



Marac Steering Group

Suggested agenda

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		