**KENT MAPPA REFERRAL APPEAL AND ESCALATION PROCESS**

**KENT MAPPA L2/3 REFERRAL SCREENING PROCESS**

* MAPPA A received into MAPPA mailbox (SEENPS.Kent.MAPPA@justice.gov.uk).
* A screening date is set within 10-day time frame of referral being received.
* A screening panel consisting of Police DS or DI, NPS SPO, MAPPA Manager, MAPPA Deputy Manager takes place.
* The referring agency is provided with a decision email within 10 days of referral being submitted.
* If accepted at MAPPA L2/3, MAPPA Co-ordination unit (L2) Police Public Protection Unit (L3) arranges meeting date and sends invites to agencies.

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1. If referring agency does not agree with the original decision by the screening panel, the agency Senior Manager should email the MAPPA Co-ordinator within 2 working days with reasons why the referral should be screened again. If the original rejection asked for more information this should be clearly presented within a new referral.
2. A new screening panel reviews the referral again within 10-day timeframe.
3. A response will be emailed to the referrer within the 10-day time frame, either upholding the original decision or accepting at MAPPA Level 2/3.
4. If the original decision to reject is upheld and the referring agency wish to escalate to next stage appeal this must be communicated to the MAPPA Co-ordinator by the Senior Manager within 2 working days.
5. The MAPPA Co-ordinator emails the MAPPA A referral along with both screening responses and agency reason for appeal to the MAPPA Strategic Management Board (SMB) Responsible Authority members (RA). This will consist of NPS LDU Head, Prison Governor and Detective Chief Superintendent .
6. The RA members will review the MAPPA A within 5 working days and supply the MAPPA Co-ordinator with the decision if the rejection is sustained or overruled with a written response.
7. The MAPPA Co-ordinator will contact the referrer with the final decision within 2 working days.