



# **LUTON MULTI AGENCY RISK ASSESSMENT CONFERENCE (MARAC)**

## **OPERATING PROTOCOL**

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## Part 1 – Introduction

### 1.1 Outline

1.1.1 The aim of the **MARAC Operating Protocol (MOP)** is to comprehensively outline the processes of the Luton Multi-Agency Risk Assessment Conference (MARAC). It should be read in conjunction with the **Luton MARAC Information Sharing Agreement (ISA)** which outlines how information may be shared between agencies and the **MARAC Representative Duties and Responsibilities**.

1.1.2 The MOP will detail the responsibilities of all parties involved in the MARAC, their accountability and local reporting structures.

1.1.3 The overall intention of this protocol is to encourage greater awareness and confidence in the Luton MARAC process, and as a consequence to improve engagement of all partner agencies in order to increase the safety of local victims of domestic abuse, and in particular of those at highest risk of future harm.

### 1.2 What is a MARAC?

1.2.1 A MARAC is a multi-agency meeting which has the safety of local, high risk victims of domestic abuse as its focus. The original MARAC was established in Cardiff in 2003 and evaluations showed that 63% of people were living free from violence six months after their case had been discussed at a MARAC meeting. At 12 months this figure had reduced to 42% but this was still considered to be “a remarkable outcome given the severity and sustained nature of the abuse that most victims whose cases are discussed at MARAC have sustained.” (SafeLives MARAC Guide 2009)

1.2.3 Sadly the MARAC is a high volume process, reflecting the prevalence of domestic abuse in every community. It involves the participation of all key statutory and voluntary sector agencies who might be involved in supporting a victim of domestic abuse. This includes those from the criminal justice system, those supporting children, many different parts of the health service, the local authority, housing providers, substance misuse agencies and specialist domestic abuse services, including those in the voluntary sector and Independent Domestic Violence Advisers (IDVAs).

1.2.4 At a MARAC meeting high risk cases are discussed with a very brief and focused information sharing process. This is followed by the creation of an individualised multi-agency action plan which is put into place to support the victim and to make links with other public protection procedures, particularly those that manage perpetrators and safeguard children and vulnerable adults.

1.2.5 MARAC partner agencies, whether generic service providers or specialist domestic abuse service providers, are key to the success of the initiative. The early identification of domestic abuse, the risk assessment of the victim and referral to the IDVA Service and/or the local MARAC are essential if the outcomes for the victim are to be positive.

1.2.6 Partners are committed to working together, providing a coordinated package of support to keep the victim and their children safe.

### 1.3 Aims of the MARAC

1.3.1 The stated aims and objectives of the MARAC process are to:

- Share relevant information to increase the safety, health and well being of victims, adults and their children;
- Make links with other public protection arrangements in relation to children, perpetrators and vulnerable adults.
- Determine whether the perpetrator poses a significant risk to any particular individual or to the general community;
- Construct jointly and implement a risk management plan that provides professional support to all those at risk and that reduces the risk of harm;
- Reduce repeat victimisation;
- Improve agency accountability; and
- Improve support for and the safety of staff involved in high risk domestic abuse cases.

### 1.4 The need for a Multi Agency Approach

1.4.1 Within the context of domestic abuse it is recognised that no one partner holds all the information required to effectively assess the needs of victims and their children or to fully assess the risk of serious harm or murder to victims. Also in the majority of cases the support of more than one agency is required to ensure the longer term safety of the victim and their children.

1.4.2 The MARAC enables the available information to be shared across relevant partner agencies and multi-agency bodies including MAPPA (Multi Agency Public Protection Arrangements) and both child and adult safeguarding panels and conferences, resulting in a clearer picture of the risk level. This also supports a more comprehensive action plan to be developed to reduce the risk of harm to the victim and their children.

## Part 2 – Partner Agencies and Governance

### 2.1 Attendance at MARAC

2.1.1 The MARAC process will invite representation from all agencies which have a role to play in increasing the victim's safety including non-criminal justice agencies. The MARAC should therefore have regular attendance from the full range of statutory agencies, specialist domestic violence services and relevant voluntary and community organisations.

2.1.2 Regular attendance at the MARAC is expected from all relevant statutory and voluntary agencies however the presence of a number of "core agencies" is considered essential to the effective operation of the MARAC

2.1.3 For a full list of Luton MARAC partners see **Appendix 1**.

### 2.2 Core Agencies

2.2.1 Core partners are those agencies identified by SafeLives that are required to consistently attend all meetings. The following agencies are therefore required to attend all MARAC meetings and provide an alternative representative in the event that the nominated MARAC representative is unable to attend.

- Bedfordshire Police
- Luton IDVA service
- Housing ( Statutory Responsibility)
- Children's Services
- Bedfordshire Probation Trust
- Primary Care Health
- Mental Health Services
- Substance Misuse Service(s)

### 2.3 Other MARAC Partners

2.3.1 Luton MARAC is routinely supported and attended by agencies outside of the core agencies. These agencies include but are not restricted to: Adult Social Care, Education and Early Years representatives, Victim Support, Women's Aid in Luton, Stepping Stones and Luton All Women Centre.

2.3.2 There may be other agencies which are invited to attend the MARAC or to provide information where the MARAC considers this would be appropriate. Such agencies would be invited to attend and/or present to the meeting where they can provide relevant information and assist in the development and execution of the risk management plan. Agencies will be required to sign the confidentiality agreement prior to attendance.

### 2.4 MARAC Representatives and their role

2.4.1 All participating agencies should have a named MARAC representative who should be of an appropriate level of seniority to commit to actions on behalf of their agency. There should also be a names substitute. Consistency of attendance is strongly encouraged to reinforce and develop practical working relationships. If a MARAC representative is unable to attend then the representative should inform the MARAC Coordinator in advance of the

meeting and in the case of all core agencies (see 2.2) the substitute representative should attend on behalf of the agency. As a last resort an agency should provide a written submission of relevant information.

2.4.2 The MARAC Representative is the key link between the MARAC and their agency and acts as a Single Point of Contact for relevant advice to that agency about the MARAC and as the Designated Information Sharing Officer (DISO) for all data collection. A comprehensive account of the MARAC representative's role is contained in MARAC Representative's Role and Responsibilities

#### 2.4.3 Service Level Agreements (SLA's)

The Luton MARAC has developed Service Level Agreements (SLA's) with all MARAC partners. These set out the information which SafeLives state each agency should be able to contribute and also additional information offered by each individual agency themselves. There is an SLA for every agency. These SLA's are signed by each agency and principally they agree to contribute to the meeting, but also

- To identify a substitute MARAC representative so that there is always someone to attend the meeting and they should also be MARAC trained
- To take responsibility to do research prior to each meeting and ensure that it is put on MODUS by the Thursday evening before the meeting
- To have undertaken appropriate training before attending the Luton MARAC

## 2.5 Governance and Performance Management

2.5.1 Strategically domestic abuse is seen as a priority issue in Luton. SoLUTiONs, the local Community Safety Partnership refreshes its Partnership Plan annually, based on a robust Strategic Assessment of all available relevant data. One of its current strategic priorities is domestic abuse as a key element. There are also strong links to the safeguarding agendas, for both children and adults.

## 2.6 Domestic Abuse Strategic Group

2.6.1 The Luton Domestic Abuse Strategic Group is multi-agency partnership with membership from statutory and voluntary sector organisations in Luton. The Strategic Group meets quarterly and is committed to tackling both the causes and effects of domestic violence and abuse in Luton and overseeing the delivery of the Luton Domestic Abuse Strategy and Action Plan.

2.6.2 The group is chaired by the Director of Public Health and reports to the Local Partnership Delivery Board.

## 2.7 MARAC Management Meeting (MMM)

2.7.1 Following the SafeLives Self Assessment framework Process in July 2013 the MMM was re-established to monitor performance and address operation issues within the MARAC. Membership of the group consists of senior managers from each of the core MARAC agencies (see 2.2) along with The MARAC Co- Chairs and MARAC Co-ordinator. This is to ensure that the members of the Performance Management Group are of sufficient seniority to address practice and policy issues within their agencies.

2.7.2 The MMM will meet at approx. 12 weekly intervals.

## 2.8 Aims and Objectives of the MARAC MMM

2.8.1 The following aims and objectives were identified:

- To provide a strategic overview and ensure that the Luton MARAC is operating effectively, with multi-agency support and the victim at the centre of its work.
- To monitor and assess the performance of the MARAC against SafeLives 10 principles of effective practice
- To address operational issues which may compromise the effectiveness of the MARAC including ensuring appropriate representation across key agencies.
- To ensure that effective partnerships are maintained with other public protection bodies and MARAC areas.
- To contribute to Domestic Homicide Reviews, or Serious Case Reviews as required and ensure the effective implementation of relevant learning and findings from both local and national reviews into current practice.

2.8.2 The MARAC MMM will provide reports on request to the Domestic Abuse Strategic Group, Luton Safeguarding Children's Board and Luton Safeguarding Adults Board detailing MARAC referrals, the origin of referrals and any issues relating to the effectiveness of the MARAC process including non completion of actions, agency attendance and any breaches of the operating protocols.

## Part 3 – MARAC Referrals

### 3.1 MARAC referrals

3.1.1 A key underpinning principle of MARAC is that any agency can identify and refer cases to the process. The MARAC Team does not screen cases or assess their suitability for the meeting if the case meets the criteria then it will be listed. However all referrals should be notified to and made through the agency's MARAC representative or discussed in advance with the MARAC Coordinator or Deputy

3.1.2 To this effect referrals to the MARAC should identify the assessed level of risk (number of ticks) or alternatively provide an explanation of the referrer's assessment if based on professional judgement (see 3.3 and 3.4.1). A SafeLives Severity of Abuse Grid **MUST** be completed and noted on the form, as a standard method of assessing the risk in each case when a professional judgement referral is being made.

3.1.3 Thus professionals within agencies can be confident that if they refer a case that meets the referral criteria to the MARAC then that case will be heard.

### 3.2 Identification of Cases

3.2.1 Agencies may identify the existence of domestic abuse in a number of ways, including disclosure or direct reporting from victims, third party reporting or disclosure or as a result of suspicions arising from the behaviour or appearance of an individual or their children. The Luton Multi Agency Domestic Abuse Strategy and Luton Safeguarding Children Board Guidance "protecting children as risk of abuse from domestic abuse" both advocate that agencies have a policy of mandatory screening and routine enquiry in relation to Domestic Abuse.

3.2.2 There is therefore an expectation that agencies have incorporated questions relating to domestic abuse within their own processes and policies. When domestic abuse is identified agency staff should follow their own agency's procedures. However all agencies' policies should:

- Encourage the victim to report the abuse to the Police.
- Signpost locally available support services.
- Notify Children's Social Care where there are children in the household or the victim is pregnant.
- Notify Adult Social Care if there is a vulnerable adult involved.
- Complete a DASH Risk Indicator Checklist to ascertain the level of risk and determine whether a referral to MARAC and / or IDVA is required.

3.2.3 Referrers must also be specific about the timescales of an incident. SafeLives guidelines state that an incident being recorded on the DASH should be within a 3 month timeframe, so that cases where there has not been a recent incident should NOT be referred to MARAC unless there are exceptional circumstances and/or other risks which need to be documented and fully explained. This should prevent referrals being made which are based on historic rather than current incidents.

### 3.3 Luton DASH Risk Indicator Checklist (RIC)

3.3.1 The Luton Risk Identification Checklist known as DASH (Domestic Abuse, Stalking and Harassment) is used to assess risk for victims of domestic abuse. It is the recognised assessment tool for the MARAC process and has been modified for use within Luton to suit the MARAC requirements. It should be used by all agencies within Luton wherever there is a disclosure or identification of domestic abuse.

3.3.2 This tool has been developed following analysis of domestic abuse homicide and other serious incidents and modified for Luton use. The Checklist identifies a series of risk factors which are indicative of high risk of harm or death. There is a clear expectation that agencies will utilise the Luton DASH where there has been a disclosure or identification of abuse to ascertain whether a referral to MARAC is required.

3.3.3. There is no specific formal training required in order to use the tool and it is for individual agencies to determine how they wish to implement the assessment in practice. However, all staff utilising DASH should have a good understanding of domestic abuse and associated risk factors.

3.3.4 It is therefore strongly recommended that all staff in local agencies attend the training courses offered through the LSCB and Domestic Abuse Training Programme administered by Luton Borough Council's Learning and Development Team - Domestic Abuse Foundation Course (one day) and the MARAC Master class (1/2 day)

3.3.5 Where agencies are unable to use the DASH tool as described they should in the first instance notify the MARAC Coordinator. The MARAC Co- Chair(s) and Coordinator will then work with the agency concerned to identify a solution consistent with the principles of the MARAC process. A copy of the tool is contained as **Appendix 2** of this document.

### 3.4 Referral Criteria

3.4.1 There are ONLY three grounds under which cases can be referred to the Luton MARAC.

- **DASH - Assessed risk level is 14 or over**  
The Risk Indicator Checklist threshold for MARAC is 14. If the final score is 14 ticks or more then this would constitute an automatic referral to the MARAC on the ground of evidenced high risk.
- **Professional Judgement**  
A case may be referred to the MARAC where an agency working with the client believes in their professional judgement that full disclosure has not been made resulting in the DASH being less than 14. This may be in view of the evidence of escalation, frequency or severity of incident(s) or the risk level based on known risks factors: such as use of weapons, previous history or cultural issues which may seriously influence the disclosures. This may mean that the agency believes the victim to be minimising their risk and that a referral to MARAC is required
- **Repeat Case**  
It is a repeat case within a 12 month timeframe

It is not the intention of the Luton MARAC to deter any cases which require a referral to the MARAC and the multi-agency support which can be offered there. However the referral criteria will be operated robustly to ensure that only the cases at most risk are heard. When referring a case on professional judgement referrers should first discuss the case with their agency's MARAC representative giving consideration to the criteria below and the SafeLives Severity of Abuse Grid contained in the Guidance accompanying the referral form. (Appendix 3).

3.4.2 Where a referral is deemed to be appropriate then the referrer should provide an account of their assessment, stating the risks involved and have completed the SafeLives recommended Severity of Abuse Grid.

### 3.5 Referral of repeat MARAC cases

3.5.1 A case which has previously been heard at the MARAC must be re-referred in the event of a repeat incident. This is defined in Appendix 5 to this document.

3.5.2 Once a case has been referred to a MARAC it remains flagged as a MARAC case for 12 months from the date of the MARAC meeting which discussed the case. If the case is heard again during the 12 months then a further 12 months starts at the date of the reviewing MARAC meeting. For example, if a case was referred to the January MARAC it would then be flagged for 12 months from that date. The case was then reviewed at the April MARAC and is flagged for a further 12 months until the April of the following year.

3.5.3 Each repeat case will also be counted each time an incident involving criminal behaviour takes place, and the case is therefore reviewed within the given 12 month period (i.e. if a case first comes to MARAC in January and then is reviewed in February and July then this will count as two repeats).

All MARAC hearings should be as a consequence of at least one incident being reported to at least one MARAC agency and that the incident involves:

- Violence or threats of violence; and/or
- Where there is a pattern of stalking or harassment (the repeated following or communication with or other intrusions on the privacy of a victim) and or
- Where rape or sexual abuse is disclosed.
- Where in the referrer's professional judgement a further referral is deemed necessary and the severity of Abuse Grid also indicates high risk

3.5.4 The repeat incident can be flagged by any of the agencies involved in the MARAC. Multiple incidents occurring between MARAC meetings only result in one MARAC review. It is possible for a case to go to MARAC where there is more than one perpetrator. This is counted as one case and will be reviewed if there are any incidents with any of the named perpetrators.

3.5.5 The following do not constitute a repeat case:

- Where a case is reviewed at the MARAC involving the same victim but a different perpetrator or group of perpetrators
- Where a case is reviewed at the MARAC involving the same perpetrator but a different victim

- An incident not involving criminal behaviour that is not considered serious enough to be referred to MARAC under Professional Judgement
- Where the same combination of victim and perpetrator is involved, but being reviewed at a different MARAC. This is clearly a repeat incident in human terms, however will not be recorded as such for the purposes of this indicator.
- Cases which are discussed at a MARAC meeting but for information purposes only (e.g. imminent release of perpetrator from prison; perpetrator begins IDAP)
- Cases which were previously reviewed at the MARAC more than 12 months ago.

### 3.5.6 Persistent Repeat Cases

In the event that a case is re-referred to MARAC for a second time within 12 months of the original referral, the case will be relisted at the MARAC meeting and should be subject to an individual professionals meeting. Attendance at this meeting will be expected to include, as a minimum, the core MARAC agencies unless there are clear grounds for their absence. These will be agreed and set out in the minutes of the MARAC meeting.

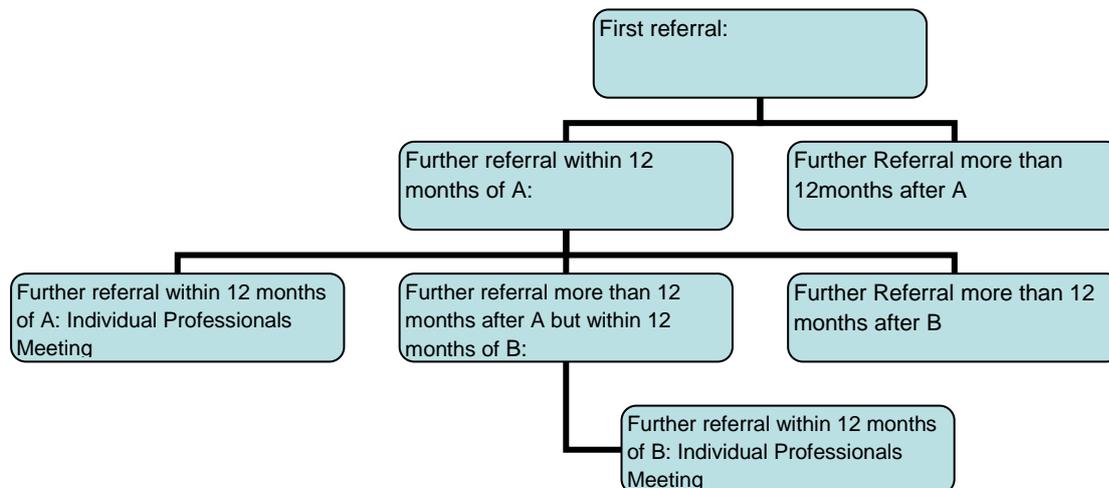
This meeting will review the case including the identified risks and will consider the effectiveness or otherwise of the action plan devised at the previous MARAC meetings. The meeting should fully consider all available options and possible actions and should fully document its considerations. Where a victim is not engaging with the MARAC process it should consider what other course of action is appropriate.

A further revised action plan will be produced and a lead professional identified who will take responsibility for the co-ordination and implementation of the plan. The meeting should also consider, identify and document its expectations should there be a further incident.

Details of the revised plan and a record of the meeting should be included on the client's record in MODUS as a Research Form..

The professional's meeting should take place within 2 weeks of the incident which triggers the re-referral.

Diagram 1 Flowchart



### 3.5.7 Where there has been one or more Professionals meeting

If a meeting has already been held and the case is re-referred to MARAC, professionals may not feel that another meeting can add anything further. In this instance it would be up to the MARAC to agree that a further meeting need not take place and any future referrals may be For Information Only. Where this occurs the MARAC will stop reviewing any further cases of domestic abuse and hear the case only if an agency has new information or asks for the case to be heard by the full meeting

### 3.6 Making the Referral

3.6.1 Any partner agency can refer a case to the MARAC if it meets the threshold criteria as listed above. If an agency believes that a case is high risk but they lack confidence in the completion of the DASH Checklist then advice can be sought from their MARAC representative or the MARAC team.

3.6.2 Once a case has been identified as requiring a MARAC referral the individual who has identified and assessed the case should notify their MARAC representatives to make the referral on their behalf. If an agency is unable to identify a MARAC representative or if the nominated representative is unavailable an individual within an agency can contact the MARAC Coordinator/Deputy who will advise as to how to proceed.

3.6.3 Once the MARAC representative has been informed then it is their responsibility to agree to and make the referral on behalf of their agency using their on line access to the MODUS system and a comprehensive account of this role is contained in the separate paper referred to earlier.

3.6.4 In making the referral there should also be consideration of the issues outlined in 3.2 Identification of Cases

3.6.5 Referring agencies should complete the on line Referral Form using the following headings in the free text area

- Background to the case: including any previous convictions (where known)
- Current Risks : including details and date of latest incident and the result of the Severity of Abuse Grid if it is a Professional Judgement case
- Outcomes: - What support does the referring agency believe the MARAC can offer?

3.6.6 If it is not possible to use MODUS a copy of the Luton MARAC and IDVA referral form should be completed and is included at **Appendix 4**. This form requires the following essential information and will not be accepted without it:

- Name, date of birth and address of victim, their children and the perpetrator.
- Safe contact details for the victim and whether the address is safe to post
- A MARAC address or reason why there is no address
- Whether the victim has given their informed consent to their information being shared at a MARAC.
- Ethnicity and Nationality details for the victim
- Whether the victim is disabled or not
- School, college or Early Years provider for any children identified
- Details regarding the Background, Current Risk and Outcomes (**see 3.6.5**)

## Part 4 – Referral Process

### 4.1 MODUS

4.1.1 Modus is an electronic database that manages information in relation to MARAC. To access the database agencies must have signed up to the information sharing protocol and only individuals within the agency who are a direct part of the MARAC process should have access. In order to access the database individuals will require a username, password and unique pin number. They will also have to sign a Luton MARAC User Agreement form.

4.1.2 If an agency wishes to request additional users are granted access to the MODUS system then a request should be made to the MARAC Coordinator. The MARAC Coordinator should also be notified in the event that MODUS access is no longer required or needs to be reassigned to another user.

4.1.3 The information sharing protocols around the use of MODUS are contained in more detail in the MARAC ISA. The Coordinator will maintain a register of authorised users in Luton and will be the only person able to request changes to the MODUS user register.

### 4.2 Deadline for referrals

4.2.1 Referrals for inclusion in the MARAC must be submitted by 12 noon on the Wednesday eight working days prior to the MARAC meeting. If urgent cases are identified up to five days prior to the meeting a request to include them in the agenda may be made to the Coordinator and this would be discussed with the Co-Chair(s). There is an expectation that in a case of urgency, agencies will begin working on the case before the MARAC meeting and if it is an emergency that a request be made for an Emergency MARAC meeting. Referrals received after that date will be held over to the next MARAC meeting unless an emergency MARAC is scheduled.

### 4.3 Emergency MARAC

4.3.1 If a MARAC partner agency identifies a case which requires MARAC support and it believes that the needs are urgent and the case cannot wait until the next scheduled MARAC then the agency can initiate an Emergency MARAC.

4.3.2 In the first instance the agency must contact the MARAC Coordinator

### 4.4 MARAC List / Agenda

4.4.1 The Luton MARAC list of cases will be published by 12 noon on the Thursday seven working days prior to the MARAC meeting and five working days before the Research deadline, so that all agencies have the time to complete their research before the meeting. Cases are listed and available on MODUS before that date and all agencies are encouraged to check cases and start their research as soon as possible.

4.4.2 The MARAC list of cases is produced by MODUS, the local database. An agenda may request the specific timing of a MARAC case only when a professional is required for a specific case and this must be done as early as possible. Timings may only be changed

once the case-list has been published at the MARAC Coordinator's discretion as it involves considerable additional work.

4.4.3 The Luton MARAC uses the SafeLives Research Form and all agencies should try to complete a research form for each case on the agenda. A copy of the form is contained within MODUS. This should be lodged onto MODUS by 17.00h on the Thursday before the MARAC meeting, so that it can be included in the papers for the Chairs briefing.

#### 4.5 Cases for information only

4.5.1 At the MMM on 13<sup>th</sup> July 2015 it was agreed that there would no longer be any referrals to the Luton MARAC for Information Only There was growing unease about the number of Information cases being listed and a move away from the original strict criteria. Following discussion it was felt that if a case has been referred and met the referral criteria that it should be heard and not listed for Information

It was agreed that the MMM should review this decision in due course.

#### 4.6 Victim contact before the meeting

4.6.1 It is best practice that clients who are referred to the MARAC should be notified of the referral (if it is safe to do so) although it is acknowledged that this will not always be possible (see 4.8). Victims should also be notified that an IDVA will contact them to offer support prior to the MARAC. An IDVA referral should always be made by secure communication to the IDVA manager, preferably by completing the Luton MARAC/IDVA referral form at **Appendix 4** and emailing or telephoning Manager. Where the victim is insistent that they do not require support the IDVA Manager should still be informed and use her own discretion about whether to make contact or not.

4.6.2 The IDVA will be allocated within 48 hours of referral to enable the IDVA to contact the victim prior to the meeting and inform them of the referral. This ensures that the views and concerns of the victim can be directly communicated at the MARAC.

4.6.3 If the victim declines the support of an IDVA and there is no contact prior to the MARAC, the referring agency should make attempts themselves to notify the victim that the case is being presented to the MARAC and feedback the outcome. Where all other methods of contact have failed, and the address is known to be safe then the referring agency should advise the victim of this in writing. Details of whether the address is safe to post should always be given as part of the referral process.

#### 4.7 Independent Domestic Violence Advisors

4.7.1 It is a standard action that all cases referred to the MARAC are also offered the services of an IDVA. In order to enable the IDVA to make contact prior to the meeting it is vital that a referral to the IDVA service is made in sufficient time with all appropriate details, specifically a safe contact.

4.7.2 Therefore it is the responsibility of agencies referring cases to the MARAC to also make a referral to the IDVA Service. A copy of the Referral form including the IDVA referral is contained in the **Appendix 4**.

4.7.3 Referrals to the IDVA Service can also be made for victims whose cases do not meet the threshold for MARAC but who score ten ticks or more on the DASH Risk Indicator Checklist and they are referred on to Victim Support.

4.7.4 As above a victim may decline the services of an IDVA and if this is the case it should be stated clearly on the MARAC referral form and the referring agency will then remain responsible for presenting the views of the victim and reporting back to them following the meeting.

## **4.8 Consent**

4.8.1 The key focus at each MARAC meeting should be the victim. It is therefore desirable that victim consents to the MARAC process and as such it is vital that agencies can explain the role and purpose of MARAC in such a way that consent is encouraged. This also confirms that the victim is aware of the MARAC referral as above.

4.8.2 Notwithstanding this, the role of the MARAC is to address high risk cases of domestic abuse where a risk of death or serious harm has been identified. Therefore it is not a requirement that consent is obtained and cases should still be referred where it has been withheld. For further information pertinent please refer to the MARAC ISA.

## **4.9 Research**

4.9.1 Once the case list has been published MARAC representatives should research their own agency databases and records to identify relevant information regarding the victim, perpetrator and any children. It is good practice to include this information on a Research form.

4.9.2 Where an individual is known to an agency and the information can be recorded on a Research Form on MODUS, this should be by the deadline of 17.00h the Thursday before the MARAC meeting. This ensures that should a representative not be able to attend a meeting the information is still available to the MARAC. It also enables other representatives to view the information prior to the meeting thus ensuring the meeting is able to proceed efficiently.

4.9.3 If none of the individuals listed on the case list are known to an agency it is also good practice to complete a Research Form to this effect. This avoids any ambiguity in future.

4.9.4 Guidance as to relevant and appropriate information is available in SafeLives toolkits for all agencies and should be used as a guide. As with all information sharing is important that the level of information shared is appropriate to the risk identified.

## **4.10 Actions before the MARAC**

4.10.1 It is not intended to be the case that agencies wait until the MARAC meeting before taking action to address a case and begin reducing risk. Prior to the meeting work will commence within a number of agencies to address issues of safety and support. These are likely to include:

- Target Hardening to improve the security and safety at the home address

- Moving the victim to a safe address or temporary accommodation if needed.
- Providing support and advice
- Safeguarding Children and Vulnerable Adults - There may also be a need for immediate safeguarding actions in cases where children or vulnerable adults are involved. A Strategy meeting will be initiated if necessary, either with Children's Services or Adult Social Care.
- Contact with the Patient Referral Unit to identify the victim and perpetrators General Practitioner

## Part 5 – MARAC meeting

### 5.1 Meeting details

5.1.1 The Luton MARAC meets on a Tuesday every three weeks, unless the Chair has previously agreed an alternative date, for example due to bank holidays, schools holidays, annual leave etc. The venue is normally a Committee Room in the Town Hall, but alternative arrangements can sometimes be required and will be advised to all MARAC members.

### 5.2 Start / Finish Times

5.2.1 Meeting commence promptly at 9.00am and continue until all cases have been heard. It is important that agencies ensure their representatives are able to attend and do not schedule conflicting appointments or other commitments for this day. As it is not possible to determine precisely when the meeting will conclude, representatives should ensure they have sufficient flexibility on the day to remain at the meeting till all cases have been heard.

5.2.2 A schedule of cases to be heard at 15 minute intervals is included as **Appendix 5** Cases involving children or pregnant victims will be scheduled first on the agenda and cases without children or for information will follow and are likely to be after lunch. It is therefore important that all associated children are mentioned on the referral form whether or not they reside with the victim/perpetrator.

### 5.3 Attendance

5.3.1 It is strongly recommended that agency representatives who attend the MARAC are sufficiently senior to be able to offer actions which they can then ensure are completed. Generally this would require a senior officer or middle manager.

5.3.2 Individual case workers may attend where it would be appropriate for them to do so e.g. IDVAs, Social Workers, key workers by invitation

5.3.3 When the nominated representative is unable to attend, a named deputy should attend. If the named deputy is also unable to attend then a written report can be submitted to the MARAC Coordinator no later than 24 hours prior to the meeting.

5.3.4 For those agencies which are not identified by SafeLives as key agencies it is permissible to send representatives to the MARAC only when relevant cases are listed. For the list of core agencies see **2.2**

### 5.4 Luton MARAC Co-Chair(s)

5.4.1 The Luton MARAC is currently co chaired at alternate meetings by the Police and IDVA service.

The role of the MARAC Chair is:

- To structure the meetings.
- To highlight outstanding actions.

- To ensure that all agency representatives are able to share information known to their agency about the client.
- To facilitate the development of a multi-agency support plan.
- To ensure that all agency representatives understand their agreed actions.

When the IDVA service is Chairing the meeting, it is important that the Police representative is of sufficient rank to be able to make decisions and judgements on behalf of the uniformed service and not just the civilian representative,

## **5.5 Administration**

5.5.1 The Luton MARAC is administered by the MARAC Coordinator and Deputy who are based within the local authority, Luton Borough Council at the Town Hall and Victim Support through the IDVA Manager at St Nicholas House, Luton.

5.5.2 Once the case-list has been finalised before the meeting, all MARAC agencies are notified and for those without access to MODUS but where there is a secure email address it is sent out electronically. Others without these facilities can collect a copy from the Town Hall. Cases are numbered and timed on the agenda and copies of all meeting papers are embedded within MODUS before the meeting.

5.5.3 Minutes and actions are prepared immediately after the meetings and embedded within MODUS no later than 2 working days after the meeting. MODUS is used to monitor and record all actions under the Action Planning tab

5.5.4 Actions are not followed up directly with agencies. Once responsibility for an action has been accepted at the meeting it is the agencies responsibility to complete it.

5.5.5 A list of all outstanding actions is brought to each MARAC meeting and agencies are encouraged to follow this up immediately after they have viewed any outstanding action.

## **5.6 Information shared at the MARAC**

5.6.1 All attending agencies are required to sign the MARAC Information Sharing Agreement prior to access to MODUS or regular attendance at the meeting. They also have to sign the Confidentiality Agreement at each meeting along with all invited visitors.

5.6.2 The MARAC ISA provides full details about information sharing and confidentiality and should be read alongside this document.

## **5.7 Observers at MARAC**

5.7.1 It is recognised that the MARAC approach is likely to be of interest to many partners both locally and across the country. Consequently it is acknowledged that there is a high likelihood that request to observe the process may be received from partners across various agencies.

5.7.2 As there is every intention to promote the work of the MARAC and to encourage partners to contribute to the multi-agency initiatives observers are prohibited. However this must be requested in advance and is at the Chairs discretion and no more than one visitor

will be allowed per meeting. The free half day MARAC Master Class, run every three months is the most appropriate environment to gain knowledge about the MARAC and an application should be made for potential observers to attend that course.

5.7.3. Where visitors do attend the meeting, agencies will be required to comply with the following:

- The agency who has invited the observer takes full responsibility for the observer, briefing them beforehand on the confidentiality requirements of the MARAC.
- The MARAC Coordinator is advised before the meeting of the proposed observer and given an opportunity to agree or otherwise to the observer attending the meeting.

## 5.8 Action Planning

5.8.1 Within the MARAC meeting a tailored action plan will be developed to increase the safety of the victim, children, perpetrator, other vulnerable parties and any staff. It is a key principle of the MARAC process that action plans are specific to individual cases so as to address the particular circumstances and wishes of the victim.

5.8.2 This does not however prevent a series of standard actions which will be implemented for all cases. These include:

- All agencies flagging and tagging their files in relation to perpetrator, victim and any children. This ensures that repeat incidents can be identified as such and that should a victim later come into contact with another agency the appropriate level of support can be given.
- The establishment of Police 'Street Index Gazetteer' (SIG) markers on the victim's and any other relevant addresses. This ensures priority status is given in the event of a report from that address.
- Referral to the IDVA service for specialist support and advice as well as information relating to other specialist services and providers of support.
- Providing feedback to the victim on the MARAC process. Following the meeting where the victim is engaging with an IDVA they will contact the victim to give a verbal update on the outcome(s). Alternatively there may be another agency which volunteers to do this or the referring agency should report back to the victim with the actions from the meeting. The referring agency will as a last resort write to those victims where no personal contact can be made, unless there are safety reasons which make this inadvisable. The letter will contain feedback on the agreed actions to be taken by agencies but the agency will need to know that the address is safe to post.

5.8.3 It is expected that agencies will volunteer actions and it is not the role of the MARAC Chair to allocate actions to participating agencies.

## 5.9 Completion of Actions

5.9.1 The agreed actions from the MARAC meeting are noted on MODUS within 2 working days of the meeting. Representatives are required to complete and provide confirmation that actions have been completed on MODUS within a reasonable time frame. It remains the responsibility of the named agency to ensure that actions are completed in a timely fashion.

5.9.2 Where agencies are unable to complete either individual or standard actions they should note this on MODUS. If the situation cannot be resolved, the MARAC Coordinator will work with the agency concerned to identify a solution consistent with the principles of the MARAC process.

5.9.3 The role of the MARAC is to facilitate, monitor and evaluate effective information sharing to enable appropriate actions to be taken to increase public safety. The responsibility to take appropriate action rests with individual agencies; it is not transferred to the MARAC.

### **5.9 Closing MARAC cases**

5.9.1 At each MARAC meeting the Coordinator advises representatives of the names of each MARAC case which has passed without notification of further incident for 12 months and would therefore not be considered to be a repeat MARAC case if a further incident were reported.

5.9.2 These cases should be un-flagged and un-tagged in agency files so that client, perpetrator and any children are not identified as a current MARAC case. They are also discharged as MARAC cases on MODUS.

## Part 6 – Out of area cases

### 6.0 Referrals to other MARAC's

6.1.1 MARAC's operate on a geographical basis which is not always consistent with the geographical areas served by the agencies which are represented in the MARAC process. Consequently if a case which requires MARAC is identified but which does not fall within the geographical boundaries of the Luton MARAC then the case will be referred to the appropriate area via the MARAC Coordinator.

6.1.2 Similarly if the victim moves out of the borough a referral will be made by the MARAC Coordinator to the local MARAC Coordinator in the area where the victim re-locates.

### 6.2 Jurisdiction

6.2.1 Where a victim has relocated across MARAC boundaries, the MARAC of the Local Authority area in which the victim was normally resident should take lead responsibility. This is to ensure that each case is referred to the MARAC most able to offer appropriate support to the victim.

6.2.2 As housing, children's social care, adult social care and education services are ordinarily provided by the Local Authority in which the victim is registered as living, MARAC referrals should reflect this and as such all MARAC referrals should be made to the MARAC operating in the local authority area where a victim is registered as living or wishes to relocate) if placed in temporary accommodation).

6.2.3 Where the victim's relocation is a permanent or long term move then a MARAC to MARAC referral will be appropriate.

6.2.4 In all other cross boundary cases the lead MARAC will update any other MARACs who may be able to offer support, via the MARAC Coordinator as required.

## Part 7 – Other issues

### 7.1 Equality

7.1.1 The Borough of Luton has a very culturally diverse population. All partner agencies are committed to delivering services that meet the needs of all residents. The Luton Domestic Abuse Forum Training Programme outlines the free training that is made available to officers from all partner agencies. This includes:

- Domestic Abuse within south Asian cultures
- Legal aspects of Forced Marriage
- No Recourse to Public Funds (Victims who have no recourse to public funds are still eligible to be referred to MARAC)

In addition to mainstreamed service delivery there is a Luton IDVA who specialises in working with victims from the Asian community.

7.1.2 Equalities data within the MARAC process is monitored and reported to SafeLives and the Luton Domestic Abuse Strategic Group. SafeLives requires that the following diversity data is submitted as part of a monthly data return. This information can be completed on the MODUS referral and it is essential that all sections are completed so the MARAC Coordinator can make the monthly SafeLives return

- Ethnicity of the victim, defined by SafeLives as victims from black and minority ethnic community or any victim discussed at MARAC who is not White / British is defined as being from a Minority Ethnic Community
- Number of LGBT cases -this is the number of cases where the victim identifies as Lesbian, Gay, Bisexual (LGB) or Transgender.
- Number of cases where victim has a disability -this is the number of cases where the victim identifies as having a disability in line with the Disability Discrimination Act (DDA). The DDA define 'a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.'
- Number of male victims - this is the number of victims who are male, regardless of whether the perpetrator is male or female.

### 7.2 Evaluation

7.2.1 All MARAC data is collected on a monthly basis and entered into the SafeLives MARAC spreadsheet by the MARAC Coordinator. The data is reported on to the MMM.

### 7.3 Review

7.3.1 The MARAC Operating Protocol will be reviewed annually by the MMM.

### 7.4 Complaints

7.4.1 Any MARAC signatory agency wishing to make a complaint against another signatory agency related to the MARAC must follow the procedure as set out below.

- Anyone who wishes to make a complaint may do so in person, by telephone, or in writing (by letter, fax or e-mail.) Written complaints can be submitted by mail, fax or email.
- In the first instance all complaints are to be made to the MARAC Coordinator.
- The MARAC Coordinator will acknowledge receipt of the complaint within 5 working days and provide a timeframe in which a response will be made.
- The MARAC Coordinator will investigate the complaint, consider a response and write to the complainant offering an explanation / list of reasons / facts of all issues and concerns.
- If the complainant is not satisfied with the initial response from the MARAC Coordinator, then an escalated letter of complaint can be sent to the Co Chair(s) of the MARAC.
- The Co Chair(s) of the MARAC will acknowledge receipt of the complaint within 5 working days and respond within a stated time frame. The response should be reviewed by the MMM, if time permits, before it is sent to the complainant.

## 7.5 Breaches

7.5.1 This Operating Protocol is intended to provide a framework for the Luton MARAC and to ensure the effectiveness of the MARAC process. The intention of the MARAC, the Information Sharing Agreement and this Operating Protocol is to increase the safety of the victim. All agencies are advised to ensure they operate within these protocols as a breach may increase the risk to an already high risk victim.

7.5.2 Any identified breaches of either the Operating Protocol or Information Sharing Agreement, will be referred to the Co Chairs for consideration and may be referred to the MMM as required.

## 7.6 Withdrawal

7.6.1 MARAC partner agencies are required to sign both the Information Sharing Agreement and the MARAC Operating Protocol. If any agency wishes to withdraw their agreement to this Operating Protocol they must, in the first instance, advise the MARAC Coordinator of their decision, and copy all advisory letters to the MARAC Co Chairs.

## 7.7 Independent Domestic Homicide Reviews (DHR)

7.7.1 Domestic Homicide Reviews were established on a statutory basis under section 9 of the Domestic Violence, Crime and Victims Act (2004). This provision came into force on 13th April 2011

7.7.2 In the event that a MARAC case becomes subject of an Independent Domestic Homicide Review the Independent Chair of the Homicide Review Panel or the Head of the Community Safety Partnership may make a written request to the MARAC Co Chair for the release of Minutes pertaining to the case. The MARAC Co Chair in conjunction with the MARAC Coordinator will provide the Homicide Review Panel with copies of relevant minutes and action plans within 10 working days. MARAC information will be provided to Homicide Review Panels in the following circumstances:

- A client of the MARAC is the victim of a domestic abuse related homicide.

- A MARAC client is identified as the perpetrator of a domestic abuse related homicide and the victim is also known to the MARAC.

7.7.3 In all other circumstances a written request for the release of information including minutes and action plans may still be submitted to the Co Chair(s) of the MARAC who will, in conjunction with each other make a decision as to whether the request will be granted.

## 7.8 MARAC disclosure into court proceedings

7.8.1 Where disclosure of documents is requested by a court, the MARAC will follow the principles outlined in the document; “MARAC & disclosure into court proceedings” December 2011 [http://www.SafeLives.org.uk/marac/FJC\\_MARAC\\_Guidance\\_Dec2011.pdf](http://www.SafeLives.org.uk/marac/FJC_MARAC_Guidance_Dec2011.pdf)

## 7.9 Forced Marriage

7.9.1 Forced Marriage is explicitly identified within the current Home Office definition of Domestic Violence and as such it is widely accepted that the MARAC process can provide an effective mechanism for dealing with such cases.

7.9.2 Local Forced Marriage Response - In line with the Multi-Agency Practice Guideline on forced marriage, the Luton MARAC recognises the significance of the one chance rule and the need to deal with cases of forced marriage without delay. It would therefore be anticipated that any forced marriage cases referred to the MARAC would initiate the emergency MARAC procedure (see **4.3**)

7.9.3 However given the risk of forced marriage within Luton it is evident that referring all cases of forced marriage to the MARAC process would result emergency MARAC meetings occurring at a frequency which could prove unsustainable and in effective. It is also recognised that the full range of member of agencies that support the Luton MARAC may not be required in such cases and may in fact result in unnecessary information sharing of sensitive information. Therefore following consultation with specialist support agencies and Bedfordshire Police’s Forced Marriage Unit it has been determined that the standard position within Luton is that cases of Forced Marriage will not typically be referred to MARAC but will instead prompt a smaller multi-agency response led by Bedfordshire Police or the Local Authority.

7.10.6 Details regarding the appropriate responses of professionals identifying cases of forced marriage are detailed in the following local and national guidelines:

- Luton Safeguarding Children Multi Agency Protocol on Forced Marriage (2010)
- HM Government Multi Agency Practice Guidelines: Handling Cases of Forced Marriage (2009)
- HM Government Forced Marriage and Learning Disabilities: Multi – Agency Practice Guidelines (2010)

## 7.10 Further Information

7.10.1 Further information relating to MARAC can be obtained from the MARAC Coordinator or by visiting the SafeLives website at [www.SafeLives.org.uk](http://www.SafeLives.org.uk)

## Glossary of Terms

Acronym	
AGENCIES	Those signatories party to this Agreement and the MARAC
SAFELIVES	Coordinated Action Against Domestic Abuse
COMMON LAW	The principle underlying all criminal-related work is the common law duty of confidentiality owed to the public. This requires that personal information given for one purpose cannot be used for another, and places restrictions on the disclosure of that information. This duty can only be broken if the public interest requires it. Statutory provisions on disclosure override common law provisions.
CONSENT	Agreement, either expressed or implied, to an action based on knowledge of what that action involves, its likely consequences and the option of saying no.
EXPRESS CONSENT	Consent which is expressed orally, or in writing, (except where patients cannot write or speak, when other forms of communication may be sufficient)
CSP	Community Safety Partnership
CRIME	Any act, default, or conduct prejudicial to the community, the commission of which by law, renders the person responsible liable to punishment by fine, imprisonment or other penalty.
CRIME AND DISORDER ACT (CDA)1998	The purpose of the Act is to tackle crime and disorder and help create safer communities. It requires the police and local authorities in partnership with the community, to establish a local partnership to cut crime. This partnership must conduct an audit to identify the types of crime in the area and develop a strategy for tackling them.
DESIGNATED INFORMATION SHARING OFFICER (DISO)	A person nominated by the agency of sufficient standing to process or initiate requests for personal information and data (generally the MARAC representative)
DA	Domestic Abuse
DV	Domestic Violence
DASH	Domestic Abuse, Stalking and Harassment
DHR	Domestic Homicide Review
GP	General Practitioner
IDVA	Independent Domestic Violence Advisor
ISVA	Independent Sexual Violence Adviser
MARAC	Multi-Agency Risk Assessment Conference
MPMG	MARAC Performance Group
ISA	Information Sharing Agreement
MOP	MARAC operating Protocol
SIG	Street Index Gazetteer
SA	Sexual Abuse
LGBT	Lesbian, Gay, Bisexual (LGB) or Transgender
MODUS	On line computer system

## Appendices

- 1 List of Partners
- 2 DASH Risk Indicator Checklist
- 3 Luton MARAC and IDVA Referral Form
- 4 Luton MARAC Meeting Structure.
- 5 Repeat referral criteria

## APPENDIX 1

### List of Partners

#### Core Partners

- Bedfordshire Police
- Bedfordshire IDVA Service
- Primary Care Health Luton
- Mental health services
- Bedfordshire Probation Service
- Luton Borough Council –Housing Services
- Luton Borough Council – Children’s Social Care Services
- Drugs/Alcohol agency

#### Other agencies

- Luton Borough Council – Community Safety Partnership
- Luton Borough Council – Adult Protection Services
- Luton Borough Council – CAF
- Luton Borough Council – 16+ team
- Luton Borough Council Education and Early Years
- Drugs/Alcohol agency - represented by Alcohol Services for the Community
- L&D Hospital Trust – on behalf of Midwifery and Emergency services
- Victim Support
- Bedfordshire Fire and Rescue Service
- Luton YOS
- Bedford and Luton Ambulance Service
- Luton All Women’s Centre
- Stepping Stones
- Women’s Aid in Luton
- MAPPA
- CAFCASS

APPENDIX 2

**Luton DASH (Domestic Abuse, Stalking and Harassment)  
RISK ASSESSMENT CHECKLIST (RIC) May 2015**

Please cut and paste sample tick ✓ to use below. Please count only main answer✓'s and not the sub sections coloured in red

<b>CURRENT SITUATION</b>					YES	NO	DON'T KNOW	State source of info if not the victim e.g. police officer
<p>The context and detail of what is happening is very important. The questions highlighted in bold are high risk factors. Tick the relevant box ✓ and <b>add comment</b> where necessary to expand.</p> <p>Please explain that the purpose of asking these questions is for the safety and protection of the individual concerned.</p> <p>It is assumed that the main source of information is the victim. If this is not the case please indicate in right hand column.</p> <p>This checklist should be based on an incident that has happened within the last three months and where an answer is not clear or outside the timeframe, the answer is likely to be No or Don't Know. Please do put Yes if the abuse is 'historic' Tick box if the factor is present ✓</p> <p>Tick box if the factor is present ✓</p>					e.g ✓			
1. Has the current incident resulted in injury? Please state below what and whether this is the first injury?								
2. <b>Are you very frightened?</b> Please make any comment below:								
3. What are you afraid of? Is it further injury or violence? Insert main tick to right ✓ Also please give an indication below using these ✓ of what you think perpetrator might do and to whom) <b>Do NOT count the ✓'s below in this sub section</b>								
Kill:	Self		Children	Other(s) (please specify)*		*		
Further injury and violence:	Self		Children	Other(s) (please specify)*		*		
Other (please clarify):	Self		Children	Other(s) (please specify)*		*		
4. <b>Do you feel isolated from family or friends and does the perpetrator try to stop you from seeing friends/family/Dr or others?</b> Please make any comment below:								
5. Are you feeling depressed or having suicidal thoughts? Please make any comment below:								
6. <b>Have you separated or tried to separate from the perpetrator within the past year?</b> Please make any comment below:								

7. Is there conflict over child contact? Please state what below				
8. Does the perpetrator constantly text, call, contact, follow, stalk or harass you? Please expand by completing the section below to identify what and whether you believe that this is done deliberately to intimidate you? Consider the context and behaviour of what is being done.				
<b>The 11 subsection questions below Q8 DO NOT counts as additional ticks, but should be completed ✓ if there are two or more incidents of stalking and harassment (reported or unreported) and/or if the victim is extremely frightened.</b> The questions are important to ask in stalking incidents as the answers will provide a better indication of what is happening. This information should then be used to inform the risk management assessment.	<b>Yes</b>	<b>No</b>	<b>Comment</b>	
	<b>DO NOT COUNT THE ✓ 's below in this sub section</b>			
(i). Are you very frightened?				
(ii) Has the perpetrator engaged in harassment on previous occasions(s) with you and, if you know, with other victims?				
(iii) Has the perpetrator ever destroyed or vandalised your property?				
(iv) Does the perpetrator visit you at work, home, or other places more often than three times per week?				
(v). Has the perpetrator loitered around your home, friend's home or workplace?				
(vi) Has the perpetrator made any threats of physical or sexual violence in the current harassment incident?				
(vii) Has the perpetrator harassed any third party since the harassment began? (e.g. your friends, family, children, colleagues, partners or neighbours)				
(iix) Has the perpetrator acted out violently towards people within the current stalking incident?				
(ix) Has the perpetrator persuaded other people to help him/her? (wittingly or unwittingly)				
(x) Is the perpetrator known to be abusing drugs and/or alcohol?				
(xi) Is the perpetrator known to have been violent in the past? (This could be physical or psychological. Intelligence or reported)				
Any other relevant information/additional observations made by Practitioner (e.g. level of fear in victim, details of threats and violence, duration of harassment, various harassing behaviours engaged in by abuser, victim's beliefs concerning abuser's motives, weapons owned by abuser, nature of unwanted 'gifts'/items left for victim, attitude/demeanour of abuser including mental health issues and whether victim has responded in any way to the abuser) Please detail below.				
<b>CHILDREN/DEPENDENTS (IF NO CHILDREN/DEPENDANTS, PLEASE GO TO THE NEXT SECTION)</b>	<b>YES</b>	<b>NO</b>	<b>DON'T KNOW</b>	<b>COMMENT</b>
9. Are you currently pregnant or have you recently had a baby in the past 18 months?				
10. Are there any children or step-children who are not in the household? Are there other dependants in the household (older relatives)? Please detail below:				

<b>11. Has the perpetrator ever hurt the children/dependants? Please make any comment below:</b>							
12. Has the perpetrator ever threatened to hurt or kill the children/dependants? Please make any comment below:							
<b>DOMESTIC VIOLENCE HISTORY?</b>				YES	NO	DON'T KNOW	COMMENT
13. <b>Is the abuse happening more often?</b> Please make any comment below:							
14. <b>Is the abuse getting worse?</b> Please make any comment below:							
15. <b>Does the perpetrator try to control everything you do and/or are they excessively jealous?</b> (In terms of relationships, who you see, being 'policed at home', telling you what to wear for example. Consider honour based violence and stalking and specify the behaviour)							
16. <b>Has the perpetrator ever used weapons or objects to hurt you?</b> Please make any comment below:							
17. <b>Has the perpetrator ever threatened to kill you or someone else and you believed them?</b> Please make any comment below:							
18. <b>Has the perpetrator ever attempted to strangle/choke/suffocate/drown you?</b> Please make any comment below:							
19. <b>Does the perpetrator do or say things of a sexual nature that makes you feel bad or that physically hurt you or someone else?</b> (Please specify who and what)							
20. <b>Is there any other person that has threatened you or that you are afraid of?</b> If yes, consider extended family if honour based violence. Please specify who -							
21. Do you know if the perpetrator has hurt anyone else? (Consider Honour Based Violence) Children/siblings/elderly relative/ strangers. Insert main tick to right ✓ Please specify who and what but <b>do NOT count the ✓'s below in this sub section</b>							
Children	Another family member	Someone from previous relationship	Other(s) Please specify below:				
22. Has the perpetrator ever mistreated an animal or the family pet? Please make any comment below:							
<b>ABUSER(S)</b>				YES	NO	DON'T KNOW	COMMENT
23. Are there any financial issues? For example, are you dependent on the perpetrator for money or have they recently lost their job or any other financial issues? Please make any comment below:							
24. <b>Has the perpetrator had problems in the past year with drugs (prescription or other), alcohol or mental health causing difficulties to lead a normal life?</b> Insert main tick to right ✓ Please specify what but <b>do NOT count the ✓'s below in this sub section</b>							
Drugs	Alcohol	Mental Health	All/combination	Please specify below			

25. Has the perpetrator ever threatened or attempted suicide?								
26. Has the perpetrator ever breached bail/an injunction and/or any agreement for when they can see you and/or the children? Insert main tick to right ✓ Please specify what but <b>do NOT count the ✓'s below in this sub section</b>								
Bail conditions	Forced Marriage Protection Order	Non Molestation /Occupation Order	Child Contact arrangements	Other	Please specify below			
27. Do you know if the perpetrator has ever been in trouble with the police or has a criminal history? Insert main tick to right ✓ Please specify what but <b>do NOT count the ✓'s below in this sub section</b>								
DV	Sexual violence	Other violence	Other	Please specify below				
<b>46. DASH RESULT</b>		Number of YES ✓'s.			Number of DON'T KNOW ✓'s.			
Is there anything else you would like to add to this?								
<b>47. RISK ASSESSMENT CONCLUSION</b>								
In order to help you decide if the risk factors involved in this case, mean that a referral should be made, no matter what the DASH score is, you should use the CAADA Severity of Abuse Grid to determine what the severity of risk and then insert ✓ below. Please see the Guidance notes for a copy of the grid								
NO RISK		STANDARD		MODERATE		HIGH		
<b>48. REASON FOR REFERRAL (PLEASE see Guidance about Professional Judgement)</b>								
14 ticks or more on DASH. Please give number of YES ✓'s and DON'T KNOW ✓'s			YES ✓'s		DON'T KNOW ✓'s			
Professional judgement (please explain)								
Repeat case (please give dates)								
<b>49. IDVA REFERRAL</b>								
It is Luton MARAC policy to automatically refer into the Luton IDVA service in order that the client may access support. However where it is deemed unsafe or the client expressly indicates they do <b>not</b> want their details passed on - please indicate this to right ✓. <b>PLEASE SEND A DUPLICATE COPY OF THIS FORM TO idva.luton@victimsupport.cjsm.net but ONLY if you have a secure email address yourself. If not and you would like to contact the IDVA service please call on 01582 488777.</b> <b>If using MODUS you can tell the IDVA service that the referral has been made and embed a copy of the DASH report on the client page for their information. In this case you do not need to complete the whole referral form in full, just the victim's name and key details. If you need help doing this please contact the MARAC team or the IDVA Manager</b>							Please tick <b>ONLY</b> if it is <b>NOT</b> safe to contact	
50. Please indicate if there are any risks which you feel professionals may face by working with the victim								

**APPENDIX 3**

**Luton MARAC and IDVA Referral Form (May 2015)**

**ONLY USE THIS FORM WHEN YOU DO NOT HAVE ACCESS TO MODUS**

When complete please send to [Deborah.lawson@luton.gcsx.gov.uk](mailto:Deborah.lawson@luton.gcsx.gov.uk) or [Jill.Thomas@victimsupport.cjism.net](mailto:Jill.Thomas@victimsupport.cjism.net) and make sure you are sending FROM a secure email address.

**PLEASE ENSURE AND CONFIRM THAT YOU HAVE**

- **READ THE GUIDANCE ACCOMPANYING THIS FORM**
- **NOTE THAT ALL QUESTIONS SHOULD BE COMPLETED AND FAILURE TO DO SO IS LIKELY TO RESULT IN A DELAY IN THE REFERRAL BEING HEARD AT MARAC.**

I confirm the above. Please add signature and date

Your name, position and agency

Your contact telephone no(s) and email address

1. Victim name

2. DOB

**3. PLEASE GIVE DETAILS BELOW ABOUT THE DOMESTIC ABUSE EXPERIENCED BY THE VICTIM**

This should include background and a brief history and a description of the incident **including the date** within the last three months.

**4a. RISKS IDENTIFIED WHICH THE MARAC NEEDS TO ADDRESS**

<b>4b. WHY MULTI-AGENCY APPROACH?</b>				
<b>VICTIM DETAILS</b>				
<b>5. Victim alias (other names)</b>		<b>6. Age</b>		
<b>7. Gender M/F</b>		<b>8. LGBT? Y/N</b>		
<b>9. Victim contact telephone No(s) ONLY where safe to call.</b>	<b>It is very helpful to know the best times to call. Please state below</b>			
<b>10. Victim Address including Postcode</b>				
<b>11. Accommodation type?</b>				
<b>12 How long can the victim stay here and do they need to move?</b>				
<b>13. Is it safe to post here? Y/N</b>		<b>14. Is there a safe alternative postal address?</b>		
<b>15. Victim email address ONLY where safe to use</b>				
<b>16. Are there other safe avenues of contact?</b>				
<b>17. Nationality?</b>		<b>18. Ethnicity?</b>		
<b>19. Is victim a refugee or asylum seeker? Y/N and any details</b>		<b>20. Does victim have recourse to public funds? Y/N</b>		
<b>21. Is an interpreter required? Y/N</b>		<b>22. If so which Language?</b>		
<b>23. Does the victim have a disability? Please give details</b>				
<b>24. GP name or Practice and address or details of any other Health contacts</b>				
<b>25. Any Drugs/Alcohol concerns?</b>				
<b>DEPENDENTS</b>				
<b>26. Is the victim Pregnant? Y/N Please give due date</b>		<b>Due Date</b>		
<b>27. Children's or other dependents</b>	<b>DOB</b>	<b>Age</b>	<b>Gender</b>	<b>School/College/Nursery/ Pre-</b>

details			school/Childminder details		
28 Who has Parental Responsibility/Legal Guardianship?					
29. Please state where the children reside if not with victim					
30. Are there any child safeguarding issues or risks associated with children living in the household? If yes, please give details below and names of any professionals involved					
PERPETRATOR					
31 Perpetrator(s) name				32. Perpetrator alias	
33. Perpetrator(s) DOB				34. Age	35. Gender M/F
36. Perpetrator(s) address including Postcode					
37. What kind of accommodation is this?					
38. GP name or Practice and address					
MARAC REFERRAL CONSENT FORM					
39. The Victim has given consent to the MARAC referral					
40. The Victim has NOT given consent to the MARAC referral					
41. Under which ground(s) are you making this non consensual referral?					
42. Please provide the name and contact details of the person authorising this referral where there is no consent, before submission to the MARAC Coordinator. The referral is likely to be delayed without this.					
Name		Title		Agency	
				Date	

<b>Contact details</b>	<b>Phone number</b>	<b>Email address</b>	
<b>VICTIM AWARENESS OF REFERRAL</b>			
<b>43. Is the victim aware of the MARAC referral?</b>	<b>Y/N</b>	<b>44. Is the victim aware of the DASH assessment?</b>	<b>Y/N</b>
<b>45. Has the victim been referred to any other MARAC previously? If yes, when and where?</b>			

## APPENDIX 4

Luton MARAC Meeting Structure with 15 minute intervals between cases.

Start time      Order

09.00h	Case no. 1
09.15h	Case no. 2
09:30h	Case no. 3
09:45h	Case no. 4
10.00h	Case no. 5
10.15h	Case no. 6
10.30h	Case no. 7
10:45h – 15 minutes	Break
11:00h	Case no. 8
11.15h	Case no. 9
11.30h	Case no.10
11.45h	Case no. 11
12:00h	Case no. 12
12.15h	Case no. 13
12.30h	Case no. 14
12:45h - 30 minutes	Lunch
13:15h	Case no. 15
13:30h	Case no. 16
13:45h	Case no. 17
14:00h	Case no. 18
14:15h	Case no. 19
14:30h	Case no. 20
14:45h	Case no. 21
15:00h – 15 minutes	Break
15:15h	Case no. 22
15:30h	Case no. 23
15:45h	Case no. 24
16:00	Case no 25
16:15	Case no 26
16:30	Case no 27

## APPENDIX 5

### Luton Repeat MARAC cases – Agreed September 2015

*Using the Safe Lives definition of a repeat MARAC case, this is what the Luton MARAC would consider as a repeat referral*

- *Where an incident is between the same victim and perpetrator(s), where the victim has been identified as meeting the MARAC threshold.*
- *Where the case has previously been heard at MARAC at some point within the last 12 months from the date of the new referral.*

*Any agency may identify a further incident (regardless of whether it has been reported to the police).*

*A further incident includes any one of the following types of behaviour,*

- *Violence or threats of violence to the victim (including threats against property) which, if reported to the police, would constitute **criminal behaviour**:*
- *A pattern of stalking or harassment;*
- *Rape or sexual abuse.*

*If a further incident is not deemed to be criminalised behaviour, it may still be a MARAC case if*

- *It includes any breaches of Bail and or Probation conditions*
- *Is a crime that may be perceived to be DA related (scratching or damaging a car)*

*As guidance incidents which do **not** involve criminal behaviour may include*

- *The victim being shouted at by the offender in a public space such as a park or entertainment venue*
- *Receiving social media contact which is not in breach of any condition.*
- *Coincidental contact where there is no incident*
- *Verbal argument where there is no incident, no report and no violence or threat of violence*

*NB Such incidents are difficult to define without knowing the context and so referring agencies should always exercise their own discretion in such circumstances.*

*Where a repeat victim who meets the criteria defined here, is identified by any MARAC agency, that agency should refer the case to the MARAC, regardless of the DASH score.*

*To identify repeat victims of domestic abuse regardless of to whom it is reported, all MARAC agencies should have the capacity to 'flag and tag' their files following the latest referral so that they are aware if a service user/client experiences a repeat incident.*

*Incidents that do not constitute a repeat incident but instead may constitute a new referral to MARAC are as follows*

- *Incidents more than 12 months after the last MARAC*
- *Where a case involves the same victim but a different perpetrator or group of perpetrators.*
- *Where a case is reviewed at the MARAC involving the same perpetrator but a different victim.*
- *Where the same combination of victim and perpetrator is involved, but is reviewed at a different MARAC outside of the LAA area*
- *Cases which are discussed at MARAC but for information purposes only. This could be, for example, because the perpetrator is due to be released from prison.*