

**Marac Steering Group**

**Suggested agenda**

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| **Item** | **Who is responsible?** | **Purpose** | **Frequency** | **Notes** |
| **Marac Data** | Marac Chair | To monitor volume of cases reviewed at  Marac, breakdown by  referring agency, repeat victimisation, number of children | Quarterly | Prepared by Marac Coordinator.  SafeLives can support with interpreting data |
| **Referrals** | All agencies | Analyse changes in referral patterns, seek engagement at strategic level to encourage multi agency referrals | Semi annually | Each agency represented will discuss their referrals at least once a year |
| **Representation** | Marac Chair  and all agencies | Report on attendance issues. Agencies affected should propose plan to address this.  Identify new agencies  attending/ not attending  Marac | As required | Coordinator needs to keep track of this at each meeting so that Chair is prepared |
| **Engagement**  **with the victim** | Idva Service Manager | Report on quality of response to victims in relation to Marac | 6 monthly | Relates both to work of Idva and all agencies when informing a victim of a Marac referral |
| **Research and Info Sharing** | Marac Chair | Report on quality of research carried out by partners and safe info sharing | 6 monthly | Opportunity to highlight to partners where there are any weaknesses |
| **Action Planning** | Marac Chair | Report on engagement with action planning by key partners, highlighting resource or engagement issues if appropriate. Victim Focus Groups | 6 monthly          Annually | Ideally would prepare report with Marac partner agencies      Prepared by Idva service |
| **Equality and Diversity** | Marac Chair | Monitor equality of access to Marac for all minority groups including Black, Asian and racially minoritised people, disability, LGBT+ | 6 monthly | Data from Marac report prepared by coordinator |
| **Administration** | Marac Chair | Report on effectiveness of administration | 6 monthly | Includes review of minutes, timing of agendas, security of storage |
| **Funding** | Chair of  Steering  Group | To plan for sustainable funding for Idva service and Marac coordinator | Annually | Vital for the Marac to be sustained |
| **Governance** | Chair of  Steering  Group | Review of any breaches of confidentiality or serious operational issues. Review of Minutes to ensure that they are an accurate record.  Review of SafeLives QA report when relevant Review of LSCB report on  Children at Marac  Review # of cases jointly managed with MAPPA | Quarterly        Annually | Allows partner agencies to address operational problems and give strategic direction |
| **Review of Governance documents** | Chair of  Steering  Group | Review Marac Operating  Protocol, Info Sharing  Protocol, | Annually | Ensure documentation is up  to date and effectively implemented |
| **Other** | Chair of  Steering  Group | Homicide Review  Cost benefit Analysis |  |  |