MACE Level 1 - Roles and Responsibilities (Core Panel and non-attending, contributing agencies)

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# Expectations

All Core Panel Members and shadowing members must have read and abide by the Operational MACE Level 1 & 2 Terms of Reference which can be found on the [LSCP policy and Procedures Manual](https://lincolnshirescb.proceduresonline.com/local_resources.html) under the Child Exploitation header.

# Meetings and Attendance

Meetings take place on Microsoft Teams every Wednesday from 9:00 – 15:00 (a mid-morning and mid-afternoon break will be agreed on the day with a 30-minute lunch break). 20-minute time slots will be allocated for each identified victim, person and or location of concern, with a maximum of 18 individual agenda items. Where there are links with other victims, persons and or locations of concern; this will be noted on the agenda.

# Prior to MACE Level 1 Meeting

**Research:**

Child Exploitation Missing Business Support (CEM BS) will share the MACE Level 1 Agenda with Core Panel and contributing non attending agencies each Monday morning.

All Core Panel members and each agency with a perceived engagement with the individual victim, person and / or location of concern will be requested to respond to individual research requests. A response must be provided even when no knowledge is held.

Core Panel members and contributing non attending agencies must email their completed agency research to CEM BS by mid-day Thursday.

**Collate:**

CEM BS will collate the information received and share this with Core Panel by the following Monday morning in an updated agenda.

**Prepare:**

Core Panel will review the collated information in advance of the meeting and the chair will complete the preparation template ahead of the meeting on the Wednesday.

# MACE Level 1 timeline

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Research** | | | | **Collation** |  | | **Prepare** | | **Discuss** |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Sat** | **Sun** | **Monday** | **Tuesday** | **Wednesday** |
| **Business Support** | Send out MACE Level 1 Agenda |  |  |  | Collate Research |  |  | Send out updated agenda to core panel |  |  |
| **Agencies** | Carry out research on all forms embedded within the agenda | | | | Send back research to BS |  |  |  |  |  |
| **Core Panel** | Carry out research on all forms embedded within the agenda | | | | Send research back to BS |  |  | Chair to complete prep sheet using combined research | | Attend MACE Level 1 |

# Chairing Arrangements

Responsibility for chairing the meeting will rotate between the Core Panel attendees. The chair will:

* Introduce their self, ask Core Panel and then those shadowing to introduce themselves,
* Remind all attendees are responsible for adhering to the MACE Statements (embedded in invite) and MACE Guidance,
* Clarify if the discussion relates to a victim, person, or location of concern,

# Core Panel Members

Core Panel members are not expected to revisit / update MACE Core Panel research immediately prior to, or within the MACE Level 1 meeting. Agency checks should be completed in advance of the meeting in relation to the identified victims or persons of concern listed on the agenda ONLY. During the meeting if there is an identified safeguarding concern which warrants agencies to check and share information, they hold about any other linked individuals this will be agreed and recorded as an action with a clear rationale.

Each core panel member must contribute to the discussion to:

* Identify exploitation concerns:
  + What is working well?
  + What are we worried about?
  + What needs to happen?
* Review the “Child Exploitation Concerns Identified” to include any concerns identified within the screening tool and / or the MACE research process,
* Set actions to agree what needs to happen and identify actions for their organisation (not limited to their role) or other organisations, set the category of the action type (i.e. Disruption, Case Management, Information Gathering etc.),
* Discuss and agree MACE Outcomes as identified within the MACE recording form. If necessary to confirm a majority, the chair will have the deciding vote,
* Share their views if not in agreement with each other and reasons for this,
* Agree rationale for either discharging from MACE or progressing to a further MACE discussion to focus on disruption,
* If progression for a further MACE discussion is agreed, identify any specific professionals / agencies to be invited to the next meeting.

# Changes to the Roles and Responsibilities

Any changes made to the roles and responsibilities will be agreed by the Operational Child Exploitation and Missing Steering Group.

**Approval:**

|  |  |  |
| --- | --- | --- |
| **Date** | **Status** | **By** |
| 02/11/2023 | Agreed | Operational Child Exploitation and Missing Steering Group |