

# Example minutes for MARAC

While the minutes produced by each area will reflect local practice, the template here includes all the information that the minutes should capture in order to serve as an effective audit trail. In particular this should include the date and venue of the MARAC; the name of the Chair; the name and agency of those representatives present (the agencies listed below are the most commonly found at MARAC) and the details of agencies sending apologies and/or information.

Incomplete actions from the last meeting should be reviewed at the meeting and recorded in the minutes, making a distinction between those that were not possible to complete due to a change in circumstance and those where an agency has not undertaken the action.

<b>MARAC name</b>	
<b>Date of MARAC</b>	
<b>MARAC venue</b>	
<b>MARAC Chair</b>	

## Present

<b>Agency</b>	<b>Name of representative</b>
Police	
IDVA Service	
Primary Care Trust	
Acute Trust	
Probation	
Housing	
Children's Social Care	
Mental Health	
Safeguarding/Vulnerable Adults	

Education	
Registered Social Landlord	
Drug & Alcohol Service	
Specialist Black, Asian, Minority Ethnic and Refugee (BAMER) services	
Specialist Lesbian, Gay, Bisexual and Trans (LGBT) services	
Other (eg Fire Service, CAFCASS, sexual abuse services, community perpetrator programmes, other specialist services relating to equality of outcome)	

### Observers

Agency	Name of representative	Conditionality statement signed
		Y/N
		Y/N
		Y/N
		Y/N

### Apologies

Agency	Name of representative	Information sent	Date received

Those persons present were reminded that this meeting is strictly confidential. Discussions should not be shared outside of the meeting. Similarly, copies of the minutes should not be photocopied or shared without the agreement of the agencies concerned. All agencies should ensure that they develop procedures to ensure that the minutes are retained in a confidential and appropriately restricted manner.

These minutes will aim to reflect that all individuals who are discussed at these meetings should be treated fairly, with respect and without improper discrimination. All work undertaken at the meetings will be informed by a commitment to equal opportunities and effective practice issues in relation to age, disability, race, belief, sexual orientation, gender or gender identity.

1. Confidentiality agreement read out by Chair

2. Outstanding actions from last MARAC reviewed and recorded

MARAC date	Case no.	Victim name	Action	Agency / representative	Date status reported	Status
						<ul style="list-style-type: none"> <li>• Complete</li> <li>• Incomplete due to change in circumstances [state reason]</li> <li>• Incomplete as not undertaken [state timescale for completion]</li> </ul>

3. Review cases on the MARAC list

4. Notification of MARAC cases where 12 months have passed since the last MARAC

Case no.		Has the victim been informed of the referral to MARAC? If no give reason	Y / N	
Victim consent?	Y / N	If no, give reason		
MARAC repeat?	Y / N	If yes, date last listed		
Victim name			Victim DOB	
Address				
Telephone number			Is this number safe to call?	Y / N
Please insert any relevant contact information, eg times to call				
Diversity data (if known)	B&ME <input type="checkbox"/> Disabled <input type="checkbox"/> LGBT <input type="checkbox"/> Gender M / F			
Perpetrator(s) name			Perpetrator(s) DOB	
Perpetrator(s) address			Relationship to victim	

Children (please add extra rows if necessary)	DOB	Relationship to victim	Relationship to perpetrator	Address	School (If known)

### Information shared at the meeting

Information sharing should be relevant and proportionate. The minutes should make a clear distinction between fact and professional opinion.

<b>Referring agency</b>	<i>Agency name</i>
<b>Reason for referral</b>	<i>Summary of case as presented by the referring agency.</i>

Agency name	Information shared
	<i>For each agency detail risk factors to the victim, children and others, including agency staff. Identify the victim's views and wishes and the actions already undertaken, including date of referral to IDVA and links to other multi-agency arrangements for safeguarding.</i>

### Action planning

The action plan should clearly identify and address the risks and needs identified and be SMART; where appropriate they should include joint working and refer to other multi-agency arrangements.

Risk identified	Action	Agency / representative	Completion date
General	Flagging of files		
General	Feedback to victim		
Persons unsafe to contact	<i>Name them here</i>		