MACE Level 2 - Roles and Responsibilities (Core Panel and Invited Attendees)

Table of Contents

[Expectations 1](#_Toc146725193)

[Meetings and Attendance 1](#_Toc146725194)

[Prior to MACE Level 2 Meeting 1](#_Toc146725195)

[Chairing Arrangements 2](#_Toc146725196)

[Core Panel and Invited Attendees 3](#_Toc146725197)

[After the Meeting 3](#_Toc146725198)

[Changes to the Roles and Responsibilities 4](#_Toc146725199)

# 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

Attendance must be confirmed by email at least 2 working days prior to the MACE meeting taking place via [MACEadmin@lincolnshire.gov.uk](mailto:MACEadmin@lincolnshire.gov.uk).

If invited agencies are unable to attend, they must provide a written update to [MACEadmin@lincolnshire.gov.uk](mailto:MACEadmin@lincolnshire.gov.uk)

at least 2 working days prior to MACE (including rearranged meetings). The relevant agencies Operational MACE point of contact will be informed if updates are not received.

Meetings take place on Microsoft Teams every Tuesday from 9:00 – 13:00 (breaks will be scheduled in the agenda). 30-minute time slots will be allocated for each identified victim, person and or location of concern, with a maximum of 7 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 2 Meeting

* Child Exploitation Missing Business Support (CEM BS) will share the MACE Level 2 Agenda with Core Panel and invited attendees the Thursday 2 weeks prior to each MACE Level 2 meeting.
* Each Core Panel and invited attendee must read all relevant MACE Recording forms for each MACE discussion listed.
* Check if your agency is aware of any changes regarding child exploitation concerns since the previous MACE discussion.
* Core Panel should start to consider if there are any actions and or recommendations for their organisation (not limited to their role) to support the victim and / or identify, target or disrupt person(s) and location (s) of concern AND any actions and or recommendations for other organisations to support the victim and / or identify, target or disrupt person(s) and location (s) of concern.
* Invited attendees should start to consider what additional support they require from MACE Core Panel and any invited agencies, in relation to the exploitation concerns.
* MACE Chair to read MACE Recording forms for each MACE discussion listed, noting any outstanding actions.
* CEM BS will email the MACE Chair and Child Exploitation and Missing Coordinator on the morning of the meeting with the attendance list (who has been invited and confirmed attendance/ apologies).

# Chairing Arrangements

Responsibility for chairing the meeting will rotate amongst the designated MACE chairs. The chair will:

* Introduce their self, ask Core Panel and then those invited attendees and those shadowing to introduce themselves,
* Remind all attendees are responsible for adhering to the MACE Statements (embedded in invite) and MACE Guidance,
* Confirm break times,
* Invite any new attendees to introduce themselves as and when applicable,
* Direct new attendees to Teams chat for Core Panel details when applicable,
* Clarify if the discussion relates to a victim, person, or location of concern,
* If this is the first MACE Level 2 discussion, confirm the MACE Level 1 date and very briefly summarise the concerns,
* If this is a MACE Level 2 review discussion, confirm the previous MACE Level 2 date and MACE outcomes as applicable (Risk Level/ Exploitation Type, Level of CE Concern),
* Identify any outstanding actions and request updates. CEM BS should make attendees aware of any updates to outstanding actions received since the recording form was distributed,
* Request updates from attendees regarding exploitation since the MACE Level 1 discussion or last MACE Level 2 discussion with a focus on:
  + What are we worried about?
  + What is working well?

Updates should be obtained in order from:

* + Business Support who will share any updates received from professionals unable to attend,
  + Invited attendees/ involved workers,
  + Core Panel (Neighbourhood Police Teams/ Police Intelligence Support Officers/ Children Services, District Council/ We are With You).
* Request Invited attendees and Core Panel 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.),
* Review the “Child Exploitation Concerns Identified” update to include any new concerns since the previous MACE Level 1 or 2 meeting. If previous concerns identified are no longer relevant, these should not be removed,
* Request Core Panel members only (rotate who is asked) to provide their decision and rationale for MACE Outcomes,
* Request all Core Panel members and invited attendees to agree on the Next Steps Summary section for either Victim/ Person or Location of concern that is being discussed, then any related discussion outcomes,
* Request all Core Panel members and invited attendees to confirm if they are in agreement with the outcomes and rationale, or to share reasons / rationale if not in agreement,
* Finalise outcomes – voting, if necessary, to confirm majority - Chair will have deciding vote if no clear majority,
* Agree a rationale for final decision in respect of the decision to either discharge from MACE or to have a subsequent MACE discussion,
* Clarify if Business Support (minute taker) has all information needed before moving into next agenda item.

# Core Panel and Invited Attendees

Core Panel members are not expected to revisit / update MACE Core Panel research immediately prior to, or within the MACE Level 2 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.

# After the Meeting

* CEM BS should ensure all recoding forms are sent to the MACE chair within 2 working days of the discussions taking place,
* The MACE chair will review the first draft of the MACE minutes (individual recording forms), ensuring there is a clear rationale recorded regarding decision for case to be discharged or to remain on MACE for review. Complete and return to CEM BS, within 3 working days of receipt,
* CEM BS should then share the reviewed recording forms with the invited attendees within 1 working day of receipt of the recording form from the MACE Chair,
* Invited attendees to check the accuracy of the recording forms to agree these or identify any corrections needed and provide any comments to [MACEadmin@lincolnshire.gov.uk](mailto:MACEadmin@lincolnshire.gov.uk) within 5 working days. If no response is received within 5 working days, this will be taken as agreement and these will be finalised. If any corrections are identified and made, an updated version of the forms with these corrections highlighted will be re shared for agreement/ finalisation,
* Any actions assigned to individuals must be completed within timescales and an update on each individual action is fed back to CEM BS via [MACEadmin@lincolnshire.gov.uk](mailto:MACEadmin@lincolnshire.gov.uk).

# 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 |