



Statutory Review Team

Terms of reference (ToR)

1. Introduction

The following terms of reference (TOR) sets out the clear parameters in which the Statutory Review Team operates on behalf of the Chief Constable for Staffordshire Police. The team works exclusively on a statutory basis to the exclusion of non-statutory reviews. The statutory Review Team has responsibility for Domestic Abuse Related Death Reviews (DARDR), Local Child Safeguarding Practice Reviews (LCSPR), Safeguarding Adult Reviews (SAR) and Criminal Case Review Commission reviews in accordance with statutory legislation such as:

- Domestic Homicide reviews under s9 Crime & Victims Act 2004
- Adult care reviews under the forthcoming Care Act due 2014
- Working together to safeguard children 2023
- The Criminal Appeal act 1995.

2. Purpose

The purpose of a statutory review is to understand what lessons can be learned, identify and implement local and national learning to better safeguard victims of violence abuse or neglect and specifically to identify the way in which professionals and organisations work together to both identify and safeguard victims. The Criminal Case Review Commission (CCRC) reviews criminal cases where individuals believe they have been wrongly convicted or wrongly sentenced. It is the role of the review team to secure and produce evidence pertaining to the particular case under review.

3. Methodology

The review process will follow the national guidance for each of the review types. The reviewer will assess compliance with policy and procedure, review the effectiveness of policies, laws or regulations, identify areas for improvement where systems and processes can be enhanced to better meet victims needs and provide recommendations for change, revisions or updates to law, policies and procedures to better protect future victims. All reviewers will be independent from the line management of Police Officers and Police Staff concerned in the provision of services to the subjects, their families and friends.

Senior executive approval for written Individual Management Reports (IMR'S) and final overview reports will be sought from the Chief Inspector of the Major and Organised Crime Team before submission to the review panel.

The review team oversees the delivery of all statutory reviews, maintaining a central data base, implements organisational change. The team suggests improvements to reduce vulnerability and enhance organisational learning. The supervisor produces monthly reporting, identifying clear learning outcomes, recommendations for further work and statistical analysis. This is essential to ensure reporting is consistent throughout the existing force governance structures. The manager uses these platforms to escalate issues, makes recommendations for revisions to policies and procedures appropriately to meet statutory and internal requirements.

1. The below diagram illustrates how the work undertaken by the review team flows through a continuous circle of learning, the same illustration is available for each area of business:



4. Roles and responsibilities

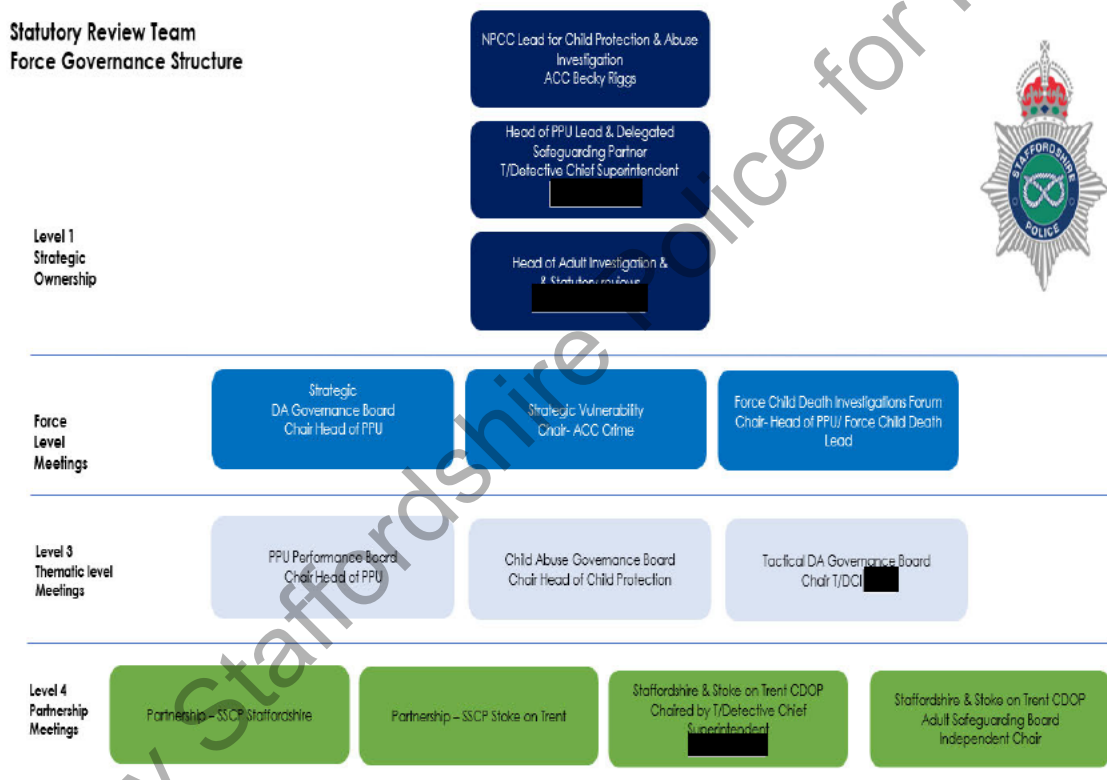
Review manager – Responsible for overseeing and managing the team tasked with conducting statutory reviews. The manager ensures an independence to the process which should be thorough, objective and aligned with organisational goals, legal requirements and public expectations. The review manager will track the progress of review recommendations and report findings to the relevant governance panel. The manager assigns team members to report into the thematic governance boards ensuring adherence to review time scales and actions plans. To manager acts as a lead adviser and single point of contact for the team providing executive updates to thematic heads of department and presenting specialist information, including analysis and findings at Strategic vulnerability board and PPU Performance Board.

Review investigators – (2 x 0.6 fte) Policing Professionals, officers or former officers who can provide insight into practical law enforcement with an ability to identify compliance with relevant laws, regulations and policy.

Review researcher – (1 x 0.9 fte) Professional who conducts research and analysis by gathering data from a range of sources, responsible for research, dissemination and inputting of information onto police systems.

5. Governance

2. The below organisation chart illustrates the force governance and reporting structures in place to support the management of statutory reviews:



6. Panel members

A review comprises of a panel of relevant stakeholders including government agencies, industry experts, third sector agencies along with an independent author. Within Staffordshire the panel will comprise of senior representatives of the following organisations (not exhaustive list):

[Redacted list of panel members]

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7. Parallel Process

Where it is identified during a review that policies and procedures have not been complied with the reviewer should consider whether they should initiate internal disciplinary processes. This will be in consultation with the Review Team manager and Professional Standards Department. Where appropriate and not considered to be a discipline matter the Review Team investigator should address individual learning as part of the review process.

8. Family Engagement

The review panel should keep under consideration arrangements for involving family and social network members in the review process following the guidance. Any such engagement should be arranged in consultation with the Police Senior Investigating Officer (SIO) and, where relevant, Family Liaison Officer (FLO).

9. Communication

Communications between Staffordshire Police and partner agencies will be via the review team inbox statutoryreviewteam@staffordshire.police.uk. All correspondence to relevant Local Authorities, review panel members and independent authors will be to a secure email address. Copies will be retained within police systems in order to maintain a clear audit trail. Reviewers may wish to correspond directly with panel members, this will be via their secure police email address. No correspondence will be sent to a non-secure email address. The Local Authority administration team will gatekeep correspondence to those recipients with a non-secure email address.

10. Record Keeping

A central repository of all reviews will be stored within the force restricted share database and will be weeded in accordance with GDPR. All review reports including IMR's, overview reports, minutes and recommendations will (March 2025) be stored within the occurrence record on Niche. All nominals subject of review will be appropriately flagged for safeguarding purposes.

11. Media

The Force Press Office will coordinate all requests for information/comments from the media and provide an electronic copy to the Review Team. The Review Team manager and Senior Investigating Officer should be consulted prior to any formal press release in order to protect the confidential nature of any ongoing investigation or review. It is then for the review team to update the review panel/chair with any such enquiries. A partnership communication strategy is in place to support the planning both pre and post publication of all reviews.

12. Timescales

Reviews should aim to be completed within 6 months from there commencement however, it is noted that the criminal justice process may delay these timescales. Clear justification should be recorded for those reviews falling outside of timescale. Progress regarding LCSPR's are tracked through the Child Death Investigation Forum to ensure timely updates are provided. Once the review is complete it should be quality assured and authorised by the relevant body before publication.

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Statutory Review Process – LCSPR





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Statutory Review Learning Circle



Statutory Review Team
Force Governance Structure



Level 1
Strategic
Ownership

NPCC Lead for Child Protection & Abuse Investigation
ACC Becky Riggs

Head of PPU Lead & Delegated Safeguarding Partner
T/Detective Chief Superintendent [redacted]

Head of Adult Investigation & Statutory reviews
[redacted]

Force
Level
Meetings

Strategic DA Governance Board
Chair Head of PPU

Strategic Vulnerability Chair- ACC Crime

Force Child Death Investigations Forum
Chair- Head of PPU/ Force Child Death Lead

Level 3
Thematic level
Meetings

PPU Performance Board
Chair Head of PPU

Child Abuse Governance Board
Chair Head of Child Protection

Tactical DA Governance Board
Chair T/DCI [redacted]

Level 4
Partnership
Meetings

Partnership – SSCP
Staffordshire

Partnership – SSCP Stoke
on Trent

Staffordshire & Stoke on Trent CDOP
Chaired by T/Detective Chief Superintendent [redacted]

Staffordshire & Stoke on Trent CDOP
Adult Safeguarding Board
Independent Chair

Staffordshire and S-O-T
Community Safety
Partnership