

**Protocol for the
Specialist Domestic Violence Court at
West London Magistrates Court**

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Version 2

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Protocol for the Specialist Domestic Violence Court at WEST LONDON MAGISTRATES' COURT

I. Introduction

This Protocol is an agreed document between agencies who are committed to participate in the West London Magistrates' Court (WLMC) Specialist Domestic Violence Court (SDVC) for dealing with defined domestic violence cases.¹ The original Protocol has the approval of the Lord Chancellor's Department and has since been updated in November 2003 and November 2009.

All signatory agencies have agreed that the aim of this protocol is to improve the court management of domestic violence cases and it is accepted that this means that changes in perception and practice must be made and monitored.

Specialist Domestic Violence Court at West London Magistrates Court

The Specialist Domestic Violence Court was initially set up as a pilot project in October 2002 and this protocol originates from the pilot. The main objectives of the pilot were set out in the London Borough of Hammersmith and Fulham's Public Service Agreement (PSA) approved by the Government on 5th February 2002.

Signatory agencies agreed the following aims for the pilot:

1. to increase the effectiveness of the judicial system in providing
 - protection and support to victims and witnesses of domestic violence
 - appropriate sanctions to perpetratorsand by reducing delay through effective case management.
2. to further increase co-ordination of agencies, including the Crown Court, involved in supporting victims and witnesses and dealing with perpetrators.
3. to explore the potential for linking civil courts in to the criminal justice process at WLMC.

Updated Aims and Indicators 2006

In 2006 Standing Together Against Domestic Violence reviewed the aims of the Specialist Domestic Violence Court with the partner agencies involved with the court. The updated aims were identified and agreed as:

1. To increase the effectiveness of each partner agency's specific role in dealing with domestic violence related matters at the Specialist Domestic Violence Court at West London Magistrates Court:
 - By effective case management
 - By reducing delays

¹ The Specialist Domestic Violence Court at West London magistrates' Court was launched on 17/10/2002. It ceased being a pilot in 2004.

2. To bring offenders to justice
 - By ensuring that appropriate measures are considered to hold individuals accused of domestic violence accountable for their on going behaviour
 - By prompt and effective breach proceedings
 - By ensuring compliance with court orders
 - By addressing repeat offending
3. To consider the needs and safety of victims and witnesses
 - By better enabling victims and witnesses to use the criminal justice system
 - By addressing safety consistently & offering support at every stage of the process
 - By imposing clear, enforceable bail conditions
 - By ensuring that the victim or witness is kept informed at each stage of the criminal court proceedings
 - By addressing repeat victimisation
4. To enable a coordinated response from both agencies involved in supporting victims and witnesses at the Specialist Domestic Violence Court and from agencies dealing with individuals accused of domestic violence related matters.
 - By holding each other/partner agencies accountable for protocols
 - By facilitating communication between all partner agencies
 - By agreeing procedures as required
 - By identifying issues & coordinating the actions taken
 - By sharing information & data
5. To share the experience and good practice of the Specialist Domestic Violence Court Partnership with other agencies and projects locally and nationally.

Please see Appendix I for a full copy of the Aims & Indicators as agreed in 2006.

Governance, Monitoring and Accountability

In 2006 the National SDVC Steering Group produced a Resource Manual to support partnerships across the UK achieve and monitor accredited Specialist Domestic Violence Courts in their area. Through the national SDVC roll out programme, (operational in 2005), the Government aimed to establish at least 128 accredited SDVCs by 2011. The National SDVC Resource Manual outlined 12 components which should be present in an SDVC and formed the basis of the accreditation criteria; ensuring victim/witness safety and managing risk effectively through specialist IDVA services are central to the process. Please see Appendix 2 for a list of the components and sub-components.

During the roll out programme, the CPS managed the national reporting and monitoring framework and by 2009, over 140 SDVCs had successfully achieved accreditation. As of 1st April 2010 the Local Criminal Justice Boards (LCJBs) assumed responsibility for aspects of monitoring and performance of SDVCs. In order to support SDVC partnerships, the LCJB Performance Unit has established a national indicator to reduce 'DV attrition' broken down by

borough but the core components and measures for success remain the same as identified in the original pilot courts and subsequent roll out programme.

The operational performance of the SDVC at WLMC is managed by the Court Management Group (CMG). The CMG sits within a broader partnership and monitoring structure with a range of local indicators. Please refer to Appendix 3 for the Terms of Reference for this group.

II. Definitions

The definition of domestic violence for the purposes of the Specialist Court has been agreed as²:

“any incident of threatening behaviour, violence or abuse [psychological, physical, sexual, financial or emotional] between adults who are or have been intimate partners or family members, regardless of gender or sexuality.”

- B. The court that will hear the domestic violence cases will be referred to as the “Specialist Domestic Violence Court.” In this document, it may also be referred to as the “Specialist Court” or “SDVC.”
- C. Any cases where domestic violence exists as a background factor in the charge will be designated to the Specialist Court, as identified by any of the signatory agencies of this protocol.

III. Support for victims and witnesses

It is agreed that support for victims and witnesses is of the utmost importance not only on the trial date but during the case preparation process and after the trial/sentence. In November 2003 a separate protocol covering the Domestic Violence Victim/Witness Support Group (DVWSG) — ADVANCE Advocacy Service, Eaves Women’s Aid, Kensington and Chelsea Victim Support and the Witness Service — was developed.

In November 2010 this protocol was reviewed in order to better reflect the agencies involved with the SDVC and in the boroughs served by the SDVC. As a result the roles of the DVWSG agencies are contained within the body of the SDVC protocol in Part II.

The DVWSG remain a separate group which feed into the SDVC Management Group.

IV. Case identification

A process has been agreed where the incident, if it falls within the definition set out in Section II, will be identified at the earliest opportunity by the police officer attending the scene/when the matter is first reported/otherwise comes to Police attention, as a domestic violence case and the CPS, Police, and Court will designate it a Specialist Court case. The process is as follows:

- The police will identify the incident as a domestic violence incident in line with the agreed definition
- Police CSU - to place a green sticker labeled with ‘DV’ on the Court Charge Sheet
- Police CJU - to label the file with the Specialist Court code

² In July 2009 the definition of domestic violence for the purposes of the SDVC changed to include familial domestic violence. Before this time the definition was in line with that of the Standing Together partnership, as “any form of physical, sexual or emotional abuse within or after an intimate relationship.”

- The Police Custody Officer will insert text in the electronic version of the Court Charge Sheet which will indicate that it is a DV offence.
- CPS - State at first hearing and write 'DV' on the front of the case file and/or label with a green sticker
- CPS – ensure the correct DV Flag / SDVC Flag is checked in the appropriate Case Management Database
- Court – the court file will be identified as domestic violence by highlighting the front cover of the court file. If this has not been done by the Listings Department, the Legal Adviser will mark the file as appropriate as soon as it is identified that the case is DV
- Probation – the Court Duty Officer will ensure that the case is flagged as DV as soon as it is referred to Probation for Pre-Sentence Report.

All agencies will follow internal guidelines as to flagging DV cases appropriately on the respective databases.

The Signatory agencies of this protocol will adopt the case management procedure as set out at Section V in regard to each case identified as falling within the Specialist Court, either before first appearance or at first appearance.

V. Court case management

Effective court case management involves several agencies and departments. The following section will list the actions which need to be taken by each agency in order to ensure that the Specialist Court runs effectively and meets the overarching aims as agreed by the partnership.

Standing Together has produced a Best Practice Model (see Appendix 4) which captures what is regarded as best and positive practice in relation to domestic violence cases going through the Criminal Justice System. This model should be used as guidance for signatories of this protocol to achieve best practice in the SDVC.

The actions for each agency within this protocol have been broadly split according to the core components of the Specialist Court: Case Management, Cover for Court, Bail Conditions and Reporting & Evaluation.

I. West London Magistrates' Court (WLMC)

Case Management:

- a) The Court will run a Specialist Domestic Violence Court on the Thursday of each week to deal with the identified domestic violence cases.
- b) There is an expectation that all hearings, apart from trials and (Probation) breach proceedings, for a defined domestic violence case will be listed before the Specialist Court when the intensive support and other inter agency arrangements are in place. It is accepted that for good reason some hearings will be listed on other dates. Every effort will be made by the Court to avoid this occurring, and when it does occur will be limited to:
 - First appearances where a defendant appears in custody from the Police Station on any day other than when the Specialist Court is sitting. In such cases, if the defendant does not enter a plea and/or is refused bail and wishes to make a further application for bail, the defendant will be remanded to the next available date for the Specialist Court for a plea to be taken and/or bail application to be considered.
 - Committal hearings for defendants in custody which are conducted via videolink.
 - Non effective hearings via videolink which are used solely for the purpose of further remanding a defendant in custody towards an effective hearing date (usually a trial).
- c) Where the defendant pleads guilty and is remanded for a pre-sentence report, he/she will be remanded to the Specialist Court for sentence.
- d) Any adjournments of an indictable only case to be sent to the Crown Court will be assigned to the Specialist Court wherever possible.
- e) Trials are not listed to the SDVC³ and take place on other days in West London Magistrates' Court. In these instances, the Court will:
 - Ensure that the trial is listed in an appropriate courtroom.
 - Ensure that all staff involved in the trial (District Judges, Magistrates, Legal Advisers and List Callers/Ushers) are suitably trained.
 - Ensure that victims and witnesses have access to relevant support services (IDVAs or Witness Service) and that a Support Worker is able to sit inside the courtroom while their client is giving evidence if necessary.
- f) The Court will use the appropriate directions form for the Specialist Court to ensure all relevant issues are considered before a trial date is fixed.
- g) In cases where Probation commence breach proceedings against an offender for breaching an order imposed by the SDVC, hearings will be listed in the Probation Breach Court. The SDVC Management Group will be informed of any changes to this arrangement.

³ Until 15th October 2009 trials were heard in the SDVC exclusively and were heard in the afternoon session. After this date it was not possible to contain all the DV trials within the afternoon session of the SDVC (due to capacity reasons) and it was agreed that trials were to be listed on other days, provided an SDVC date was not available. In October 2009 it was agreed by the Court Management Group that trials would no longer be heard in the SDVC and all DV trials would be held on other days.

- h) All signatory agencies have agreed to proactively inform each other as soon as possible of any issues likely to affect the effectiveness of a fixed trial and in line with the Criminal Procedure Rules 2011 (Appendix 5)
- i) Upon a not guilty plea being entered, the trial date will be fixed and domestic violence cases will be treated as a priority by the Court with regard to listing of the trial.
- j) Where a trial is adjourned part-heard the Court will fix the earliest possible date after hearing representations from the parties on their availability.
- k) A Case Progression Officer (CPO) at Court will conduct the case management of domestic violence cases in compliance with the relevant Standard Operating Procedures governing the operation of the Court.
- l) Breaches of bail conditions will be dealt with in any court as they must be dealt with within 24 hours of arrest, but if the defendant appears on a Thursday the Court will ensure that the defendant will be brought before the Specialist Court provided it is still sitting.
- m) Where the court adjourns the matter for sentence and a community penalty is a stated option, the Court will ask Probation to consider the defendant's suitability for the Integrated Domestic Abuse Programme (IDAP) or the Integrated Domestic Abuse Programme Accelerated (IDAPA).
- n) Where a Pre-Sentence Report is ordered, the Probation Service requires three weeks to prepare the Report, allowing time for full enquiries to be made.
- o) When ordering a Pre-Sentence Report the Bench sitting will endeavour to remind the CPS and Police to consider obtaining a Victim Personal Statement.
- p) Wherever possible, given the constraints of seating in the SDVC, bona fide members of the press should be seated separately from the IDVA.
- p) Applications for variation or removal of restraining orders will be listed in the SDVC by the Court.

Cover for Court:

- r) The Court will ensure that District Judges, Magistrates, Legal Advisers, List Callers / Ushers and other staff have received training in the area of domestic violence, as is a component for an SDVC. There will also be an expectation that all Judges, Magistrates and staff sitting in the Specialist Court and hearing domestic violence trials will be aware of the existence and contents of this protocol.
- s) The Court will undertake to review the training of the above personnel as necessary to ensure that there is a sufficient number of judiciary and staff to cover the Specialist Court.
- t) The Court will allow a member of Standing Together (SDVC Coordinator) and at least one member from each IDVA service (covering the two boroughs) to sit inside the courtroom on each SDVC day. The Court will endeavour to accommodate more members of staff from these agencies should the need arise for the purposes of induction, as well as any specific visitors coming to observe the Court.

Bail Conditions:

- u) Bail decisions will be made in accordance with the Bail Act 1976. The court will also take into account the special considerations that arise in domestic violence cases, as informed by training and best practice.
- v) A copy of the bail form will be supplied to the Standing Together representative as soon as the case is completed in the courtroom. If bail is granted when the Specialist Court is not sitting, arrangements will be made (via the Legal Adviser and/or List Caller) to leave a copy of the bail form in the Witness Service room at the Court for Standing Together.
- w) Witness support agencies and the victim/witness will be able to contact the Court through the Witness Service or Post Court department at the Court to obtain the bail information in appropriate cases.
- x) With effect from 1st September 2011, a protocol is in place for tackling witness intimidation from prison (see Appendix 10). It applies to cases where bail is refused because the Court is satisfied that there are substantial grounds for believing that the defendant will, if released on bail, interfere with witnesses (Paragraph 2(1) (c) of Schedule 1 to the Bail Act 1976). In such cases where bail is refused the CPS will hand to the court clerk or legal adviser the contact details of the witness to be attached to the Remand Order or Warrant of Commitment which accompanies the defendant to prison, so that the relevant risk factor can be flagged by the Prison Escort and Custody Services (PECS) contractors on the Person Escort Record (PER).

Reporting and Evaluation:

- y) The West London Magistrates' Court will undertake to provide information on all domestic violence cases (especially those not heard in the Specialist Court for whatever reason) to Standing Together for circulation to all the signatory agencies.
- z) The Court will ensure that Standing Together has access to the Libra database in order to obtain results from cases which have not been heard in the SDVC. In most cases the information will be checked on Libra by the Witness Service however should this not be possible the Court will provide the necessary access to Standing Together.
- aa) All signatory agencies will commit to participating in the work for the Court Management Group in improving operational procedures around the Specialist Court and evaluating the ongoing effectiveness of the Specialist Court against the agreed aims. This will include being represented at the quarterly Court Management Group meetings and the annual review of the Specialist Court (normally serviced by Standing Together).

2. Crown Prosecution Service (CPS) Hammersmith & Fulham (FH) and Kensington & Chelsea (BS)

Case Management:

- a) CPS will ensure that each borough's Prosecution team have a DV Coordinator whose responsibility it is to oversee all domestic violence cases and who will act as a point of contact in relation to the cases.
- b) In each prosecution, the CPS will give consideration to the best way for the witness to give evidence including the use of interpreters, an application for screens and by video link, if necessary.
- c) In instances where special measures are appropriate, Prosecutors will follow the agreed procedures as set out in the Special Measures Process Map (Appendix 6).
- d) All signatory agencies have agreed to proactively inform each other as soon as possible of any issues likely to affect the effectiveness of a fixed trial.
- e) CPS will consider making an application to the Court for a Restraining Order in all domestic violence cases which meet the criteria according to relevant guidance (see Appendix 7). Where possible, the Prosecutor will seek information from the Officer in the Case (OIC) and/or IDVA in relation to whether such a sentence would be appropriate.
- f) Prosecutors shall ensure that IDVAs or other support personnel in Court remain anonymous when referring to information obtained by them. It is recognized that this can increase the risk to the individual IDVA/support worker, as well as potentially heighten risk for the victim. If necessary, the Prosecutor will request that the case is put back or adjourned in order to obtain information outside of open court.
- g) In cases where the first indication that the complainant wishes to withdraw the complaint arises at the Court, the Prosecutor will:
 - Invite the Court to grant an adjournment for the Police to make enquiries into the wishes of the complainant. The length of adjournment sought should depend on the nature of the enquiries and whether the defendant is in custody. If the defendant is on bail, the Prosecutor will make representations to the Court to ensure that there are adequate bail conditions to protect the complainant from any potential pressure to withdraw (in any case a condition of non contact).
 - Notify the WCU and OIC immediately if an adjournment is granted, to instigate enquiry into the complainant's wishes.
 - Ensure that a formal withdrawal statement is taken by Police before reviewing whether to proceed with the case.
- h) In accordance with the CJS Code of Practice for Victims of Crime (Appendix 8), the Prosecutor (or other CPS representative) will endeavour to meet the victim prior to trial.

Cover for Court:

- i) CPS will endeavour to assign dedicated Prosecutors (DV Coordinators) to the Specialist Court. If this is not possible, only Prosecutors (including Agents) who are trained and experienced in domestic violence cases and who are aware of the contents of this protocol will be assigned to the Specialist Court.

- j) CPS will assign Prosecutors to all domestic violence trials who are trained and experienced in domestic violence cases and who are aware of the contents of this protocol.
- k) In any event, any Prosecutor or Agent prosecuting a case of domestic violence will be familiar with the CPS Policy for Prosecuting Cases of Domestic Violence (Appendix 9).

Bail Conditions:

- l) Prosecutors will undertake to review the suitability of bail conditions at every hearing, and seek information from the police and/or IDVA services to ensure that the bail conditions are appropriate and safe for the victim.
- m) Prosecutors will seek that any bail address offered by Defence is checked by the appropriate PLO or CSU Officer to ensure that it is suitable and a safe distance from the victim.
- n) Prosecutors will respond to requests from police, IDVAs or Standing Together in respect of issues will bail conditions and requests to relist cases in order to review bail conditions.
- o) In accordance with the CJS Code of Practice for Victims of Crime, it is the responsibility of the joint police/CPS Witness Care Unit (WCU) to advise victims and witnesses of outcomes of all pre-trial hearings which will include bail applications or variations in both the Magistrates and Crown Courts.
- p) With effect from 1st September 2011, a protocol is in place for tackling witness intimidation from prison (see Appendix 10). It applies to cases where bail is refused because the Court is satisfied that there are substantial grounds for believing that the defendant will, if released on bail, interfere with witnesses (Paragraph 2(1) (c) of Schedule 1 to the Bail Act 1976). In such cases where bail is refused the CPS will hand to the court clerk or legal adviser the relevant section of the MG6 form to be attached to the Remand Order or Warrant of Commitment which accompanies the defendant to prison, so that the relevant risk factor can be flagged by the Prison Escort and Custody Services (PECS) contractors on the Person Escort Record (PER).

Reporting and Evaluation:

- q) All signatory agencies will commit to participating in the work for the Court Management Group in improving operational procedures around the Specialist Court and evaluating the ongoing effectiveness of the Specialist Court against the agreed aims. This will include being represented at the quarterly Court Management Group meetings and the annual review of the Specialist Court (normally serviced by Standing Together).

3. Metropolitan Police Service (MPS) Hammersmith & Fulham (FH) and Kensington & Chelsea (BS)

Case Management:

- a) All police units involved with the court process will case manage in accordance with relevant ACPO guidelines (see Appendix 11).
- b) All defendants charged with a defined domestic violence offence and remanded in custody from the Police Station will appear at Court in accordance with the normal procedures.
- c) The Officer in the Case (OIC) will ensure that there are details of any dates to avoid for potential witnesses (both Police and Civilian) are provided to the CPS before the first hearing. The Witness Care Unit will check the files at any given stage to ensure that this information has been provided to the CPS and will liaise with the relevant parties if it is not on file to ensure that it is gathered at the earliest opportunity.
- d) The Officer in the Case (OIC) will consider the need for special measures in every domestic violence case that is being considered for charging. The OIC will ensure that the result of the consideration for special measures is clearly communicated in the agreed format (currently via the MG5 Case Summary of the incident).
- e) If a special measures application is to be made, the OIC will ensure that the relevant paperwork (namely MG2 form) and information is provided to the CPS so that a timely application can be made to the Court.
- f) The OIC, where possible, will undertake to consider the need for special measures at any latter stage in the court process, in case the need has arisen since the defendant was first charged. The OIC will liaise with the WCU in order to ensure that an application is made to the Court at the earliest opportunity should this situation arise.
- g) The WCU will ensure that there is evidence in each domestic violence case that special measures have been considered by the OIC and that the results have been clearly communicated in the agreed format (currently via the MG5 Case Summary of the incident).
- h) The WCU will also endeavour to assess and inform the victim and/or witnesses in the case of the possibility of special measures and will ensure that if there is a need for special measures at any stage in the court proceedings that the relevant paperwork (namely MG2 form) and information is provided to the CPS so that a timely application can be made to the Court.
- i) All signatory agencies have agreed to proactively inform each other as soon as possible of any issues likely to affect the effectiveness of a fixed trial.
- j) Arrests on warrant for breach will be identified and flagged appropriately to ensure that the Court can list it to be heard in the Specialist Court if possible.
- k) In cases where a person bailed with a condition to attend a Probation assessment fails to attend, the Probation Service will inform local police (CSU) who will prioritise finding and arresting the offender.
- l) In cases where the victim has indicated a wish to withdraw or retract, the OIC will speak to the victim and discuss the process and make an assessment as to whether any further measures (e.g. special measures) can be put into place to reassure the victim.

- m) The OIC will ensure that a formal withdrawal statement is taken and submitted to the CPS within the agreed time frames.
- n) The police will adhere to the referral procedures as agreed with the specific IDVA service covering the borough.
- o) Upon charging the defendant the OIC will ensure that the victim has been offered a referral to the relevant IDVA service working in the borough.
- p) Throughout the case, the OIC will liaise with the IDVA to ensure that the victim is aware of hearing outcomes, that the victim's wishes in relation to the criminal proceedings are considered and communicated (where appropriate) to the CPS.
- q) The OIC and WCU will ensure that special measures are considered and discussed with the victim at regular intervals throughout the court case, particularly at the charging stage (OIC) and leading up to the trial (WCU). Both the OIC and WCU will liaise with the IDVA (if necessary) in relation to the victim's wishes for special measures.
- r) For victims/witnesses whose case is listed for trial the WCU will explain that a pre-trial visit can be arranged and will offer and make a referral to the Witness Service at the Court at the earliest opportunity so that contact can be made with the victim/witnesses to arrange a pre-trial visit.
- s) In cases where a trial is listed, the WCU will send a List of Witnesses Attending Court (LWAC) to the Witness Service at the earliest opportunity.
- t) In cases where the defendant applied to vary or remove a restraining order imposed by the Court, the OIC will endeavour to make contact with the victim in the case and consider obtaining a statement outlining their response to the application. In some cases the OIC will consider attending the Court when the application is being heard in order to provide representation in relation to the application.
- u) In accordance with the CJS Code of Practice for Victims of Crime, it is the responsibility of the Witness Care Unit (WCU) to advise victims and witnesses of outcomes of cases. This will not include reasons for particular disposal which is the responsibility of the CPS.
- v) In accordance with the CJS Code of Practice for Victims of Crime, it is the responsibility of the joint police/CPS Witness Care Unit (WCU) to advise victims of appeals made by the defendant against their conviction or sentence to the Crown Court.

Cover for Court:

- w) On each day of the Specialist Court a Police Officer from the Community Safety Unit will attend the Court and will be present in the courtroom or its environs in order to assist the Court and CPS with any necessary enquiries or tasks. It is agreed that a rota will exist ensuring that both police boroughs (FH and BS) will provide this resource on alternate Specialist Court days. If for any reason it is not possible to provide the agreed cover for the Specialist Court, the respective CSU will advise Standing Together and/or the Court at the earliest opportunity. In some instances the respective CSU may be asked to provide a telephone number which can be called if urgent enquiries are necessary to be made.
- x) Refer to Appendix 12 for the briefing to police officers new to covering the SDVC.

Bail Conditions:

- y) All defendants charged with a defined domestic violence offence and released on bail from the Police Station will be bailed to the Specialist Court at the earliest date.
- z) Custody Officers and the OIC will liaise to consider imposing bail conditions on defendants bailed to the Specialist Court, with a condition of non contact where possible. Rationale behind choice of bail conditions (where not obvious) will be noted on the appropriate form so that the CPS and Court are able to understand the meaning behind the chosen conditions.
- aa) The OIC will provide any information to the Custody Officer, CPS and / Court in relation to the safety of the victim when bail conditions are being considered. The OIC will also liaise with the IDVA where necessary. For example to ensure that the victim's home and workplaces are set as exclusion zones for the defendant, etc. The OIC will endeavour to include in the initial remand file a view on the victim and any child(ren)'s safety and where possible the victim's own view on their safety and the safety of any child(ren).
- bb) The OIC will make appropriate checks of any bail addresses offered by the defendant to ensure that the address is suitable. Any research completed in this capacity will be communicated to the CPS so that the Court is also aware.
- cc) The OIC will ensure that the results of risk assessment is brought to the attention of the CPS so that it may be taken into account in whether or not to oppose bail.
- dd) Where a defendant is released on bail (conditional or unconditional) at any stage in the proceedings but especially where he/she is released from custody or bail conditions are varied, arrangements will be in place to inform the victim/witness as soon as possible so as to avoid surprise contact by the defendant. In accordance with the CJS Code of Practice for Victims of Crime, it is the responsibility of the Police to advise victims of bail conditions relating to them, or if the defendant is remanded in custody within one working day for vulnerable or intimidated victims and five working days for all other victims.

Reporting and Evaluation:

- ee) All signatory agencies will commit to participating in the work for the Court Management Group in improving operational procedures around the Specialist Court and evaluating the ongoing effectiveness of the Specialist Court against the agreed aims. This will include being represented at the quarterly Court Management Group meetings and the annual review of the Specialist Court (normally serviced by Standing Together).

4. London Probation Service Hammersmith & Fulham and Kensington & Chelsea borough

Case Management:

- a) Where possible, Probation will strive to obtain a request for a Pre-Sentence Report (PSR) in all cases of domestic violence.
- b) The Probation Officer taking the request for the PSR, and the PSR Writer will ensure that they have any details of an agreed basis of plea and Victim Impact Statement.
- c) All Probation staff writing PSRs will be trained in relation to domestic violence issues.
- d) In cases where Probation commence breach proceedings against an offender for breaching an order imposed by the SDVC, hearings will be listed in the Probation Breach Court. The SDVC Management Group will be informed of any changes to this arrangement.
- e) In the event of the whereabouts of the offender being unknown, and/or where there are risk concerns and where the risk is estimated as high or imminent a warrant will be applied for at the earliest opportunity.
- f) The Probation Officer taking the request for the PSR, and the PSR Writer will identify whether the victim is being supported by an IDVA Service and will make contact with the Service for information relevant to the victim for the purposes of the PSR.
- g) Every victim in respect of a domestic violence case will be offered the support of a Women's Safety Officer, as appropriate.

Cover for Court:

- h) On the day of the Specialist Court arrangements will be made for a qualified Probation Officer to be dedicated to Specialist Court. A rota will exist ensuring that either Probation area covering the boroughs of Hammersmith & Fulham and Kensington & Chelsea will provide this resource on Specialist Court days.

Bail Conditions:

- i) When a person bailed to attend a Probation assessment fails to attend, the Probation Service will inform the local police (CSU and/or the BIU) in order that efforts can be made to locate and arrest the offender.

Reporting and Evaluation:

- j) Probation will share information with Standing Together regarding breach proceedings brought to court in relation to offenders who breached orders imposed by the SDVC.
- k) All signatory agencies will commit to participating in the work for the Court Management Group in improving operational procedures around the Specialist Court and evaluating the ongoing effectiveness of the Specialist Court against the agreed aims. This will include being represented at the quarterly Court Management Group meetings and the annual review of the Specialist Court (normally serviced by Standing Together).

5. The role of Standing Together Against Domestic Violence

Standing Together enable the effective coordination of multi-agency responses to domestic violence in the London Borough of Hammersmith & Fulham (LBHF). In addition Standing Together manages and services the LBHF DV Strategic Partnership and borough action plan of which the SDVC and Court Management Group are an integral part. Standing Together work to ensure that all agencies (both voluntary and statutory) are accountable and respond effectively and consistently to domestic violence through ensuring that survivor/victims (and their children's) are safer and offenders are held to account.

In order to achieve this within the context of an SDVC, Standing Together have devised a rigorous monitoring system for the SDVC and report progress to the DV Strategic Partnership. In addition Standing Together employ a dedicated SDVC Coordinator (funding allowing) responsible for weekly monitoring of DV cases, the production of quarterly and annual reports including performance management briefs to the CMG and regular contact with SDVC partners to resolve urgent high risk operational issues.

The role and responsibilities of the Standing Together SDVC Coordinator are vast (see Appendix 13) and change according to the priorities of the Court Management Group. However the core responsibilities of the SDVC Coordinator are to:

- a) Attend the SDVC every Thursday and observe proceedings from within the courtroom.
- b) Record the result of each case appearing in the SDVC and communicate this to the relevant police units (CSU & WCU) as well as agencies responsible for supporting the victims of the cases.
- c) Monitor practice in the SDVC to ensure that this protocol is adhered to.
- d) Work closely with the relevant partner agencies at court on cases, intervening and assisting when necessary to ensure that the protocol and best practice is followed.
- e) Produce a weekly observation report and send this to partner agencies each week.
- f) Produce and provide reports on data from the SDVC cases, and a quarterly observation summary for the Court Management Group meetings held on a quarterly basis.
- g) Be a point of contact for practitioners of agencies working within the Court in relation to practice issues needing discussion and/or resolution by the Court Management Group.

VI. Domestic Violence Victim/Witness Support Group (DVWSG)

Introduction

This protocol is an agreed document between the Domestic Violence Victim/Witness Support Group (DVWSG) agencies which are committed to participating in the SDVC at West London Magistrates Court (WLMC). The DVWSG is a collaborative group of agencies that work with victim/witnesses of domestic violence attending the SDVC at West London.

The core principles of the DVWSG were defined in 2003 when the SDVC launched and continue to underpin the work of the agencies involved in the DVWSG. The agreed principles are set out in Appendix 14.

As part of review of the overall SDVC protocol, membership to the DVWSG has been categorised to reflect core and subsidiary members. Current structure is reflected in Appendix 15 which is subject to change according to local structures. The details in this protocol reflect the expectations of practice of those agencies signed up. Additionally, Appendix 16 reflects Referral Agreements between local agencies which operate within the SDVC.

Core DVWSG member agencies should be the relevant Independent Domestic Violence Adviser (IDVA) agencies and the Witness Service based within the Magistrates Court in which the SDVC operates.

Subsidiary DVWSG member agencies should be any other non statutory agency whose remit includes supporting those who are victims in cases within the SDVC.

It is agreed that support for victim/witnesses is of the utmost importance not only on the trial date but also during the case preparation process and after hearings, the trial and sentence.

It is acknowledged that victim/witnesses will attend at the court at various stages of the process and with differing levels of support and information.

The following sections outline the role of the various agencies' roles and responsibilities in relation to victim/witness support in the SDVC.

I. IDVA Service(s) Hammersmith & Fulham and Kensington & Chelsea boroughs

Below are the minimum standards to which an IDVA service involved with the SDVC is expected to meet. It is acknowledged that IDVA services have differing referral criteria and operational procedures. Appendix 15 reflects the actual organisation's performing the role of the IDVA service in the SDVC. This is subject to change however the IDVA service(s) involved in the SDVC will be expected to perform the roles outlined in this section and sign up to this protocol.

In any event the IDVA service(s) involved in the SDVC will be expected to perform the role according to the National Definition of IDVA Work (see Appendix 17).

Please note that use of the terms victims, witnesses and client (of the IDVA service) will be used interchangeably throughout this section.

Referral to IDVA service(s):

- a) It is expected that all victims of a domestic violence crime will be offered a referral to an IDVA at the time of police callout or once the case has been passed to the CSU. Referrals will be made in accordance to the referral criteria of the relevant IDVA service. Where possible a referral will also be offered in incidents classified as 'non crime book domestics.'
- b) In some instances a referral may not have been offered or made to the IDVA service. If such a case is identified in the SDVC, the IDVAs will be proactive in contacting the CSU to request that a referral be made, if appropriate.
- c) On referral, the IDVA will conduct the necessary risk assessment and safety planning procedures. Risk assessments will be carried out using the risk assessment tool as outlined in Appendix 18.
- d) It is expected that the IDVA support is not conditional on the client being involved in criminal proceedings and that support will be tailored to the needs of the individual client. This may include support relating to sanctions and remedies available through the civil and criminal courts, as well as housing options and any other area identified as required by the client.
- e) Support for cases which do not fall within the criteria for support from the IDVA service for whatever reason (i.e. familial violence, victim resides out of borough, etc.) will always be supported by the WS in respect of the court case. However efforts will be made by all agencies to identify a suitable specialist agency to refer the victim of the case for support in other areas which may be required as a result of the domestic violence (i.e. housing, civil injunctions, etc., in accordance with local referral pathways and agreements.
- f) In any event, agencies will adhere to the Referral Agreement(s) in place (see Appendix 16).

Support through criminal proceedings:

The IDVAs will:

- g) Ensure that all victim/witnesses who are clients of the IDVA Service have necessary information and sources of advice in relation to the criminal proceedings. In those cases in which the perpetrator is being prosecuted, the IDVA will explain the prosecution and court process with the client, including the process of giving evidence at court and possible

outcomes and sentences. In addition, the IDVA will provide emotional support and practical advice to victim/witnesses in effort to minimise fears of the court and prosecution process.

- h) Actively explain and communicate facilities such as special measures to clients and liaise with the relevant professionals and agencies as necessary to ensure that the client has been offered special measures as appropriate.
- i) Refer the client to the Officer in the Case (OIC) and Witness Care Unit (WCU) if there is indication that the client wishes to have special measures applied for and communicate any assessment made which might indicate a need for such measures.
- j) Explain and offer a pre-trial visit to clients likely to be attending the court to give evidence. The IDVA will refer any (preferably in advance with one week's notice) clients accepting the offer to the Witness Service (WS) at the Court to arrange the visit.
- k) Request from the WS (preferably in advance with one weeks notice) special entry for the victim/witness to the court if necessary. The IDVA will liaise with Court security in order to ensure safe entry to the building and increased security as necessary for the client.
- l) If a client of the IDVA attends Court the IDVA will liaise with the WS to access a witness room and will provide tea/coffee/water as required, ensuring that the victim/witness is as safe and comfortable as possible.
- m) The IDVA will be directed by the victim/witness as to the level of support s/he requires on the day of the trial. This may include sitting with the victim/witnesses while they are waiting to give evidence and accompanying the victim/witness to and from the courtroom.
- n) If an IDVA becomes aware of a victim/witness attending the court not for a trial (i.e. listening to the matter in the public gallery or on the public concourse), the IDVA will attempt to make contact with the victim/witness and offer their services.
- o) IDVAs will make an effort to collect information from the client about previous convictions and/or civil injunctions, which may be relevant to the Police case and also to the CPS for the bail hearing.
- p) Assist personnel of various agencies within the Court with speaking to victim/witnesses of domestic violence cases who have attended the Court and/or request assistance but may not be clients of the IDVA service.
- q) If the IDVA becomes aware of any harassment of the victim/witness from the defendant or any other person, they should contact the Community Safety Unit (CSU) and they can enable the victim/witness to make an additional statement. If the IDVA is notified on the day of court, they will notify the CPS of the victim/witness's concerns.
- r) If the victim/witness is seeking to make a withdrawal statement, the IDVA should liaise with the Prosecutor and discuss with the victim/witness any consequences for their safety. In most cases the victim/witness will need to make a formal statement to Police and the IDVA will facilitate this. IDVAs will also take referrals from the WS for this purpose.
- s) When supporting clients at trial, the IDVA will liaise with WS ensure that the CPS Prosecutor is aware that the victim/witness is in attendance and a copy of their statement has been obtained to read before the trial commences.
- t) The IDVA will explain to their clients the sentencing process and possible sentencing options available to the Court. With client consent, the IDVA will contact the Probation Service and share relevant information in relation to the case with the Probation Officer who has responsibility to write the pre-sentence report.

- u) Liaise with the OIC in relation obtaining a Victim Impact Statement as appropriate.
- v) The IDVA will continue to offer full support to the client if the case is committed to the Crown Court, including attendance at trial and obtaining results from the appropriate Court Results department for hearings in the Crown Court.
- w) The IDVA will liaise with the Witness Service at the appropriate Crown Court to arrange pre-trial visits as requested by the client.
- x) The IDVA service will keep their case with the client open as long as the criminal case remains ongoing.
- y) It is the responsibility of the IDVA service to ensure that leaflets about their service are supplied to the WS.

Cover for Court:

- z) The IDVA service will endeavour to ensure that an IDVA attends the Specialist Court and provides support for cases from the relevant boroughs and according to their referral and support criteria.
- aa) An IDVA will attend Court to accompany victim/witnesses being supported by the service at trial or any other hearing in which the victim/witness is required to attend. This may include travel to other magistrates courts (for example, if the case originates from WLMC but is sent to another court for trial) and Crown Courts if SDVC cases are committed.

Bail conditions and hearing outcomes:

- bb) The IDVA service supporting the victim will provide the CPS Prosecutor with any information they are able to share and deemed relevant to the Prosecutor in relation to bail conditions. The IDVA will strive to make any such information known to the Prosecutor prior to the case being heard.
- cc) The IDVA service will keep their clients informed of bail conditions imposed, or subsequently amended by the Court. On non SDVC days the IDVA service will proactively seek the results (by way of enquiry to the Court, Standing Together or the Witness Service) of any known bail hearings and inform their client as soon as possible.
- dd) The IDVA will collect court results for their relevant cases (from WLMC or any other court in which their client's cases are being heard). In most instances the IDVA will prioritise contacting the client in order to relay the court results.
- ee) The IDVA will request a copy of any Restraining Orders made against the defendant for the victim to have.

Reporting and Evaluation:

- ff) Feedback from victims and witnesses about their experiences of the SDVC will be proactively sought by the IDVA and where appropriate provided to the Court Management Group via Standing Together for the purposes of evaluation.
- gg) The IDVAs will advise Standing Together of the cases in which they are supporting the victim/witness (or in some cases the defendant). This will be by way of communication on the

day of the SDVC as well as a form completed and sent to Standing Together on at least a monthly basis providing information about cases supported outside of the SDVC.

- hh) All support agencies will endeavour to maintain regular dialogue with Standing Together in relation to issues identified within the SDVC or SDVC process which would be within the remit of the Court Management Group to address. This is particularly important for cases for which the IDVA attends court on a non SDVC day (in most cases for trials).
- ii) All signatory agencies will commit to participating in the work for the Court Management Group in improving operational procedures around the Specialist Court and evaluating the ongoing effectiveness of the Specialist Court against the agreed aims. This will include being represented on the DVWSG and the annual review of the Specialist Court (normally coordinated by Standing Together).

2. Witness Service West London Magistrates Court

The Witness Service (WS) located within the West London Magistrates' Court provide support for witnesses attending trial in all courts and will provide support in cases of domestic violence to victims and witnesses attending WLMC to give evidence at trial.

The role of the WS in relation to cases of domestic violence includes the following tasks:

Referrals:

- a) The WS will attempt to contact victims referred in cases identified as that of domestic violence in order to offer a pre-trial visit and provide information relating to the court appearance.
- b) The WS will offer support to victim/witnesses on attendance at court should a referral not have been made previously.
- c) If the WS identifies a victim in a domestic violence case who is not being supported by an IDVA service they will offer a referral to the relevant IDVA service according to referral criteria. If a victim does not meet the referral criteria of any of the IDVA services, the WS will refer them to Victim Support in any event.

Support through criminal proceedings:

- d) The WS offer a pre-trial visit to each victim/witness likely to be attending the court to give evidence. This will involve giving individual witnesses a tour of the court and explaining the court process. If the victim/witness is supported by an IDVA service, the IDVA is welcome to accompany the victim/witness on the pre-trial visit.
- e) The WS will meet each victim/witness as they arrive for court on the day of the trial.
- f) WS will liaise with Court security in order to ensure safe entry to the building and increased security as necessary for the victim.
- g) By prior arrangement, the WS can ask the court to allow the victim/witness to use an alternative entrance to the court building and courtroom if required. The latter will be in accordance with procedures surrounding securing special measures for trial.
- h) Where the victim/witness is not supported by an IDVA service and does not wish to be referred, the WS will provide a practical description of the courtroom and the process for the trial and will keep the victim/witness informed and supported. The WS will contact an IDVA at any time in the court proceedings if they are needed.
- i) If the potential need for special measures (i.e. screens) comes to notice by the WS, they will advise the relevant Witness Care Unit of this so that an application can be considered.
- j) When the victim/witness attends court for a trial, the WS will ensure that the CPS Prosecutor and the Court are aware that the victim/witness is in attendance and obtain a copy of their statement to read before the trial commences.
- k) If requested the WS will sit with the victim/witnesses while they are waiting to give evidence and will accompany a victim/witness in the courtroom.
- l) The WS will accompany a witness to the exit of the courthouse if requested.

- m) The WS will maintain stocks of the 'Information for victim/witnesses' and the 'Witness Comments and Suggestions' leaflets produced by Standing Together plus leaflets from the IDVA services and any other relevant local or national service for the purposes of distribution to victim/witnesses. It is the responsibility of individual agencies to ensure that the leaflets are supplied to the WS.

Bail conditions and hearing outcomes:

- n) On occasion it may not be possible for Standing Together to fax the results of the Specialist Court to the relevant Police CSU and Witness Care Units and other victim/witness support agency requesting the information (by prior agreement and arrangement only). In such cases the WS will endeavour to fax the results on behalf of Standing Together at the earliest opportunity. If this is not possible to do, the WS will let Standing Together know as soon as possible.
- o) The WS will provide space for filing all of the results forms from the SDVC and provision to fax the results every Thursday after the SDVC is finished.
- p) On a weekly basis the WS will provide details of outcomes of hearings to Standing Together as on request.
- q) There will be in instances when it is not possible for information relating to outcomes of hearings in domestic violence cases to be obtained from the Court's post-court department directly. In such instances the WS will act as a point of contact for the IDVA services and any other relevant support agency seeking information.

Cover for Court:

- r) The WS will provide use of their office space as a meeting point for IDVAs and Standing Together staff attending the SDVC. People who utilise the WS office should be aware of the door code to let themselves in and out of the room. The WS offers tea, coffee and water on a self-service basis. The telephone and WS facilities can be used on a mindful basis. The WS provides use of a desk and chairs to the IDVAs and Standing Together. A filing cabinet is also made available for storage of court results. Handbags and briefcases can be left in the secure WS office however, when left unattended, mobile phones should be switched off and all items are left at the owner's own risk. The WS will take messages on the office line if required.

Reporting and Evaluation:

- s) The WS will endeavour to seek feedback from victims / witnesses about their experiences of the SDVC via feedback form or informally. Where appropriate WS will communicate such feedback to Standing Together for the purposes of evaluation.
- t) The WS will collect monthly statistics of the number of domestic violence victims/witnesses who have come to the court for an orientation visit before the hearing date and on the date of hearing.
- u) All support agencies will endeavour to maintain regular dialogue with Standing Together in relation to issues identified within the SDVC or SDVC process which would be within the remit of the Court Management Group to address.

- v) All signatory agencies will commit to participating in the work for the Court Management Group in improving operational procedures around the Specialist Court and evaluating the ongoing effectiveness of the Specialist Court against the agreed aims. This will include being represented on the DVWSG and the annual review of the Specialist Court (normally coordinated by Standing Together).

3. Victim Support Hammersmith & Fulham and Kensington & Chelsea boroughs

The Victim Support service (VS) is the main point of referral for hate crimes for the Police. VS offer office based and outreach services that provide emotional and practical support for victims of crime.

The role of the WS in relation to cases of domestic violence includes the following tasks:

Referrals:

- a. Referrals are made electronically to VS from a central unit in the Police. Referrals are mainly received via these means, however victim/witnesses can self refer or another agency can refer them. Victim/witnesses will be assigned to a trained VS worker or volunteer who will offer support and advice about the court process as well as other practical advice about a variety of issues that may be of concern to the victim/witness (such as housing, immigration, benefits).
- b. For cases identified as high risk, the victim/witness will be referred to the relevant IDVA service, if appropriate.
- c. If VS identifies a victim/witness who is not being supported by an IDVA service, but who do fall in the referral criteria, they will offer a referral to the relevant IDVA service, explaining to the victim that the IDVA service is able to offer support in areas other than the court process which may be required as a result of the domestic violence (i.e. housing, civil injunctions, etc.). If the offer is accepted by the victim/witness, VS will make the referral or the victim/witness can do so personally.
- d. VS will offer ongoing support for all victim/witnesses.
- e. If VS identifies a victim/witness who is not being supported by an IDVA service, but who do fall in the referral criteria, they will offer a referral to the relevant IDVA service, explaining to the victim that the IDVA service is able to offer support in areas other than the court process which may be required as a result of the domestic violence (i.e. housing, civil injunctions, etc.). If the offer is accepted by the victim/witness, VS will make the referral or the victim/witness can do so personally.
- f. In any event, agencies will adhere to the Referral Agreement(s) in place (see Appendix 16).

Support through criminal proceedings:

- g. VS will contact the WS to advise that the victim/witness is a client of their service. They will request from the WS (preferably in advance with one weeks notice) pre-trial court visits and special entry to the court if necessary.
- h. VS will make an effort to collect information from the victim/witness about previous convictions and/or civil injunctions that may be relevant to the Police case and also to the CPS for the bail hearing.
- i. If VS is aware of any harassment of the victim/witness from the defendant or any other person, they should contact the relevant CSU and they can enable the victim/witness to make an additional statement.
- j. It is the responsibility of VS to ensure that leaflets about their service are supplied to the WS.

Cover for Court:

- k. In exceptional circumstances VS can attend the Specialist Court to offer support a victim/witness attending court, and to collect court results for their relevant cases. However, they will normally offer a referral to the IDVA service for court support, and introduce the victim/witness to the WS for a pre-trial visit.

Bail conditions and hearing outcomes:

- l. VS service will keep their clients informed of bail conditions imposed, or subsequently amended by the Court. On non SDVC days VS service will proactively seek the results (by way of enquiry to the Court, Standing Together or the Witness Service) of any known bail hearings and inform their client as soon as possible.

Reporting and Evaluation:

- m. VS will advise Standing Together of the cases in which they are supporting the victim/witness (or in some cases the defendant).
- n. All support agencies will endeavour to maintain regular dialogue with Standing Together in relation to issues identified within the SDVC or SDVC process which would be within the remit of the Court Management Group to address. This is particularly important for cases heard non SDVC days (in most cases for trials).
- o. All signatory agencies will commit to participating in the work for the Court Management Group in improving operational procedures around the Specialist Court and evaluating the ongoing effectiveness of the Specialist Court against the agreed aims. This will include being represented on the DVWSG and the annual review of the Specialist Court (normally coordinated by Standing Together).
- w) VS will attempt to obtain feedback from victim/witnesses about their experiences of the SDVC either via the formal feedback forms or informally and will be provided to Standing Together. Where appropriate feedback will be provided to the Court Management Group via Standing for the purposes of evaluation.

4. Any other service supporting victims/witnesses

Below are general guidelines and minimum standards of service to victim/witnesses involved in SDVC cases.

Referrals:

- a) Referrals will be taken in accordance with referral criteria and specialism of the service. On referral an appropriate risk assessment and safety planning procedure will be undertaken.
- b) Consideration will be given in any event for referral to an IDVA service as appropriate and in line with relevant referral criteria.

Support through criminal proceedings:

- c) The service will contact the WS to advise that the victim/witness is a client of their service. They will request from the WS (preferably in advance with one week's notice) pre-trial court visits and special entry to the court if necessary.
- d) If the service is aware of any harassment of the victim/witness from the defendant or any other person, they should contact the relevant CSU and they can enable the victim/witness to make an additional statement.
- e) It is the responsibility of the service to ensure that leaflets about their service are supplied to the WS.

Cover for Court:

- f) In exceptional circumstances the service can attend the Specialist Court to offer support a victim/witness attending court, and to collect court results for their relevant cases. However, they will normally offer a referral to the IDVA service for court support, and introduce the victim/witness to the WS for a pre-trial visit.

Bail conditions and hearing outcomes:

- g) The service will keep their clients informed of bail conditions imposed, or subsequently amended by the Court. On non SDVC days the service will proactively seek the results (by way of enquiry to the Court, Standing Together or the Witness Service) of any known bail hearings and inform their client as soon as possible.

Reporting and Evaluation:

- h) The service will advise Standing Together of the cases in which they are supporting the victim/witness (or in some cases the defendant).
- i) The service will attempt to obtain feedback from victim/witnesses about their experiences of the SDVC either via the formal feedback forms or informally and will be provided to Standing Together. Where appropriate feedback will be provided to the Court Management Group via Standing for the purposes of evaluation.

- j) All signatory agencies will commit to participating in the work for the Court Management Group in improving operational procedures around the Specialist Court and evaluating the ongoing effectiveness of the Specialist Court against the agreed aims. This will include being represented on the DVWSG and the annual review of the Specialist Court (normally coordinated by Standing Together).

5. The role of Standing Together Against Domestic Violence in DVWSG

In addition to the role performed by Standing Together in respect of the SDVC as a whole, the following services / tasks are undertaken by Standing Together as part of the Domestic Violence Witness Support Group:

- a) Provide a Resource Pack on the CJS for each agency involved in the SDVC (funding allowing).
- b) Provide 'Information for victims/witnesses' leaflets to agencies for distribution to victim/witnesses.
- c) Source other leaflets relating to the SDVC and wider CJS, as requested by agencies.
- d) Consult each agency prior to Court Management Group meetings in order to gather feedback or concerns relating to the SDVC.
- e) Represent the DVWSG agencies to the Court Management Group in order to respond to feedback and concerns as highlighted by the DVWSG.
- f) Feed back to the DVWSG agencies actions taken by the Court Management Group in response to issues taken to the Group.
- g) Ensure that DVWSG participate fully in annual reviews of the SDVC.
- h) Collate data relating to support provided to victims/witnesses during SDVC cases.
- i) Encourage agencies to gather feedback from survivors regarding their experience of the SDVC process and report results of feedback to DVWSG and CMG.

VII. Signatory Page

Signed for West London Magistrates' Court

Name: Andrew Nicholson
Position: Deputy Justices' Clerk
Date signed:

Signed for Metropolitan Police, Hammersmith and Fulham

Name: Lucy D'Orsi
Position: Chief Superintendent
Date signed: 21/03/11

Signed for Metropolitan Police, Kensington and Chelsea

Name: David Tait
Position: Chief Inspector Partnership
Date signed: 11/04/11

Signed for Crown Prosecution Service, Hammersmith and Fulham

Name: Dolores Barrett
Position: Borough Crown Prosecutor
Date signed:

Signed for Crown Prosecution Service, Kensington and Chelsea

Name: Dolores Barrett
Position: Borough Crown Prosecutor
Date signed:

Signed for National Probation Service (London Area)

Name: Adela Kacsprzak
Position: Assistant Chief Officer
Date signed:

Signed for ADVANCE (Hammersmith)

Name: Amrita DasGupta

Position: Manager

Date signed: 18/07/11

Signed for ADVANCE (Kensington & Chelsea)

Name: Sardia Joseph

Position: Manager

Date signed: 18/07/11

The Witness Service, West London Magistrates Court

Name: Caroline Birkett

Position: Senior Service Delivery Manager (West London)

Date signed: 18/05/11

Signed for Victim Support

Name: Caroline Birkett

Position: Senior Service Delivery Manager (West London)

Date signed: 18/05/11

Signed for Standing Together Against Domestic Violence

Name: Anthony Wills

Position: Chief Executive

Date signed: 19/07/11

Glossary

ACPO	Association of Chief Police Officers
ADVANCE	Advocacy & Non Violent Community Education
BIU	Borough Intelligence Unit
CAADA DASH	Coordinated Action Against Domestic Abuse / Domestic Abuse Stalking & Harassment
CMG	Court Management Group
CJS	Criminal Justice System
CJU	Criminal Justice Unit
CPO	Case Progression Officer
CPS	Crown Prosecution Service
CSU	Community Safety Unit
DV	Domestic Violence
DVWSG	Domestic Violence Witness Support Group
IDAP	Integrated Domestic Abuse Programme
IDVA	Independent Domestic Violence Advisers
LBHF	London Borough of Hammersmith & Fulham
LCJB	Local Criminal Justice Board
LWAC	List of Witnesses Attending Court
OIC	Officer In The Case
PLO	Police Liaison Officer
PSR	Pre-Sentence Report
MPS	Metropolitan Police Service
RBKC	Royal Borough of Kensington & Chelsea
SDVC	Specialist Domestic Violence Court
WCU	Witness Care Unit
WLMC	West London Magistrates Court