

MARAC Action Plan Tracking Template



This Action Tracking Template has been developed to support the ongoing monitoring of MARAC actions after the meeting has taken place. It enables MARAC Coordinators and partner agencies to track progress, identify delays, ensure accountability, and provide a clear audit trail of decisions and outcomes. It captures only the minimum necessary information required to monitor action progress and support effective MARAC governance.

This template is intended to be used in line with your local data protection policies, either within Excel or a secure case management system. Where Excel is used, appropriate measures should be taken to ensure the document is stored securely and access is restricted to authorised personnel only. The template allows coordinators to filter by case, agency, status, or timescale.

Areas may adapt or expand this template to suit their local needs as long as any additions are necessary, proportionate, and clearly justified. The template is intended to be used flexibly and should be aligned with local MARAC Operating and Information Sharing Protocols.

Local areas should ensure that the storage, access, and retention of their action tracker aligns with GDPR, the local MARAC Information-Sharing Protocol (which sets out how MARAC information is shared, stored securely, and who it can be sent to), and each agency's own data-protection policies.

This template is designed to support proportionate monitoring of individual MARAC actions. Where systemic issues or repeated delays are identified - such as actions not completed by the expected date, agencies not providing timely updates on action status, or insufficient rationale for delays or non-completion - these concerns should be raised through the local MARAC Steering Group in accordance with the local MARAC Operating Protocol. Escalation should focus on patterns or practice issues rather than isolated cases.

Contact Us

Please contact Scotland@SafeLives.org.uk for further information or questions in relation to this template.

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