



MULTI-AGENCY GANG PANEL (MAGPan) OPERATING PROTOCOL

Contents

1. Introduction
2. What is MAGPan (including definitions)
3. Aims
4. The Need for a Multi-Agency Approach
5. Agency Attendance & Responsibilities
6. Confidentiality
7. Lead Agency Responsibilities
8. Governance
9. Referral Criteria
10. Exclusion
11. Referral Process
12. Receipt of Referral
13. The Panel Meeting
14. Monitoring & Evaluation

Appendices

- A Initial Information Referral Form
- B Intervention Outline & Review
- C Confidentiality Statement
- D Agenda Format

See also separate Risk Assessment document

1 Introduction

- 1.1 The aim of this protocol is to outline the processes of the Multi-Agency Gang Panel (MAGPan) for Luton.
- 1.2 This document details the responsibilities of all parties involved in the MAGPan, their accountability and local reporting structures. This protocol will be under constant review and appropriate updates will be incorporated into the document as necessary.
- 1.3 The overall intention of this protocol is to encourage greater awareness and confidence in the MAGPan process, and as a consequence to improve the engagement of all partner agencies in order to increase the safety and access to services by those associated with gang style behaviour in Luton.

2 What is MAGPan?

- 2.1 Tackling youth and young adult serious violence and gang related activity is a priority for the SoLUTIONs Community Safety Partnership. In 2014, the Community Safety Partnership Tackling Serious Youth Violence Group has commissioned the introduction of the MAGPan to co-ordinate appropriate, intelligence-led and evidence based multi-agency partnership interventions with individuals who are involved in, at risk of involvement in or directly affected by serious violence and gang related activity across Luton but most notably North and West Luton.
- 2.2 The over-arching purpose of the MAGPan is to safeguard the communities of the town from this type of serious criminal behaviour by identifying lead agencies and monitoring interventions to individuals and families that ideally prevent association with/involvement in gang behaviour, disrupt criminal behaviour and provide support and exit strategies where appropriate.
- 2.3 Definition of 'youth' - For the purposes of MAGPan and this protocol the term 'youth' is used to refer to children, young people and young adults up to approximately 25 years of age
- 2.4 Definition of 'serious youth violence' for the purposes of MAGPan – is behaviour involving the most serious violence (inc: Murder, Attempted Murder, GBH, Death by Dangerous Driving, Death by Aggravated Vehicle Taking), any assault with injury, any weapon enabled crime or any sexual offences within a gang related context & where the perpetrator or victim is aged under 25 years.
- 2.5 Definition of 'gang' - A relatively durable, predominantly street-based group of young people who;
 - (1) See themselves (and are seen by others) as a discernible group, and
 - (2) Engage in a range of serious criminal activity and violence

They may also have any or all of the following factors:

- (3) Identify with or lay claim over territory
- (4) Have some form of identifying structural feature
- (5) Are in conflict with other, similar, gangs.

2.6 Definition of 'gang member' - A gang member is anyone who meets one or both of the following criteria:

- Identifies themselves as being a member of a gang and this is corroborated by information from more than one independent source*
- Is identified as being a member of a gang and this is corroborated by information from more than one independent source*

*** Sources to consider are not only authorities and partnerships but such areas as community intelligence and social media.**

2.7 Definition of 'gang associate' - A gang associate is any individual that has one or more of the following features:

- Offends with or for gang members, either willingly or through coercion or exploitation but does not identify themselves as a gang member and there is no other corroborative information that they are a gang member.
- Is shown to associate with gang members by Police, partner agencies, community intelligence or has displayed though conduct or behaviour, a specific desire or intent to become a member of a gang.

3 Aims

3.1 The focus of the MAGPan is:

- To identify a lead agency to co-ordinate intervention and support activity in relation to identified individuals and, where appropriate, their families.
- Receive regular reports from the lead agency and monitor the level of risk being posed to individuals and the community.

- To ensure appropriate action is being taken to reduce risk, safeguard and achieve positive outcomes for individuals, their families and members of the community.
- Provide regular data and analysis to the soLUTiONS Tackling Serious Youth Violence Group including any gaps in service provision

The stated aims and objectives of the MAGPan process are to:

- To minimise the risk of harm to individuals and the communities of Luton, particularly those most affected by serious violent crime and gang style activity.
- To provide effective safeguarding that maximises the safety of victims of and those involved in serious violent crimes associated to gang behaviour.
- To minimise the risk of harm to those involved in or who witness crimes related to serious violent crime associated to gang behaviour.
- To actively share information between the partner agencies represented on the Multi-Agency Gang Panel.
- To take account of the specific issues around women, girls and younger siblings associated with gang and serious youth violence.

3.2 The panel will be provided with administrative and information management support via a SoLUTiONS funded Serious Youth Violence Coordinator post within the You Turn Futures Project.

3.3 MAGPan will meet at least monthly with meetings normally held at Luton Youth Offending Service, The Albany, 4 Cardiff Road, Luton LU1 1PP unless members are advised otherwise.

4 The need for a multi-agency approach

4.1 It is widely recognised that any approach to tackling gang associated behaviour and serious violence must encompass a multi-agency approach. No one agency holds all of the relevant information, knowledge and experience to tackle these issues alone.

4.2 Effective intervention is highly dependent on agencies working together to identify and address the needs of individuals. The MAGPan enables the available

information to be shared across relevant partner agencies in relation to identified individuals, their families and wider locations and identify one lead agency to coordinate the multi-agency response in each case. This will result in a clearer picture of the need and the risk posed. This also supports a more comprehensive action plan to be developed to intervene with an identified individual.

5 Agency Attendance

- 5.1 The MAGPan process will invite representation from all agencies that have a role to play including non-criminal justice agencies. There will be a core group of standing members of the panel with additional agency representatives invited according to the needs of individual cases
- 5.2 MAGPan representatives should be of an appropriate level of operational seniority to commit to actions and resources on behalf of their agency. Consistency of attendance is strongly encouraged to reinforce and develop practical working relationships. The MAGPan representative is also the single point of contact for relevant data collection and responsible for feeding back on progress.
- 5.3 Standing representation at the MAGPan is anticipated from the following. This list is not intended to be exhaustive and representation from other agencies may be appropriate providing that relevant agency signs the MAGPan Operating Protocol prior to involvement in the process. Agency attendance will be monitored and reported through the Tackling Serious Youth Violence Group.
- 5.4 Membership of the Panel will include:
- Detective Inspector, Boson Intelligence, Bedfordshire Police (**Chair** - also representing Beds Police PPU & Community Policing)
 - Operations Manager, Luton Youth Offending Service (**Vice Chair**)
 - Serious Youth Violence Coordinator, YouTurn Futures (Minutes & Data Collection)
 - Bedfordshire MAPPA Coordinator, National Probation Service (representing NPS & MAPPA)
 - Team Manager, BeNCH Community Rehabilitation Company
 - Community Safety Officer, SoLUTiONS Anti-Social Behaviour Team
 - Anti-Social Behaviour Officer, LBC Housing Services Team 1
 - Anti-Social Behaviour Officer, LBC Borough Council Housing Services Team 2
 - Safeguarding Lead, Adult Social Care, LBC
 - Team Manager (Young Peoples Services), Children and Learning, LBC
 - Safeguarding Education Manager, LBC (Also representing Barnfield College & Luton 6th Form)
 - Early Help Manager, Children and Learning, LBC (Also represents LBC Stronger Families Team)
 - Safeguarding Lead, East London Foundation Trust, (representing children & adult mental health services)
 - Named Nurse Safeguarding Children, Cambridgeshire Community Services NHS Trust
 - Named Nurse Adult Safeguarding, Cambridgeshire Community Services NHS Trust

- Lead Nurse for Safeguarding, Luton and Dunstable Hospital
- Named General Practitioner for safeguarding children Primary Care GP Practices
- Team Lead, SAFE (Alcohol Services in The Community)
- Headteacher of ACE & representing all Luton High Schools
- Assistant Lead Tutor, Alternative Learning & Progression Service (ALPS), LBC
- Team Manager, MASH, LBC
- Head of Virtual School, Children & Learning Dept, LBC
- Prevention Delivery Manager, Bedfordshire Fire & Rescue
- Project Manager & Single Point for CSE, Missing Children & Domestic Abuse, Children & Learning Dept, LBC
- Service Manager, Looked After Children, LBC
- Partnership Manager Luton, Department for Work & Pensions
- Representations of community organisations

5.5 Responsibilities of the MAGPan representative include:

- A commitment to attend meetings on a regular basis. If a MAGPan representative is unable to attend due to leave etc then the representative should inform the MAGPan Chair or Vice Chair in advance of the meeting and provide either a written submission of relevant information of cases relevant to the appropriate agenda or send someone, who has relevant knowledge of the cases, to deputise.
- A commitment to agree, on behalf of their own agency and following discussion at MAGPan, that their agency will be the lead agency on appropriate cases. The representative will take on responsibility for immediate case allocated without the need for the usual referral processes to be undertaken. It should be noted that neither MAGPan nor the referring agency will be expected to complete referral forms etc –the original MAGPan Referral should suffice and the Lead Agency gather additional information as necessary.
- Where identified as the lead agency, will ensure the referring agency (if not present at MAGPan) is updated regarding the outcome of the MAGPan.
- Undertake all suitable checks regarding new cases on the agenda and cases due to be reviewed and ensure relevant information is collated and brought to the panel meetings to facilitate discussion and decision making.
- Provide regular feedback to the meeting as required on cases where their agency is the ‘lead agency’ to enable the Panel to understand the current level of risk and work being undertaken

- Ensure their own agency is kept up to date regarding MAGPan issues ensuring information is shared in line with MAGPan expectations and on a Need to Know basis. Where any doubt exists consultation should take place with the MAGPan Chair.
- Act as first point of contact within their agency with regard to information and data regarding MAGPan required by the Chair and/or Serious Youth Violence Coordinator.
- Liaise, as appropriate, with colleagues in comparative services in neighbouring authorities where issues and/or people cross the boundary.
- Ensure actions agreed at MAGPan and assigned to the representative's agency, are carried through

6 Confidentiality

- 6.1 The information that will be shared at the MAGPan will be covered under the SoLUTIONs Community Safety Partnership Information Sharing Agreement and those of the Luton Children & Adults Safeguarding Boards. By signing up to this protocol agencies and their representatives agree to abide by those agreements and the Confidentiality Statement given at the commencement of each Panel meeting.
- 6.2 Information shared by Luton Youth Offending Service is done so under Section 35 (2)(b) of the Data Protection Act 2018 as a competent authority under Schedule 7 of that Act and must only be shared on a need to know basis and in line with Data Protection legislation. Any queries regarding the suitability or otherwise of sharing information should be directed to the Chair of the Panel who in turn will seek advice from the YOS Head of Service and other senior managers of relevant partner agencies.
- 6.3 Agencies and their representatives should pay particular heed to the sensitivity of some information that may be shared at the Panel. For example maintaining careful confidentiality around police intelligence may be essential to safeguard police operations and future prosecutions and representatives around the table should be very mindful of this.
- 6.4 Representatives on MAGPan must have access to a **secure/encrypted** email address and must ensure all email communication is sent from and too a compatible secure email amongst partners around the table. All representatives must adhere to the confidentiality and information sharing agreement.

(Those agencies who do not have secure email may wish to consider using an alternative encrypted system to send referrals such as EGRESS details of which can be found here <http://www.egress.com/>. Other encrypted systems also exist)

7 Lead Agency Responsibilities

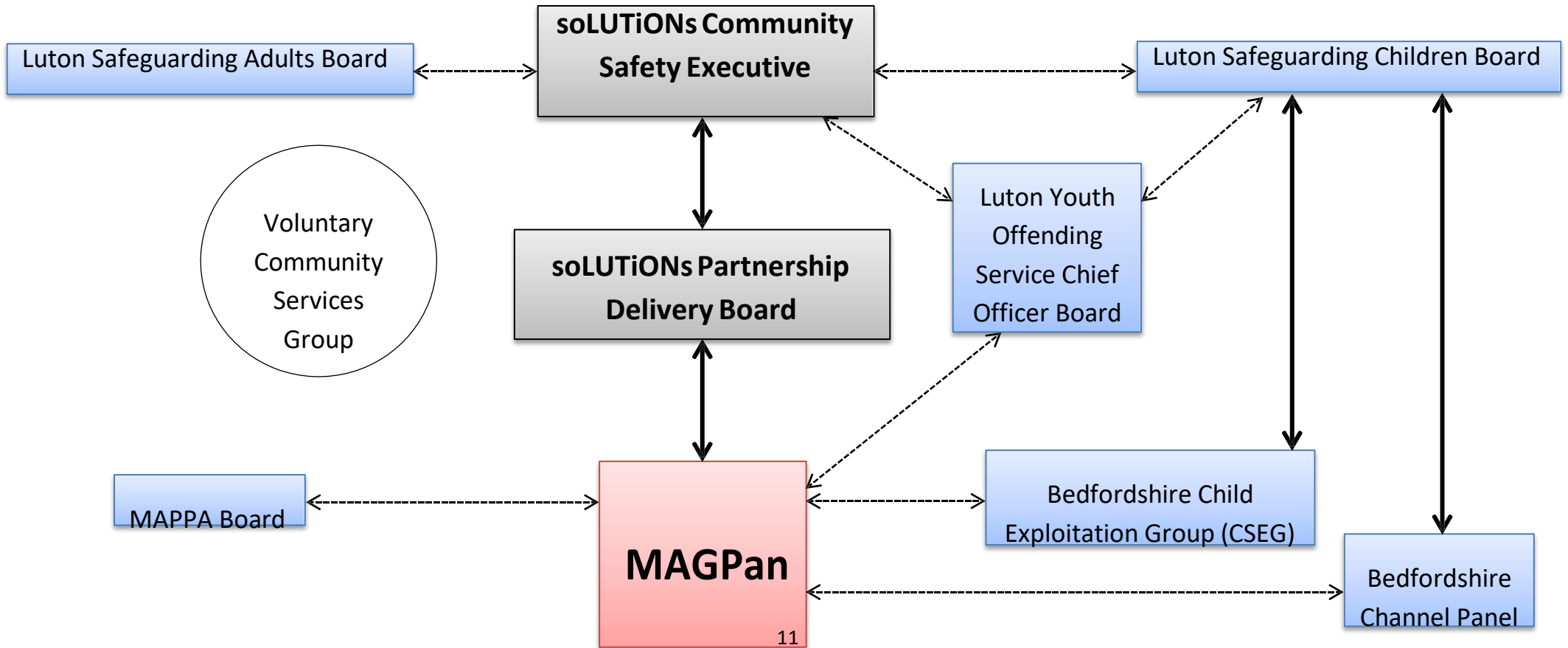
- 7.1 The Lead agency is responsible for ensuring an assessment of need and resulting intervention plan (utilising the Agency's own assessment and intervention tools) are in place and for coordinating all the relevant activity across all the agencies in the case, the management of risk and safeguarding. Assessments and interventions should involve input from all relevant agencies (ie not just the Lead Agency) as necessary with the Lead Agency acting as Coordinator.
- 7.2 It is expected that all agencies involved in MAGPan will volunteer actions and appropriate information and interventions to aid the lead agency to undertake a good quality assessment and compile a suitable intervention plan. It is not the role of the MAGPan Chair to allocate actions to participating agencies. Agencies involved in specific action plans with individuals should ensure appropriate communications and updates to the lead agency outside of the Panel meeting to

facilitate smooth operation of the intervention plan.

- 7.3** The YOS, given its expertise in risk management, has given an undertaking to normally act as the lead agency for any under 18s deemed to pose a significant risk to others.
- 7.4** MAGPan may make recommendations to the lead agency for referral to specialist services and/or may make recommendations for the use of particular investigation/enforcement methods – e.g. use of CCTV, formal anti-social behaviour and/or measures to address gang behaviour such as gang injunctions.
- 7.5** MAGPan may require the lead agency to make referrals into other specialist processes such as MAPPA, CSEG, child protection, MARAC, Channel Panel etc
- 7.6** The Lead Agency is responsible for feeding back to MAGPan on allocated dates to enable an ongoing update of risk to be made by the Panel. Appendix B should be completed and submitted to MAGPan two weeks prior to the allocated meeting date.
- 7.7** If a case closes to MAGPan this does not necessarily mean the lead agency or other agencies will cease working with that case, it will purely mean the risk has reduced to such a level that monitoring by MAGPan is no longer required. Cases may be re-referred if the situation regarding risk increases in the future.
- 7.8** MAGPan may, where appropriate, change the named Lead Agency but only as part of a formal MAGPan review meeting.
- 7.9** Lead agencies can apply to the Chair to feedback on case ahead of their formally allocated feedback date if the level of risk is judged to have significantly increased or if there are significant compliance issues on the part of the individual which may mean a more expedient review by the Panel is more appropriate. However, it remains the responsibility of the lead agency to ensure that actions in the intervention plan are completed in a timely fashion. The responsibility to take appropriate action rests with individual agencies; it is not transferred to the MAGPan.

8 Governance

8.1 Strategic responsibility for youth violence and gang related activity falls within the remits of the SoLUTiONs Community Safety Partnership



9 Criteria

9.1 Primarily, the initial information received from agencies and individuals does not constitute a referral into MAGPan. In order to make the process as simple as possible for the referring agency, initial information referrals will contain a minimum of information that is subsequently used to inform the full risk assessment. If there is corroborating evidence and intelligence to underpin the concerns, the young person will be referred to MAGPan.

Criteria for Initial Information

Essentially, there is no criteria attached the initial information referral. If an individual, school or agency has a concern regarding any behaviour or issues relating to gang association/ membership or any serious youth violence concerns, this will be investigated in relation to intelligence from Police, YOS, NPS, CRC or any other agency.

Criteria for referral / acceptance into MAGPan

Individuals are the central focus of the MAGPan process. An individual can be accepted into the MAGPan if they are:

- a. Anyone aged under 25 years of age* who is involved in offending and/or behaviour which is related to serious youth violence and likely to cause a risk of harm or serious harm to others. Any referrals into MAGPan will need to clearly demonstrate the association with serious youth violence **OR**
- b. A child or young person under 18 years living within Luton and deemed to be at high risk of becoming involved in or who is already involved in serious youth violence or exposed to its consequences. This may include perpetrators or victims where there is a perceived need by professionals to safeguard the young person either from their own actions or from the actions of others.

Referrals should clearly demonstrate the association with serious youth violence **OR**

- c. Any person, of any age, directly affected by serious youth violence who is deemed to be at risk from its consequences. This could include a victim, family, family member or neighbour of a gang-member. Referrals should clearly demonstrate the association with serious youth violence and the impact/effect of serious youth violence on the affected person.

*** In some circumstances MAGPan may consider referrals on those aged over 25 years**

IMPORTANT: Referral to MAGPan should NOT delay or override a referral via local child protection procedures, CSEG, Adult safeguarding, Channel Panel or MARAC

10 Exclusion

- 10.1 The MAGPan will not consider those individuals who are currently being managed under the Multi-Agency Public Protection Arrangements (MAPPA) Level 2 or Level 3. However, the MAPPA Coordinator will bring details of these cases for information and data collection purposes. MAGPan will accept referrals, where appropriate, once the level has been reduced to Level 1
- a. The Panel may accept referrals on individuals being managed under MAPPA level 1.
 - b. The MAPPA Coordinator may make funding requests to the MAGPan Chair (outside of MAGPan) regarding relevant Level 2/3 MAPPA cases.

11 Process steps

- The Initial Information Form can be found at Appendix A. This should only be submitted using **secure/encrypted** email (secure means only sending from a **secure** email address to a **secure** email address) to ensure personal information is not compromised.
- Any agency, statutory or voluntary/community sector may refer this information to the MAGPan if the threshold criteria, listed above, are met. Information may also be received from other multi agency forums such as Channel, MARAC, CSEG etc. Agencies should submit the completed MAGPan referral form using their **secure or encrypted** email to: Luton Youth Offending Service – the secure email address is given on the form
- Initial information referrals will to be processed and if applicable, the full risk assessment completed. Therefore any information referrals received at least 15 working days prior to the next MAGPan will most likely be discussed at the next meeting. Referrals received with less than 15 days before the next meeting will be held over to the following MAGPan unless the referral requires a more urgent response.
- If there is intelligence to support the concerns raised by the referrer, the risk assessment will be completed by the YOS Seconded Police Officer for all cases including 18 to 25 year olds.
- If there is no supporting intelligence to support the concerns a risk assessment will not be undertaken however, the case will be mentioned at MAGPan as a 'one to watch' should any concerns arise. The initial referrer will be informed of the decision not to bring the case to MAGPan.
- If a full risk assessment is completed, meaning that there is intelligence held by agencies, the initial referrer will be invited to the MAGPan to present the case to the panel.
- If the decision is made to open the case to MAGPan, a supervising agency will be nominate who will then take responsibility for updated the risk assessment and returning to MAGPan to update the panel on progress.

- From time to time the Panel may sit more frequently to meet demand.
- It is not intended to be the case that agencies wait until the MAGPan meeting before taking action to address a case and begin reducing risk.
- The Youth Offending Service (YOS) will screen all low risk referrals on under 18s to ensure the referral meets the criteria for consideration at MAGPan. During this process the YOS may advise the referring agency to take more immediate action such as referring via local child protection procedures Channel Panel, MARAC etc if these processes are deemed appropriate and have not already been instigated.

11 The Panel Meeting

- a. The official list of new referrals together with a list of those due for review will, once approved by the Chair, be circulated on a template by the Serious Youth Violence Coordinator via secure e-mail 5 working days before the meeting to MAGPan representatives. This will ensure representatives are all able to check their agency records and bring all relevant information to the Panel meeting.
- b. The Serious Youth Violence Coordinator will draw up and circulate the agenda and invite specific referring agencies as appropriate to attend with regard to their referral. An approximate time for a case to be heard will be given to the referring agency
- c. The agenda (see Appendix D) of the Panel will follow the following basic structure:
 - Introductions & apologies
 - Confidentiality statement – see Appendix C
 - General intelligence update from Bedfordshire Police regarding incidents, intelligence received etc during the preceding month. In addition other agencies may also feed into the meeting general intelligence that is specific to serious youth violence in the town
 - Intelligence sharing and discussion regarding new referrals under 18s – Completion of Risk Assessment. Each case will be minuted on separate pages to enable agencies to more easily share this information on their own records without including information on other cases. Each case will be allocated a lead agency and given a future date for the next update (the first update will include an overview of the initial assessment and resulting intervention package). An initial level of risk will be agreed based on information available
 - Intelligence sharing and discussion regarding new referrals over 18s – Completion of Risk Assessment. Each case will be minuted on separate pages to enable agencies to more easily appropriately share this information on their own records without including information on other cases. (the first update will include an overview of the initial assessment and resulting intervention package). An initial level of risk will be agreed based on information available

- Updates from Lead Agencies regarding progress and a review of risk level – this will require lead agencies to complete the form at Appendix B. Discussion whether case may close to MAGPan or if new review date is required. – Review of Risk Assessment. Each case will be minuted on separate pages to enable agencies to more easily share this information on their own records without including information on other cases.

MAPPA Level 2 & 3 – Current cases within the MAPPA process (where there is a clear link to Serious Youth Violence) will be noted to enable MAGPan and the partnership to have a clear overview of all individuals and of the issues. However, MAGPan will play no formal part in the assessment and intervention of these cases.

The Panel, when considering each case, should consider current and future victim safety, cross cutting issues such as child protection issues, PREVENT, Sexual Exploitation, Domestic Violence, Adult Social Care, Adult Safeguarding (eg: where an adult is deemed at risk under The Care Act 2014) etc as well as any cross border issues with other local authorities/other agencies - MAGPan must ensure the lead agency has undertaken referrals to child protection MARAC, child or adult safeguarding services & Channel etc where issues deem this necessary.

NB: see also Lead Agency Responsibilities (7 above)

12 Monitoring & Evaluation

The Partnership Delivery Board will perform the function of a MAGPan Steering Group. The PDB is attended by strategic managers from across the partner agencies and oversees issues and the approach to this area of work. The PDB will receive reports from the Serious Youth Crime Coordinator including data to enable the PDB to have suitable oversight and review of the Panel. There will also be a need for the Serious Youth crime Coordinator to present periodically to other relevant local Boards such as the Luton Youth Offending Service Chief Officer Board, Luton Safeguarding Children Board, Luton Safeguarding Adults Board etc.

The stated aims and objectives in relation to the governance and performance management of the PDB Group in relation to MAGPan are:

- i. To provide a strategic overview ensuring that the MAGPan is operating effectively, with multi-agency support and those affected by this behaviour are at the centre of its work, recognising that offenders are very likely to be victims themselves.
- ii. To address operational issues and identify any necessary key actions required to improve and develop the MAGPan process.
- iii. To encourage and maintain representation at the MAGPan, across as many relevant agencies as possible.
- iv. To ensure that effective partnerships are maintained with other public protection and safeguarding bodies.
- v. Oversee efforts to raise awareness with local practitioners about the MAGPan.
- vi. Communicate to the public, to stakeholders and to government about the successes of the MAGPan as part of the local work and to ensure that all related learning is embedded into the MAGPan processes.
- vii. To initiate and co-ordinate consultation and feedback from partners relating to their experiences of the MAGPan process and their views for the development and future of the MAGPan process.
- viii. Monitor performance of the MAGPan and associated processes.

ix. To identify any gaps in services/resources and refer/recommend improvements to the Community Safety Executive where appropriate.

The following data should be maintained and regular reporting made to the Partnership Delivery Board in order to monitor the scale of the issue of Serious Youth Violence in Luton, outcomes and impact achieved. This will primarily be collated from the Risk Assessment document

Agency attendance at meetings AND Re cases referred:

Name Age

Gender Ethnicity

Postcode Ward

Welfare legal status (if under 18 years)

Criminal legal status: ie open to YOS/Probation/CRC Referral date

Referring agency

Previously known to MAGPan? Referrals accepted

Referrals declined (with reasons)

Core Referral Reason: At risk of gang association; Involvement in gangs; victim of gangs; directly affected by gangs Sexual Exploitation issues identified – victim/perpetrator

Radicalisation issues identified – victim/perpetrator Lead Agency

Referral made to CSEP Referral made to Channel Panel

Referral made to MARAC

Child Protection Referral made – subject/siblings/other MAPPA Level1?

Discharged from MAGPan process as entered MAPPA process

Risk level (ref to risk matrix) – start/end Link to specific named gang?

Date discharged from MAGPan

Proven offending data – pre referral, during intervention – inc offence type, seriousness, frequency, offence location, outcome, involvement of knives, involvement of guns, involvement of other weapon, link to drugs in commission of offence – drug type, drug use, drug supply

Core issues/interventions/agencies involved in intervention

Re MAPPA Level 2 & 3 Cases: Name

Age

Gender Ethnicity Postcode Ward

MAPPA Category & Level

Welfare legal status (if under 18 years)

Criminal legal status: ie open to YOS/Probation/CRC Referral date

End Date

Core Referral Reason: At risk of gang association; Involvement in gangs; victim of gangs; directly affected by gangs Sexual Exploitation issues identified – victim/perpetrator

Radicalisation issues identified – victim/perpetrator

Lead Agency

Referral made to CSEP Referral made to Channel Panel

Referral made to MARAC

Child Protection Referral made – subject/siblings/other

Proven offending data – pre referral, during intervention – inc offence type, seriousness, frequency, offence location, outcome, involvement of knives, involvement of guns, involvement of other weapon, link to drugs in commission of offence – drug type, drug use, drug supply

Core issues/interventions/agencies involved in intervention

Once sufficient data has been collated a more formal external evaluation of MAGPan may be commissioned by the SoLUTiONS Community Safety Partnership.

Appendix A



LUTON MULTI-AGENCY GANG PANEL (MAGPAN)

Initial Information Referral

Referring Agency:

Agency Contact Details:

Name of person being referred:

DoB:

Age:

Home Address:

Ethnicity (if known):

Education/Employment status:

Is this person (or parents) aware that you have referred them?

Names of others known to be resident in the household:

Name	DoB/Age
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Brief description of the issues and reasons you are concerned:

Have you made any other form of referral, if so, what and what were the outcomes?

Completed forms should be sent via SECURE EMAIL to:

Referrals re under 18s: Luton Youth Offending Service at magpan@luton.gcsx.gov.uk Tel: 01582 547900

Referrals re 18 years and over: Bedfordshire Police Claudia.Profeta@bedfordshire.pnn.police.uk

Appendix B



Intervention Outline and Review Update

RESTRICTED

Name:

DoB:

Address:

Original Risk Level:

Current Risk Level: Lead Agency:

Core Issues Identified	Intervention	Level of Contact	Agency undertaking Intervention	Progress

Appendix C



MAGPan Confidentiality Statement

In working with children, young people, young adults and adults at risk of involvement in and/or involved in/affected by serious youth violence in Luton all agencies have agreed boundaries of confidentiality. The information contained in these MAGPan meetings respects those boundaries of confidentiality and is shared under an understanding that:

- 1) The meetings take place to ensure a coordinated approach to serious youth violence by children, young people and young adults in Luton. See also soLUTIONs Serious Youth Violence Policy
- 2) These minutes are closed under the Freedom of Information Act 2000 under one or more of the following reasons:
 - a) Investigations and proceedings by Public Authorities (s. 30(1)(B));
 - b) Health and safety (s.38);
 - c) Personal information (s.40);
 - d) Information provided in confidence (s.41).
- 3) The discussions and decisions of the meeting take account of Article 8.2 of the European Convention on Human Rights, with particular reference to:
 - a) Public safety;
 - b) The prevention of crime and disorder;
 - c) The protection of health and morals;
 - d) The protection of the rights and freedom of others.

All documentation will be marked **RESTRICTED**.

An attendee receiving documentation from MAGPan is entitled to share them as necessary within his or her own agency, but should not share the minutes widely within the agency, or with anyone outside the agency, unless this has been agreed at the MAGPan meeting or, if later, by the Chair of the meeting. Minutes should be kept in the RESTRICTED or CONFIDENTIAL section of agency files.

If further disclosure with another agency with whom you have links is felt essential, permission should be sought from the Chair of the MAGPan (who may in turn need to consult the agency from whom the information originated) and a decision will be made (share on a need-to-know basis, share information which is proportionate and necessary) as to what information can be shared.

DATE OF MEETING:

Name	Post Title	Agency	Signature

Appendix D



LUTON MULTI-AGENCY GANG PANEL (MAGPan)
AGENDA
RESTRICTED

VENUE: Luton YOS, The Albany, 4 Cardiff Road, Luton LU1 1PP – **please report to reception on arrival**

1.	Introductions
2.	Apologies/Absences
3.	Confidentiality Statement provided to all present & signed
4.	Generic police intelligence sharing re current situation re SYV
5.	General intelligence specific to serious youth violence in the town from non-police agencies
6.	New Referrals (under 18s) – discussed and recorded individually. Lead agency appointed and initial risk assessment made. Consider any urgent referrals needed eg child protection, adult safeguarding, MARAC, PREVENT, CSEP etc. Date given for presentation by Lead Agency of Intervention Plan.
7.	New Referrals (over 18s) – discussed and recorded individually. Lead agency appointed and initial risk assessment made. Consider any urgent referrals needed eg child protection, adult safeguarding, MARAC, PREVENT, CSEP etc. Date given for presentation by Lead Agency of Intervention Plan.
8.	Intervention Plans/Updates from Lead Agencies on cases - discussed and recorded individually. Revised Risk assessment made by Panel. Decision made re next review date or closure to MAGPan
Meeting formally closes – the following agenda item only requires the attendance of Panel Chair, MAPPA Coordinator & Serious Youth Violence Coordinator	
9.	Update & data provision to Chair from MAPPA Coordinator re relevant level 2/3 MAPPA cases

