

**Completing the Marac data form**

**Please read these notes through in detail before completing the Excel spreadsheet of the Marac Data Form. The Marac data form should be completed by the Marac Administrator after every Marac meeting.**

**Why should I complete the Marac data form?**

We believe that by tracking the impact of your Marac through data collection you will benefit in a number of ways:

* Understand how the Marac is performing - looking at key performance indicators of volume, multiagency referrals and diversity of the Marac cases
* Receive analysis from SafeLives with comparison data using most similar forces, region and national data
* Track the impact you have on the victims’ safety, through the repeat victimisation rate
* Look at the range of agencies making Marac referrals, thereby promoting accountability and consistency between agencies
* Monitoring the diversity of referrals compared to the local population
* Evidence the needs of your local population to support funding applications and commissioning of services.

SafeLives will analyse and return your data quarterly, and it also develops a picture of Maracs at a national level. This enables SafeLives to work proactively to identify and address common issues at a strategic level with national agencies, and develop policy to support you in your work.

**When / how do I submit the data?**

Marac Data needs to be submitted to SafeLives at the end of each Quarter:

1. Please submit data up until the end of March before 7th April.
2. Please submit data up until the end of June before 7th July.
3. Please submit data up until the end of September before 7th October.
4. Please submit data up until the end of December before 15th January.

**The data should be uploaded to the Marac Data Platform** [**here**](https://marac.safelives.org.uk/account/login)**. If you are a Marac Coordinator or Administrator and do not have an account for the Platform, email us at** **marac@safelives.org.uk** **and we will create one for you.**

You can submit the data after each meeting on the Platform using the Form submission method or the Data grid submission method. You do not need to wait until the end of the quarter to submit your data and you can submit it without using our excel template if that suits you. If you prefer to submit your data at the end of the quarter using excel, the excel template is available for download [**here.**](https://safelives.org.uk/resources-library/marac-data-template-workbook/) More advice and support with pictures for each of the uploading methods is available to download [**here**](https://safelives.org.uk/resources-library/marac-data-guidance-for-maracs/).

**Where do I get the Marac data form from?**

The excel template is available to download [here](https://safelives.org.uk/resources-library/marac-data-template-workbook/).

**Completing the spreadsheet**

You only need to collect and upload Marac meeting data for the most recent quarter. You do not need to submit historic data. Historic data for Maracs is held on the Platform. You can see what data has already been submitted for your Marac at any time by logging on to the Platform [**here**](https://marac.safelives.org.uk/account/login) and clicking on the ‘Data grid’:

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More advice for uploading the data via all three methods of upload with pictures is available [here](https://safelives.org.uk/resources-library/marac-data-guidance-for-maracs/).

**What does each column mean and what do I put in it?**

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| --- | --- |
| **Marac Name** | This is the name of the Marac that the data relates to. If you are collecting and uploading data for more than one Marac, you can upload data for all your Maracs in one excel template file so long as each row of data has the right Marac name recorded in Column A for the platform to recognise. If you’re not sure what name the Marac is known by at SafeLives, log into the website **[here](https://marac.safelives.org.uk)** and have a look at what it is called on the drop down menu. The Marac names in Column A in excel sheets used to upload data must match the names on the system exactly and there must be no blank spaces at the end of each name for the platform to read the data successfully. Make sure there are no extra rows or columns of data added into in your excel sheet otherwise the file will not upload.You can also upload data without an excel template now using the form or grid submission options, by selecting the Marac from the drop down menu. See our uploading guidance for extra help, available to download [**here**](https://safelives.org.uk/resources-library/marac-data-guidance-for-maracs/). |
| **Date of Marac** | This is the date the Marac meeting was held; all other columns in the row will be completed in relation to cases heard at that meeting date. All the data for cases discussed on that meeting date must be entered on the same row. There cannot be more than one row of data for a single date. If two rows of data for the same date are entered, one row is likely to be overwritten by the other on the platform.If, for any reason, a Marac is not held please enter the date on which it should have been held and then enter ‘0’ across the whole row.You only need to upload data for dates which are not already on the system. You can check and edit what data is already held for your Marac on the grid.**If you are a new Marac:** Put the date of your first Marac in the date held column. **If you are an existing Marac but submitting data for the first time:** Put the date for the first Marac for which you have continuous records. For example, if you have been running for 3 years but only started collecting data in January, then enter the date of the January Marac and follow with subsequent meetings. |
| **Number of cases discussed** | This is the total number of cases that were discussed at this Marac meeting – this includes new cases, repeat cases and cases where the victim is aged 16 – 17 years. |
| **Number of repeat cases** | This is the number of cases seen at this Marac which come under the definition of a ‘Repeat’ as explained below:SafeLives defines a ‘repeat’ as ANY instance of abuse between the same victim and perpetrator(s), within 12 months of the last referral to Marac.The individual act of abuse does not need to be ‘criminal’, violent or threatening but should be viewed within the context of a pattern of coercive and controlling behaviour.Some events that might be considered a ‘repeat’ incident may include, but are not limited to:* Unwanted direct or indirect contact from the perpetrator and/or their friends or family
* A breach of police or court bail conditions
* A breach of any civil court order between the victim and perpetrator
* Any dispute between the victim and perpetrator(s) including over child contact, property, divorce/ separation proceedings etc.

These events could be disclosed to any service or agency including, but not exclusive to, health care practitioners (including mental health), domestic abuse specialists, police, substance misuse services, housing providers etc. |
| **Number of children in the household** | The number of children in the household is counted as the number of children normally expected to be in the house on a regular basis and who would therefore be affected by domestic abuse. Those in long term care would be excluded, and short term included.A child is defined as anyone aged 17 or under who is not themselves referred as a victim or the person causing harm. If a woman is pregnant this would not be recorded as an additional child. Children from both new and repeat cases should be counted in this column. |
| **Number of cases with children in the household** | This used to capture the number of case where children are normally expected to be in the house on a regular basis and who would therefore be affected by domestic abuse.Those in long term care would be excluded, and short term included. A child is defined as anyone aged 17 or under who is not themselves referred as a victim or the person causing harm. If a woman is pregnant this would not be recorded as an additional child. Both new and repeat cases should be counted in this column. |
| **Referring Agency** | Please record here which agency made the referral of each case to the Marac. The total of all the referral route columns for the row should be equal to the total number of cases discussed at that Marac. The system will not allow you to upload data where these numbers don’t match.If you have a case where the referral came from more than one agency at the same time, please enter each agency as fraction of 1 e.g. if it came from two agencies at the same time, please enter it as 0.5 of a referral in each agency’s column. If the referral came from three agencies, note two of them at 0.3 and the remaining agency as 0.4; this is so that the total adds up to 1. It doesn’t matter which agency you note a 0.4 as this will make little difference to the data. If you have a Marac to Marac referral, please record this as the original referring agency. If an agency completes the RIC and identifies that the case meets Marac threshold but refers to Marac through a different agency, this should also be recorded under the original referring agency. If you have any agency which refers to MARAC regularly but is not listed on one of the columns, please put it in the ‘other’ column. Categories of agencies: • **Police** • **Idva / Idaa** (Scotland) –This includes Idvas / Idaas from charitable and statutory organistions • **Childrens Social Care / Children and Families Social Work** (Scotland) – Also known as Children and Young People’s Services • **Primary Care Services** – This normally includes referrals from Community Based Health Services, e.g. Midwives, Health Visitors, School Nurses, GPs, etc. Dentists, Opthamologists and Pharmacists are also part of Primary Care. • **Secondary Care / Acute Trust** – This includes all hospital based services, e.g. Accident & Emergency, Obstetrics, Elderly Medicine, Sexual Health (GUM) Clinics etc. • **Education** – this includes referrals from Schools or Education Welfare Officers • **Housing** – This includes Housing and Homelessness organisations – both voluntary and statutory • **Mental Health** – This includes community and hospital based mental health services and mental health charities. • **Probation /Justice Social Work** (Scotland) • **Voluntary Sector** – This includes other specialist DV services and any non-statutory body that is not included elsewhere on this spreadsheet. This also includes specialist Black, Asian and racially minorised / LGBT+ organisations from the voluntary sector. If the Idva/Idaa who refers is from a voluntary agency, it is still recorded under ‘Idva’ or ‘Idaa’ rather than under ‘Voluntary Sector’. • **Substance Abuse** – This includes referrals from both voluntary and statutory Substance Abuse Agencies. • **Adult Social Care / Adult Protection** (Scotland) • **MASH** – Referrals directly from a Multi Agency Safeguarding Hub. • **Other** – This includes any agency or organisation making a referral to Marac not included in the list above. |
| **Number of Black, Asian and racially minoritised victims** | For the purposes of this spreadsheet or data any victim discussed at Marac who is not White British is defined as being a Black, Asian and racially minoritised person. Within Northern Ireland victims discussed at Marac who are White Irish are not defined as a racially minoritised person. For further information on cases involving Black, Asian and racially minoritised people, please see the ‘[SafeLives Guidance for Multi-agency forums: Cases involving victims who are black or minority ethnic’.](https://safelives.org.uk/sites/default/files/resources/National%20Scrutiny%20Panel%20Guidance%20BME%202017_0.pdf) |
| **Number of LGBT+ cases** | This is the number of cases where the victim identifies as Lesbian, Gay, Bisexual (LGB) or Trans. We use the term plus to denote the spectrum of sexual and gender identities that people have. These may include, but are not limited to, queer, intersex, asexual, pansexual, non-binary, genderqueer, polysexual, and questioning. The LGBT Foundation has published a [good practice guidance on monitoring sexual orientation and gender identity](https://lgbt.foundation/monitoring).For further information on cases involving LGBT+ people, including advice on data monitoring, please see [SafeLives LGBT+ spotlight](http://www.safelives.org.uk/knowledge-hub/spotlights/spotlight-6-lgbt-people-and-domestic-abuse).  |
| **Number of cases where victim has a disability** | This is the number of cases where the victim has a disability in line with the [Equality Act 2010](https://www.gov.uk/definition-of-disability-under-equality-act-2010). The Act defines a person as having a disability if ‘he or she has a physical or mental impairment and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities’This means that, in general:* the person must have an impairment that is either physical or mental
* the impairment must have adverse effects which are substantial;
* the substantial adverse effects must be long-term;
* the long-term substantial adverse effects must be effects on normal day-to-day activities.

This can be identified by either the victim themselves or a professional who has met with/worked with them.More information and guidance can be found in [SafeLives guidance on disability](http://www.safelives.org.uk/sites/default/files/resources/disability%20guidance.pdf) and [SafeLives Spotlight on Disability](http://www.safelives.org.uk/knowledge-hub/spotlights/spotlight-2-disabled-people-and-domestic-abuse)  |
| **Number of male victims** | This is the number of victims who are male, regardless of whether the perpetrator is male or female. |
| **Number of victims aged 16 - 17** | This is the number of cases where the victim is aged 16 – 17 years old at the time the case was referred to MARAC. Following the extension of the definition of domestic abuse to include 16 and 17 year olds, the Home Office produced [guidance on using the new definition](https://www.gov.uk/government/publications/definition-of-domestic-violence-and-abuse-guide-for-local-areas) to support local areas. |
| **Number harming others aged 17 or below** | This is the number of individuals aged 17 or below behaving in harmful ways towards the victim in line with the [definition of domestic abuse](https://www.gov.uk/domestic-violence-and-abuse).This should be based on the age of the individual when the case is referred to Marac.  |
| **Victims aged 65+ years** | This is the number of cases where the victim is aged 65+ years old at the time the case was referred to MARAC. |
| **Victims from Asian or Asian British ethnic groups** | This is for the number of victims who are from an Asian or Asian British ethnic group as defined by the high-level ONS ethnic groupings. This ONS grouping includes Bangladeshi, Chinese, Indian, Pakistani or Other Asian. |
| **Victims from Black, Black British, Caribbean or African ethnic groups** | This is for the number of victims who are from a Black, Black British, Caribbean or African ethnic group, as defined in the high-level ONS ethnic groupings. This ONS grouping includes African, Caribbean or Other Black. |
| **Victims from mixed or multiple ethnic groups** | This is for the number of victims who are from mixed or multiple ethnic groups, as defined in the high-level ONS ethnic groupings. This ONS grouping includes White and Asian, White and Black African, White and Black Caribbean or Other Mixed or Multiple ethnic groups. |
| **Victims from White ethnic groups** | This is for the number of victims who are from a White ethnic group, as defined in the high-level ONS ethnic groupings. This ONS grouping includes White: English, Welsh, Scottish, Northern Irish or British, Irish, Gypsy or Irish Traveller, Roma or Other White. |
| **Victims from any other ethnic group** | This is for the number of victims who are from any other ethnic group, as defined in the high-level ONS ethnic groupings. This ONS grouping includes Arab or Any other ethnic group. |

**SafeLives will use the information provided to calculate the following:**

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| **Cases per 10,000 adult female population**  | This indicator identifies the number of cases being referred to a Marac as a proportion of the local adult female population.  These figures are another way of expressing the number of cases heard each year and can be used to make comparisons between Maracs as well as comparing with the target volume of cases for your Marac. The expected level of 40 cases per 10,000 of the adult female population has been established from work carried out by SafeLives in analysing the prevalence of high risk victims including both those who report and do not report to the police.  This indicator uses population information from the Office of National Statistics, unless SafeLives have previously been informed of differences. If you feel that this information is inaccurate, please contact **marac@safelives.org.uk** with the population figures for your Marac area.  |

Please contact us if you have any questions or queries about collecting Marac data at **marac@safelives.org.uk**.