSITION x

2. Victim:

Name of Victim	
Date of Birth	
Date of death	
Home address	
Gender	
Ethnic origin	
Nationality	
Disability	
Faith	
Sexual Orientation	
Whereabouts at time of death	

Suspected Perpetrator:

Name of suspected perpetrator	
Date of Birth	
Home address	
Relationship to victim	
Gender	
Ethnic origin	
Nationality	
Disability	
Faith	
Sexual Orientation	
Arrested?	
Charged?	
In custody?	

Family Composition/Significant Others:

Name	Relationship to victim	Relationship to suspected perpetrator	DoB	Address	Other comments

3. Other agencies Involved:

Agency	Contact Details	Extent of involvement

4. Circumstances that triggered the notification

The death of a person aged 16 or over has, or appears to have, resulted from violence, abuse or neglect by –

- a) person to whom he/she was related or with whom he/she was or had been in an intimate personal relationship, or
- b) a member of the same household as him- or herself

5. Date of Referral

6. Confirmation of line manager awareness: Yes/No

Note: Agencies are reminded of the need to secure their files as soon as they become aware that a Domestic Homicide Review might take place

Appendix B

DHR1A supplementary information to DHR1



Supplementary Information to Notification of a Domestic Homicide to the Chair of a Community Safety Partnership

To be completed as soon as possible following identification of a domestic homicide by Suffolk Constabulary).

1. Referrer

Name		Designation	
Email		Line Manager	
Phone No		Phone No	

Email the completed DHR 1 to: the chair of the CSP and Lead Officer from the list below for the related area of the potential DHR		
Name	Organisation	Email address
Joanna Spicer	West Suffolk CSP Chair	Joanna.Spicer@suffolk.gov.uk
Steve Gallant & Marry Rudd	East Suffolk CSP Chairs	Steve.Gallant@east Suffolk.gov.uk mary.rudd@waveney.gov.uk
Alasdair Ross	Ipswich CSP Chair	Alasdair.Ross@councillors.ipswich.gov.uk
Helen Lindfield	St Edmundsbury and Forest Heath Suffolk CSP Lead Officer	Helen.lindfield@westsuffolk.gov.uk
Melanie Yolland	Babergh and Mid Suffolk	Melanie.Yolland@baberghmidsuffolk.gov.uk
Julia Catterwell	East Suffolk CSP Lead Officer	Julia.Catterwell@east Suffolk.gov.uk
Ian Blofield	Head of Housing & Community Services	Ian.Blofield@ipswich.gov.uk

Please also cc all the people below		
Name	Name	Name
Eamon Bridger	Suffolk Police, Detective Superintendent	eamonn.bridger@suffolk.pnn.police.uk
Abdul Razaq	Suffolk County Council, Director of Public Health	abdul.razaq@suffolk.gov.uk
Sara Blake (to be updated)	Suffolk County Council, Head of Localities and Partnerships	sara.blake@suffolk.gov.uk
Clair Harvey	Suffolk County Council, Community Safety Manager	clair.harvey@suffolk.gov.uk

BRIEF RESUME OF FACTS AND FAMILY COMPOSITION

2. Victim:

Name of Victim	
Date of Birth	
Date of death	
Home address	
Gender	
Ethnic origin	
Nationality	
Disability	
Faith	
Sexual Orientation	
Whereabouts at time of death	

Suspected Perpetrator:

Name of suspected perpetrator	
Date of Birth	
Home address	
Relationship to victim	
Gender	
Ethnic origin	
Nationality	
Disability	
Faith	
Sexual Orientation	
Arrested?	
Charged?	
In custody?	

Brief Details of Incident:

Family Composition/Significant Others:

Name	Relationship to victim	Relationship to suspected perpetrator	DoB	Address	Other comments

3. Other agencies Involved:

Agency	Contact Details	Extent of involvement

4. Circumstances that triggered the notification

The death of a person aged 16 or over has, or appears to have, resulted from violence, abuse or neglect by –

- a) person to whom he/she was related or with whom he/she was or had been in an intimate personal relationship, or
- b) a member of the same household as him- or herself

5. Date of Referral

6. Confirmation of line manager awareness: Yes/No

Note: Agencies are reminded of the need to secure their files as soon as they become aware that a Domestic Homicide Review might take place

Appendix C

DHR 4

(To be completed by the Chair of the CSP)

Completed by Chair of XXXXCSP Date:XXXXX.

Following meetings with Advisory Panel colleagues in Suffolk, reviewing all available information in connection with the homicide of:

Name/Address/Date of homicide

.....

It is recommended that this case should be subject to a Domestic Homicide Review for the following reasons: -

Reason should include outcome of Advisory Panel decision including any Police information in relation to the Homicide (victim(s)/perpetrator)

These circumstances therefore satisfy the criteria that the death of a person aged 16 or over has, or appears to have, resulted from violence abuse or neglect by:

“a person to whom she was related or with whom she had been in an intimate personal relationship”

This decision will be notified to the Home Office in accordance with 4.6 of the Statutory Guidance. (A decision not to proceed with a Domestic Homicide Review could be overturned by the Secretary of State).

The following agencies/professionals have been consulted: -

Date	Name	Agency
		Suffolk County Council, Specialist Lead, Locality and Partnerships Team
		Suffolk Constabulary, Protecting Vulnerable People Directorate
		Suffolk County Council, Safeguarding Adults Manager
		Borough/District Councils, Community Safety Lead

		Others as appropriate
--	--	-----------------------

Legal advice has not been sought

Signed: XXXXXXXXXXXXX

Chair of XXX CSP

Dated: XXXXXXXXXXXXX

Appendix D

This is potential DHR review group members here: