The MAPPA A (Referral) and MAPPA B (minutes) have been updated. Both forms are more comprehensive and prescriptive than previously.

**MAPPA A – The Referral**

The eReferral form (Excel) is now redundant and is **NOT** to be used for any new referrals.

The MAPPA A must be completed with as much information as possible. It is key to give consideration to what other agencies need to be invited , provide an input and assist with the risk management of the nominal being referred. If you do not have a contact name for an agency you require to be invited, please just add the agency name. Central MAPPA Administration has a contact list of duty to cooperate agencies and should be able to find the correct professional.

**ALL** referrals must be sent to SEENPS.Kent.MAPPA@probation.gsi.gov.uk where they will be processed and forwarded for review by the MAPPA panel.

Please take note of the additional information required to complete the form. Guidance notes are attached.

**MAPPA B – The Minutes**

The MAPPA B will need to be manually populated with data from the MAPPA A. We are looking in to how we may be able to create an automated referral, but this may be some way off. It is possible to easily copy and paste information across. The most effective method is to copy and paste the white areas of the document across only.

Please familiarise yourself with the new form as there are a number of additional information requests and a slightly different layout.

**ACTION PLANS**

**Section 8.**

 ‘*Critical Areas of Risk’*- each action must be linked to a Critical Area of Risk.

‘*Progress/Outcome’* – each action must have a very brief narrative assigned. Adding “Completed” or “Done” is no longer acceptable.

“*Further Action Required*” – identify if this action needs to be carried forward, added etc.,

**Section 20.**

‘*Critical Areas of Risk’*- each action must be linked to a Critical Area of Risk.

‘*Purpose of Action’* – clearly define what purpose this action sets out to achieve.

‘*Deadline*’ – a specified date must be set. If 10 working days are assigned, then the date 10 working days in advance must be added. If the action is ‘ongoing’ the date set must be the next MAPPA meeting date when this action must be reviewed again.

It is the Chairs responsibility to ensure each of the action points is fully discussed. The minute taker must clearly identify the action discussed, what Critical Area of Risk it relates to and record this in the body of the minutes. Please see example below:

***Action Point 10. CAR: Accommodation***

*Offender Manager, Tina Hughes has made enquiries with the MAPPA Housing panel and has made a referral. The panel will raise Fred Brooks’ case as a matter of urgency and a result will be known by 21st December, 2016. (New Action: Follow up MAPPA Panel result by 22.12.2016)*

 This must be added to the action plan

Please note in Section 11 it specifically states initials are **NOT** to be used.

**Section 13b. Agreed Risk Management Plan**

You will note on the new template at the bottom of each section, “Licence Conditions:” have been added. Please ensure any relevant Licence Condition is identified here. If there is no relevant Licence Condition please add N/A. Do **NOT** leave this blank.

**Section 21. ViSOR**

ViSOR Record Owner – this needs to be checked prior to the meeting. For Probation ViSOR queries, please contact: seenps.kent.visor@probation.gsi.gov.uk For all Police ViSOR queries, please contact your local Police ViSOR unit or VRU@kent.pnn.police.uk

**Section 24. HUMAN RIGHTS ACT VALIDATION**.

Please ensure this has been agreed at the meeting and the box ticked.

**Section 25. MAPPA ADMINISTRATION**

All minutes must be checked and signed off by the Chair. The minute taker is responsible for recording clear and accurate minutes from the meeting. It is the Chair’s overall responsibility to ensure the accuracy of the minutes before signing them off. If the Chair is not satisfied the minutes are a clear and accurate reflection of the meeting it is their responsibility to discuss this with the minute taker and the minutes to be amended accordingly.

Any minutes submitted for inclusion on ViSOR without sign off by the chair/co-chair, will be returned.

Guidance notes are attached.