



**MINUTES**  
**Provision of Services Sub Group**  
**Wednesday 15<sup>th</sup> July 2009**  
**09:30 – 11:00**  
**Princess House Licensing Meeting Room**

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<b>Attendee</b>	<b>Representing</b>
Jon Peyton ( <b>JP</b> ) (Chair)	AWP
Lesley Welch ( <b>LW</b> )	Safer Bristol Partnership, Domestic Abuse Strategy Coordinator
Leigh Forster ( <b>LF</b> )	WISH
Pommy Harmar ( <b>PM</b> )	Next Link
Emily Moreton ( <b>EM</b> )	Safer Bristol Partnership
Rebekka Jarvis ( <b>RJ</b> )	Knowle West Health Association
Amy Pearson ( <b>AP</b> )	NHS Bristol
Lloyd Allen ( <b>LA</b> ) (Minutes)	Safer Bristol Partnership
<b>Apologies received</b>	<b>Representing</b>
Richard Hurst	BCC CYPS
Angela Clarke	BCC CYPS
Bev Gordon	Victim Support
Shagufta Iqbal	Forced Marriage

## **1. Introductions and apologies – Chair**

JP started the meeting at 09:34. Apologies were given and introductions were made.

## **2. Review of previous minutes and matters arising – Chair**

The minutes of the meeting were agreed with one correction to Action 4: “LW to request the study from Carol Metters for the next meeting”

### ACTIONS:

1: LW spoke to Nick Hooper’s PA.

**ACTION 1: LW to liaise with Nick Hooper to follow up actions required of housing officers**

2: LW reported that the Equalities and cohesion team have invited LW to a meeting. LW to get assistance about drawing up a draft action plan.

3: C/fwd

**ACTION 2: LW to liaise with Pete Anderson to be lead for Action plan 6.1.1**

4: The group discussed the status of the study. The minutes from the previous meeting needed correcting.

5: JP attended steering group but the meeting was cancelled. Will continue attend future meetings.

**ACTION 3: LW to obtain report from Carol Metters and report back at next meeting**

6: LW to meet with group to discuss work in schools. LW will keep JP informed of progress.

7: LW has re-written strategy. It is similar to version previously written but with an improved introduction and a broader children’s-focused context. Strategy has not yet been approved because the meeting has not taken place.

**ACTION 4: LW to send out the draft Children’s strategy and report back from discussions with NSPCC**

There was further discussion on how the strategy should be progressed and how the Children’s group should be incorporated into the process. AP added that Children centre staff have all been

trained and are doing work with some schools. It's useful to build on what is already being put in place. AP and LW will meet later today to continue the discussion. The group agreed that consideration should be given as to whether the group can serve the needs of the children's and parenting groups.

8: C/fwd

**ACTION 5: LW to encourage all agencies to develop a policy for any employee affected by DA**

9: On agenda

10: C/fwd

**ACTION 6: LW to distribute 'Violence against Women and Girls' consultation paper to group**

11: ✓ Completed

12: ✓ Completed

13: ✓ Completed

### 3. Agenda Review – *Chair*

JP requested that the group consider the terms of reference. LW explained the terms of reference to the group.

1. Purpose of group

LW requested assistance from that the group so to generate a more detailed purpose.

2. Membership

There was discussion on whether there should be representation from the forced marriage group in this group. JP proposed that a sub-group on forced marriage be considered. LW proposed that a standing agenda item be introduced into a meeting on equality and diversity instead. Additional meetings on forced marriage could be setup as and when required. All agreed.

3. Duties

To include agreed standing agenda items. Commissioning of domestic abuse services to be included as a standing agenda item

The group were happy with the rest of the Terms of Reference

### 4. Action plan update – *Chair*

The group looked at the action plan

5.1.1 LW reported that she is awaiting a reply. There is currently protocol in place. Adult community care no longer exists, it is now community care. LW added that it is wished that the protocol should pick up adults with and without children. The group discussed the reduction in funding. The group will lobby Equalities.

5.1.2 JP commented that there is no timescale attached to this action. LW has not been able to get a response from housing.

**ACTION 7: LW to follow up with Housing to take action 5.1.2 (from the action plan) forward**

5.2.1 LW is following that up

6.1.1 LW reported that there is a commissioning plan in place. There is no written guarantee of funding for next year. Plan is going well according to timetable. LW added that names of the projects need to be removed, as services will go out to commissioning. PH enquired as to the timescales and plan. LW added that this has been reported to the strategy group. Timetable is that it needs to be returned by 11<sup>th</sup> September. Perpetrators program is well advanced. Contractor is due to be appointed in October. Difficulty is around the survivors group work. The smaller pots of funding are for work to start in 2010. LF added that the action couldn't be considered as a green status action as the status of the funding is unsure. The group agreed to alter the status to red.

**ACTION 8: VMS to meet with JP and implement agreed changes to the action plan**

6.1.1 JP asked for clarification as to whether the comment at the bottom of that item refers to that item or the next item.

JP enquired as to who can be lobbied to attempt to establish where and when funding will come from. There was discussion on how to take the issue of funding forward. JP proposed that a member of this group clarify the process of funding and what is likely to happen for next spring. LW proposed that something be said to the strategy group in September and also that Helen Pitches could assist in this process. It was agreed to invite the commissioning team decision makers to the next strategy meeting

**ACTION 9: LW to invite Sue Lampard, Sue Bandcroft and Jackie Beavington to the next strategy group**

6.1.2 JP reported that this needed re-writing following the previous discussion.

**ACTION 10: JP and VMS to re-write action 6.1.2 (from the action plan) to reflect substance misusers**

**ACTION 11: PH to provide LW a list of who can Next Link can provide services to**

A statement paper is required as to what is the provision, what is known regarding entitlement under the law. AP will take this up with ARA at her meeting with them.

7.2.4 LW suggested that this is part of the children and young people's strategy. This is also included in the DVA training strategy that EM is working on. LW proposed a timescale of March 2010 for that item.

4.2.1 LW confirmed that this is under prevention. Training cost of £5k pa was an estimate. LW proposed that this item be removed and it be put into preventions instead. All agreed.

LW requested that although the action plan has been agreed, it would be wise to look at what else might be included as it is about a year old. LW proposed that extra time be given to the next meeting (to make 2 hour meeting).

**ACTION 12: VMS next meeting to be extended from 1.5hours to 2hours**

## **5. Freedom Programme Report – Amy Pearson**

AP reported that she has met with Helen Pitches (DVA commissioning Officer) yesterday. Helen Pitches is going to follow up to see if funding will continue. There are three facilitator-training courses that are set to run. These feed into new Freedom Programmes. There is likely to be an issue with the facilitators. Some of the current facilitators are moving on and this is going to have a drastic effect on the Freedom Programmes. LW reported that the level of self-confidence reported by those going on the course is creeping upwards. PH reported that the first BME Freedom Programme has been run but there is no funding to continue it.

## **6. IDVA Consortium Report – Chair**

Carried forward to the next meeting

## **7. AOB – ALL**

There was no other business

## **8. Next meeting – Chair**

The date of the next meetings were set:

- 21<sup>st</sup> October 2009 (Wednesday), 14:00-16:00
- 17<sup>th</sup> February 2009 (Wednesday), 14:00-15:30

**ACTION 13: LW to check whether Margaret Butt is being invited to the meetings**

## Actions summary table

Action Point	Matters arising	By Who	By When
<b>Review of previous minutes and matters arising</b>			
1	Liaise with Nick Hooper to follow up actions required of housing officers	LW	ASAP
2 (C/fwd)	Liaise with Pete Anderson to be lead for Action plan 6.1.1	LW	Next meeting
3	Obtain report from Carol Metters and report back at next meeting	LW	Next meeting
4	Send out the draft Children's strategy and report back from discussions with NSPCC	LW	ASAP
5 (C/fwd)	Encourage all agencies to develop a policy for any employee affected by DA	LW	Next meeting
6	Distribute 'Violence against Women and Girls' consultation paper to group	LW	ASAP
<b>Action plan update</b>			
7	Follow up with Housing to take action 5.1.2 (from the action plan) forward	LW	ASAP
8	Meet with JP and implement agreed changes to the action plan	VMS	End August
9	Invite Sue Lampard, Sue Bandcroft and Jackie Bevington to the next strategy group	LW	ASAP
10	Re-write action 6.1.2 (from the action plan) to reflect substance misusers	JP, VMS	End August
11	Provide LW a list of who can Next Link can provide services to	PH	Next meeting
12	Next meeting to be extended from 1.5hours to 2hours	VMS	Next meeting
<b>AOB</b>			
13	Check whether Margaret Butt is being invited to the meetings	LW	ASAP

*The meeting finished at 11:08pm*

### Next meeting:

Date: Wednesday, 21<sup>st</sup> October 2009

Time: 14:00 – 16:00

Venue: TBC (Princess House)