

APPENDIX 10

West Berkshire Domestic Violence Forum Action Plan 2004-8 – updated 5 May 2005

| | Action Required | How to achieve | Timescales | Actioned By |
|-----|---|---|-------------|--|
| 1. | Involvement of Partner Agencies | | | |
| 1.1 | Develop an induction programme/awareness pack & make it available to all agencies | <ul style="list-style-type: none"> ◆ Sub group/consultation presentation. Seek funding | | Julie Lee Elizabeth Sewell Susan Willis Rachel Craggs |
| 1.2 | Develop Forum Charter, Mission Statement & Terms of Reference | <ul style="list-style-type: none"> ◆ Sub group to help people feel committed and part of the group | | As above |
| 1.3 | Confirm that agencies DV polices are compatible with Forums objectives | <ul style="list-style-type: none"> ◆ Request via forum to all representatives | | |
| 1.4 | Identified training information officer to advise agencies | <ul style="list-style-type: none"> ◆ To be discussed at Forum | | |
| 1.5 | Confirm/ensure that an annual domestic violence training event is held | <ul style="list-style-type: none"> ◆ Feedback to Rachel and forum discussion ◆ More connections with the press, Radio, Newspapers. ◆ Link with national awareness days | | |
| 2. | Raise Awareness | | | |
| 2.1 | Make Government initiatives easily available and share resources | <ul style="list-style-type: none"> ◆ Co-ordination of key organisations ◆ Consultation | | |
| 2.2 | Ensuring publicity material is regularly updated | <ul style="list-style-type: none"> ◆ Continuity of forum members – leaflets/file. | Ongoing | Rachel Craggs |
| 2.3 | Development of Website | <ul style="list-style-type: none"> ◆ Possibly via subgroup. ◆ Explore ICT companies and funding for non-profit making group | 2004 | Rachel Craggs |
| 2.4 | Share information across Berkshire with other Forums and events | <ul style="list-style-type: none"> ◆ Copies of DVF minutes to be distributed to Wokingham, Bracknell, South Oxon, Slough & Aylesbury Vale DVFs | | |
| 2.5 | At each DVF meeting, one person to provide information about their area of work | <ul style="list-style-type: none"> ◆ Develop schedule for presentations | May 2004 | |
| 2.6 | Develop self reporting form, maintaining anonymity Will help clarify if reported elsewhere and will help channel preventative work | <ul style="list-style-type: none"> ◆ Obtain form from Bracknell | 2005 | |
| 2.7 | Annual DV event | <ul style="list-style-type: none"> ◆ Discuss at Forum meeting | Nov 2004 | |
| 2.8 | Raise awareness of domestic violence in schools | Awareness raising sessions to be undertaken in schools and delivered to school staff by Sharon Inglis from Social Services, Debbie Corbridge from the Family Resource Team, Susan Willis from BWA & Julie Lee from the PCT. | Autumn 2004 | Jane Hull |

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| 3. | Information Exchange | | | |
| 3.1 | Make relevant legislation available to Forum members | ◆ Solicitors | 2005 | ? |
| 3.2 | Identify information/data to be shared and appropriate levels (eg sensitive, personal, depersonalised) | ◆ Use existing protocols & good practice protocols | | Victor Vanni |
| 3.3 | Decide on method of exchange (electronic, hardcopy) | ◆ Identification of robust data sharing arrangements | | Victor Vanni |
| 3.4 | Analyse how information is being shared and agree criteria– ie third part disclosure | ◆ Non disclosure to third party unless all parties or data owners are informed/have agreed | | Victor Vanni |
| 3.5 | Decide on method of data management and security of information (encryption, safe storage) | ◆ Encryption software and ensuring data is held in safe location and only for as long as needed. ◆ Ensure any personal data exchange is accurate and up to date. | | Victor Vanni |
| 3.6 | Carry out cost /benefit analysis of supporting victims and families. | ◆ Include info on days lost re DV injuries | | |
| 4. | Improve Reporting & Reduce Repeat Victimisation | | | |
| 4.1 | Employ Domestic Violence Co-ordinator to: ◆ Reduce repeat victimisation ◆ Carry out needs assessment ◆ Facilitate one stop shop | ◆ Funding for post – possibly from Local PSA ◆ Members of Forum to make more time | 2006 | Rachel Craggs |
| 4.2 | Fund outreach workers for children | | 2005 | Susan Willis |
| 4.3 | Make contact with Commercial Employers | ◆ Approach HR Managers ◆ Develop packs and domestic violence policy | 2005 | Rachel Craggs |
| 4.4 | ◆ Highlight all aspects of definition (non physical) ◆ All health and education professions should screen and look at how they ask the question | | | |
| 5. | Perpetrators' Programme | | | |
| 5.1 | Develop and implement Perpetrators' Programme | Managed by sub group comprising Sharon Inglis, Sam Harling, Martha Vickers, Sharon Coward, Rachel Craggs | May 2004 | Debbie Corbridge |