

**Multi-agency risk assessment conference (MARAC) operating
protocol (MOP) and information sharing guidance
for East Sussex and Brighton & Hove
Updated April 2022**

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Contact information

MARAC in East Sussex (Eastbourne, Wealden and Lewes / Hastings and Rother)

Secure email:
MARAC.ESBH@eastsussex.gov.uk

Website: [Safe in East Sussex – MARAC](#)

Specialist Domestic Abuse Service in East Sussex

Secure email:
es.domesticabuse.referrals@cgl.cjsm.net

Website:
[Change Grow Live – Domestic Abuse
Service: East Sussex](#)

Telephone: 0300 323 9985

MARAC Brighton & Hove

Secure email:
MARAC.Brighton@brighton-hove.gov.uk

Website: [Safe in the City – MARAC](#)

Specialist Domestic Abuse Service in Brighton & Hove

Secure email:
bandhdass@victimsupport.cjsm.net

Website:
[Victim Support – Brighton and Hove
Domestic Abuse Specialist Service](#)

Telephone: 0300 323 9985

From 1st April 2022, the Joint Unit for Domestic, Sexual Violence and Abuse & VAWG across East Sussex County Council and Brighton & Hove City Council separated.

Both local authorities remain committed to pan-Sussex strategies and Action Delivery Plans, and to working collaboratively to improve our collective response to these crimes.

The MARAC functions will be delivered by the respective local authority. This document references the MARAC Support Team as the administration team servicing the MARAC process and this will be separate teams in Brighton & Hove City Council and East Sussex County Council covering the relevant geographical area.

There is a Strategic Lead Commissioner for Domestic Violence Abuse / Sexual Violence Abuse / Violence Against Women & Girls within both local authorities and is referred to within this document as the Strategic Commissioner.

1. Introduction

- 1.1 This document (the Multi-Agency Risk Assessment Conference Operating Protocol and Information Sharing Guidance, hereafter the '*MOP*') has four parts:
- **Part 1** (sections 2 – 8) sets out the manner, process and operation of the MARAC, as well as reporting and accountability
 - **Part 2** (section 9 – 10) sets out information sharing requirements
 - **Part 3** (section 11) sets out other arrangements relating to breaches, complaints, freedom of information, withdrawal and review
 - **Part 4** (section 12) sets out the process by which partner agencies will sign up to this protocol.
- 1.2 A MARAC is a meeting that brings together representatives from several agencies in the local area to discuss the safety, health and well-being of people experiencing domestic violence and abuse (and their children). This MARAC Operating Protocol covers the functioning and data sharing of the MARACs in East Sussex and Brighton & Hove.
- 1.3 At the heart of a MARAC is the working assumption that no single agency or individual can see the complete picture of the life of a victim, but all may have insights that are crucial to their safety. The victim does not attend the meeting but is usually represented by a specialist domestic abuse service caseworker who speaks on their behalf. On occasion, when the domestic abuse case worker is not engaged with the victim, another agency may fulfil this role. The child/ren's voice is equally important within the MARAC discussion and will be actively sought from any agencies working with the child.
- 1.4 The primary focus of the MARAC is to safeguard the victim and its aims are to:
- Share information to increase the safety, health and well-being of High-Risk victims/survivors and children
 - Determine whether the (alleged) perpetrator poses a significant risk to any 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
 - Improve support for staff involved in High-Risk domestic abuse cases

- All work undertaken at the MARAC meetings will be informed by a commitment to equality principles enshrined in the law, which means that measures to protect victims will be implemented without discrimination on any ground such as sex, gender, race, sexual orientation, age, disability, marital status, migrant or refugee status, or other status.

- 1.5 In addition, the MARAC will act as the ‘safeguarding forum’ for the purposes of Domestic Violence Disclosure (Clare’s Law) applications (see 7.1 – 7.6 below).
- 1.6 The MARAC is designed to enhance existing arrangements, rather than replace them, so this protocol also identifies how the MARAC will make links with other fora to safeguard children and manage the behaviour of the perpetrator.
- 1.7 For the purposes of the MARAC, the definition of domestic violence and abuse is that set out in the Domestic Abuse Act 2021.

Domestic Abuse Act Section 1 – Definition of “domestic abuse”

- (1) This section defines “domestic abuse” for the purposes of this Act.
- (2) Behaviour of a person (“A”) towards another person (“B”) is “domestic abuse” if:
- A and B are each aged 16 or over and are personally connected to each other, and
 - the behaviour is abusive.
- (3) Behaviour is “abusive” if it consists of any of the following:
- physical or sexual abuse;
 - violent or threatening behaviour;
 - controlling or coercive behaviour;
 - economic abuse (see subsection (4));
 - psychological, emotional or other abuse;

and it does not matter whether the behaviour consists of a single incident or a course of conduct.

- (4) “Economic abuse” means any behaviour that has a substantial adverse effect on B’s ability to:
- acquire, use or maintain money or other property, or
 - obtain goods or services.
- (5) For the purposes of this Act A’s behaviour may be behaviour “towards” B despite the fact that it consists of conduct directed at another person (for example, B’s child).
- (6) References in this Act to being abusive towards another person are to be read in accordance with this section.

(7) For the meaning of “personally connected”, see section 2.

Domestic Abuse Act Section 2 – Definition of “personally connected”

(1) For the purposes of this Act, two people are “personally connected” to each other if any of the following applies:

- (a) they are, or have been, married to each other;
- (b) they are, or have been, civil partners of each other;
- (c) they have agreed to marry one another (whether or not the agreement has been terminated);
- (d) they have entered into a civil partnership agreement (whether or not the agreement has been terminated);
- (e) they are, or have been, in an intimate personal relationship with each other;
- (f) they each have, or there has been a time when they each have had, a parental relationship in relation to the same child (see subsection (2));
- (g) they are relatives.

(2) For the purposes of subsection (1)(f) a person has a parental relationship in relation to a child if:

- (a) the person is a parent of the child, or
- (b) the person has parental responsibility for the child.

(3) In this section:

- “child” means a person under the age of 18 years;
- “civil partnership agreement” has the meaning given by section 73 of the Civil Partnership Act 2004;
- “parental responsibility” has the same meaning as in the Children Act 1989 (see section 3 of that Act);
- “relative” has the meaning given by section 63(1) of the Family Law Act 1996.

Domestic Abuse Act Section 3 – Children as victims of domestic abuse

(1) This section applies where behaviour of a person (“A”) towards another person (“B”) is domestic abuse.

(2) Any reference in this Act to a victim of domestic abuse includes a reference to a child who:

- (a) sees or hears, or experiences the effects of, the abuse, and
- (b) is related to A or B.

(3) A child is related to a person for the purposes of subsection (2) if:

- (a) the person is a parent of, or has parental responsibility for, the child, or
- (b) the child and the person are relatives.

(4) In this section:

- “child” means a person under the age of 18 years;
- “parental responsibility” has the same meaning as in the Children Act 1989 (see section 3 of that Act);
- “relative” has the meaning given by section 63(1) of the Family Law Act 1996.

Part 1: MARAC operating protocol

2. Partner agencies

2.1 The agencies which attend the MARAC routinely include: statutory services such as the Police, Probation, Children and Adult Social Care services, as well as the local specialist domestic abuse service and other voluntary and community organisations. A list of agencies who have been asked to sign the MARAC Operating Protocol are detailed in Appendix 4.

2.2 Each agency that routinely attends the MARAC will nominate:

- A representative (‘the MARAC representative’) who will represent the agency at the meeting. This person must be able to bring research, offer action/s on behalf of their agency and where appropriate make decisions at the meeting. They should be an operational manager or, if they are a frontline professional, have delegated authority. To ensure consistent representation at the meeting, this representative must have an identified deputy
- A named contact who is responsible for strategic issues relating to the MARAC (‘the Organisation’s Point of Contact’). This person will not attend the meeting routinely, but will be available to support the MARAC representative, support any internal or external audit processes and/or take a leadership role in relation to the MARAC process within the agency. The Organisation’s Point of Contact will also be responsible for liaising with the agency data controller as appropriate (in some cases, they may also be the agency data controller).

2.3 The MARAC Support Team will maintain a contact list of these representatives, including the name, role and contact details, alongside any other contacts identified by agencies (this may include administrative contacts who will conduct the research on behalf of the MARAC representative). This will be reviewed quarterly and will be shared with all MARAC representatives.

- 2.4 The role of the MARAC representative at the meeting is to ensure that their agency can share relevant, accurate and proportionate information relating to the cases discussed at MARAC in a timely fashion. The MARAC Representative also has responsibility for offering actions on behalf of their agency. Offering actions at the MARAC helps ensure that an effective and complete action plan is developed.
- 2.5 The type of information brought by agencies is described in Appendix 3. Agencies are also required to identify what routine actions they may offer at the MARAC when signing up to the MOP (see Appendix 5).
- 2.6 It is recognised that the MARAC representative will change from time to time. Where a new MARAC representative is nominated by an agency, the following is recommended:
- The outgoing representative should inform the MARAC Support Team of the change in representative
 - A handover from the outgoing representative to the new representative should be given, particularly highlighting any outstanding or ongoing actions for that agency. Where practicable the incoming representative should shadow the outgoing representative at a MARAC
 - The MARAC Support Team will contact the incoming representative and offer a one-to-one meeting to explain the MARAC Operating Protocol and provide further background materials (e.g. the relevant SafeLives representative's toolkits¹) as required
 - The incoming representative should attend relevant local training to ensure that they have a good understanding of domestic abuse, common dynamics, risk assessment and risk management, as well as the MARAC process.
- 2.7 Additional agencies will be invited on a case by case basis as appropriate and will be required to sign a confidentiality declaration.
- 2.8 There are a range of resources and training to support agency participation in the MARAC, which can be accessed via the local authority websites in both Brighton & Hove² and East Sussex³ (including the document: 'Practitioner Guide to the Multi-Agency Risk Assessment Conference (MARAC)'). Help and support in relation to specific cases is also available from the MARAC Support Team (contact details above).

¹ <http://www.safelives.org.uk/practice-support/resources-marac-meetings/resources-people-referring>

² [MARAC | Safe in the City](#)

³ [Help and advice about MARAC \(safeineastsussex.org.uk\)](#)

3. Governance and performance management

- 3.1 The aims of the MARAC are set out above and will contribute to the wider strategic aims of the Community Safety Partnership in Brighton & Hove and East Sussex.
- 3.2 The MARAC will be a standing item at the separate Domestic Abuse and Sexual Abuse Management meetings in East Sussex and Brighton & Hove, which shall act as a Steering Group. These groups meet every quarter with a membership that includes members of the organisations represented at the MARAC and other key partners from the wider partnership.
- 3.3 The Management Group will:
- Monitor and evaluate the data from the MARAC
 - Ensure that effective partnerships are maintained with other safeguarding and public protection bodies and other MARAC areas
 - Monitor and regularly assess the overall performance of the MARAC and ensure it operates in line with national best practice
 - Address operational issues
 - Report to strategic partnership on a quarterly basis
 - Oversee efforts to raise awareness with local practitioners about the MARAC
 - Communicate the performance of the MARAC to key stakeholders
 - Conduct/participate in reviews following a 'near miss' or domestic homicide where appropriate
 - Ensure that the MARAC operates in line with legal responsibilities and keeps up to date with changes to legislation and national guidance.

4. Process of the MARAC

Identification of MARAC cases

- 4.1 All agencies involved in the MARAC ensure that:
- They have procedures in place to enable an effective response to disclosure or the identification of domestic violence and abuse
 - Staff can access training to 'ask and act' about domestic violence and abuse

- Staff can access training about, and have confidence to use, the Domestic Abuse Stalking and Honour Based Violence Risk Indicator Checklist (DASH RIC)⁴
- Any staff member who is likely to meet victims of domestic violence and abuse has access to support; it is best practice to have a named Domestic Abuse Lead who can provide support in these cases.

4.2 At the point a victim/survivor makes a disclosure, or where domestic violence and abuse is identified, it is good practice to complete a DASH RIC. The DASH RIC is designed to help professionals make an accurate and fast assessment of the danger someone is in, i.e., it is an evidence-based judgement of risk of serious harm or homicide. The DASH RIC also helps professionals to identify what support someone might need, which could include a MARAC referral:

- A case is considered High Risk if any of the below referral criteria are met (see 4.5 below)
- Where a case is identified as Standard or Medium risk, while this would not meet the MARAC threshold, agencies should provide advice on the help and support that is available locally, including onward referral to specialist services where appropriate.

4.3 While the DASH RIC is the recommended and preferred tool to inform referral to MARAC, there are other tools used by some professional groups (e.g., the Probation Service uses SARA). In these cases, professionals should use the appropriate tool, however, the MARAC referral should be supported by evidence, preferably in the form of a fully completed DASH RIC, which can – where appropriate – capture third party information.

4.4 Agencies must also have a process for identifying and responding to safeguarding concerns for Adults and Children and the responsibility to make a referral in these cases is not transferred to the MARAC.

There are ‘additional questions’ in the DASH RIC relating to children and adults, which prompt consideration of risks and a safeguarding referral.

Criteria for MARAC

4.5 A case is considered High Risk if any of the following criteria is met:

- **Professional judgement of High Risk⁵ of serious harm⁶ or significant concern for safety:** if a professional has serious concerns about a victim’s situation, they should refer the case to MARAC. There will be occasions

⁴ Available at www.safeineastsussex.org.uk/MARAC-help.html or www.safeinthecity.info/marac

⁵ “High Risk” means that there are identifiable factors of risk of serious harm: the potential event could happen at any time and the impact would be serious

⁶ “Serious harm” means ‘a risk which is life threatening and/or traumatic and from which recovery, whether physical or psychological, can be expected to be difficult or impossible’.

where the particular context of a case gives rise to serious concerns even if the victim has been unable to disclose the information that might highlight their risk more clearly. This could reflect extreme levels of fear, cultural barriers to disclosure, immigration issues or language barriers particularly in cases of 'honour'-based violence. This judgement would be based on the professional's experience and/or the victim's perception of their risk even if they do not meet criteria below

- **Visible High Risk:** 14 or more 'yes answers' or 'ticks' on the SafeLives-DASH risk identification checklist (DASH RIC) should result in a referral to MARAC.
- **Potential Escalation:** 3 or more incidents as a result of domestic violence or abuse in the past 12 months. The potential for escalation can be assessed by looking at the frequency and/or severity of abuse. It is common practice for services to determine there is a potential for serious harm or homicide when three domestic abuse events have been identified in a 12-month period. For example, three attendances at A&E, three police call outs or three calls to make housing repairs. This should alert professionals to the need to consider a referral to MARAC. (To note: On 10th December 2021 the Pan Sussex Domestic Abuse Partnership Board agreed that Sussex Police will use the escalation criteria of 3 or more incidents in 6 months for referrals into MARAC).⁷
- **MARAC repeat:** where there is a further incident within 12 months from the date of the last MARAC referral and there has been a further incident, regardless of whether it has been reported to the police or the level of risk), the case should be referred back to the MARAC. There is a national definition for a MARAC Repeat⁸.
- The age threshold for referral to the MARAC for a victim is age 16 and over.
- If an (alleged) perpetrator is less than 16 years, then the referrers must make a child safeguarding referral and not a MARAC referral.
- In cases of alleged Child-to-Parent abuse (CPA), if the child is over 16 years of age, CPA is considered domestic abuse in accordance with the statutory definition under the 2021 Domestic Abuse Act. Children and young people should be offered support based on their individual needs, with a range of interventions so that each child and young person is able to access the specialised help they require, avoiding unnecessary criminalisation. The parent victim should also receive appropriate domestic abuse response and support. It is important that a young person using abusive behaviour against a parent or family member receives a safeguarding response, which should include referral to a Multi-Agency Safeguarding Hub (MASH) (or local

⁷ Although SafeLives make recommendations for MARAC referral thresholds, some areas have adapted these to meet local need, resource and capacity. Changes to local criteria will be agreed with appropriate partnership steering groups. Reference: Resources for people referring | Safelives

⁸ Available at www.safelives.org.uk/definition-repeat-marac

equivalent) in the first instance where a parent advocate can attend, followed by referral to MARAC (Multi-Agency Risk Assessment Conference) if necessary, regardless of whether there is any police action taken. Responders should use their discretion and professional judgement when addressing cases of CPA, and work with the parent to identify the appropriate response.

Referral

- 4.6 At the point at which a case is identified as High Risk, a referral to the MARAC should be made. Any professional can make a MARAC referral although in practice agencies may have an internal process of identifying and managing referrals through a Domestic Abuse Lead. Referrals must be made using the **MARAC / IDVA Referral Form**⁹.
- 4.7 The victim should normally be involved and informed about the referral to the MARAC. It is helpful to explain the MARAC process at the point of completing a risk identification checklist / making the referral so that the victim can understand how agencies will work together to help increase their safety by offering services or support:
- There is a MARAC Leaflet available which includes information for victims on the MARAC process
 - The MARAC / IDVA Referral Forms asks the referring professional to identify contact details for the victim, including any safe contact information
 - The MARAC / IDVA Referral Form includes a prompt for professionals to indicate whether the victim is aware of the MARAC.
 - In some cases, a victim may be referred to the MARAC without their knowledge. In these cases, practitioners must assess whether it is proportionate and defensible to share information, depending on the level of risk which the victim is facing. GDPR (General Data Protection Regulation) Article 6¹⁰ sets out reasons for processing personal data
 - Article 9¹¹ covers the processing of special categories of personal data
 - The alleged perpetrator will not be informed of the referral to MARAC to prevent any increased risk to the alleged victim, child/ren or wider family.
- 4.8 As part of the MARAC referral, professionals should also consider whether a disclosure under the Domestic Violence Disclosure scheme would be appropriate (if this has not already been considered).

⁹ Available at www.safeineastsussex.org.uk/MARAC-help.html or www.safeinthecity.info/marac

¹⁰ <https://gdpr.eu/article-6-how-to-process-personal-data-legally/>

¹¹ <https://gdpr-info.eu/art-9-gdpr/>

The MARAC referral form includes a prompt to remind professionals to do this and, if an application under this scheme needs to be made, the referrer must complete a **DVDS Minimum Standards Form**¹² and email it to the Contact Centre at Sussex Police (see 7.1 – 7.6 below).

- 4.9 A completed **MARAC / IDVA Referral Form** should be sent to the MARAC Support Team, using Secure Electronic Mail.
- 4.10 Upon receipt of a MARAC referral the MARAC Support Team will:
- Review the referral for completeness and accuracy and request further information where necessary
 - Add the case to the agenda of the next available meeting, in line with the published **Referral Deadlines and Meeting Dates** for the MARAC (If an agency misses the referral deadline, the case will be listed within two weeks at a subsequent MARAC. Agency representatives have the option of triggering an emergency MARAC referral if they consider this to be too long (see 4.31 – 4.33 below)
 - Make a referral to the local specialist domestic abuse service, which receives all MARAC referrals ahead of the meeting and will attempt to contact the victim (see 4.17 below).

The MARAC agenda

- 4.11 The MARAC agenda will be circulated five working days prior to MARAC, including as a minimum:
- The name, date of birth and address of the victim, children and alleged perpetrator
 - The referring agency and reason for referral
 - Identify those cases that are, repeats and counter allegations and if the alleged perpetrator is a MAPPA (Multi Agency Public Protection Arrangements) offender (where known at point of referral).
- 4.12 The agenda is ordered reflecting guidance from the MARAC chair for that meeting.
- 4.13 In some exceptional circumstances a case will not be included on the MARAC agenda. These may be in cases involving: ‘so called Honour Based Violence or Abuse’, High Profile victims or where an employee of a partner agency is a victim

¹² Available at <https://www.sussex.police.uk/advice/advice-and-information/daa/domestic-abuse/af/clares-law/>

or (alleged) perpetrator and there are concerns about data security. In these cases:

- A bespoke distribution list will be created, with information circulated to the minimum number of agencies identified as required
- The distribution list will be limited to the MARAC representative only
- The MARAC representative will undertake the research themselves (they must not delegate this to any administrator who might normally conduct the research on their behalf)
- The MARAC representative must take the appropriate steps to shield or restrict access to the case information on their agency's systems.

4.14 To ensure that the MARAC agenda is manageable, the total number of cases to be discussed at the meeting will be capped at 5 cases per hour of the meeting. Any cases referred after this cap has been reached will be:

- Deferred for consideration at the next available MARAC meeting
- The referrer will be informed so that they can liaise with the other agencies as appropriate to take any immediate steps to safeguard the victim and/or the children
- A record of the number of cases deferred will be monitored by the relevant management meeting on a quarterly basis.

Receiving the MARAC agenda

4.15 Upon receipt of the MARAC agenda, the MARAC representative must:

- Research the cases, identifying any relevant information held by their agency with regard the victim, any children, (alleged) perpetrator or any other individuals who may be at risk
- There is a **MARAC Research Form**¹³ available for all partner agencies to help MARAC representatives structure the information they will collect and share at the MARAC meeting.
- MARAC partners who do not usually attend MARAC will confirm to the MARAC Support Team when their agency has significant involvement in a case. Then relevant meeting details will be sent to the agency representative by the MARAC Support Team

¹³ Available at www.safeineastsussex.org.uk/MARAC-help.html or www.safeinthecity.info/marac

Actions before the MARAC (where safe to do so)

- 4.16 The MARAC does not take away responsibility for any agency to take immediate actions in relation to the safety of High-Risk victims, particularly regarding safeguarding duties (e.g., children's safeguarding, adult safeguarding etc.).
- 4.17 Contact with the victim in advance of the meeting will be attempted (where safe to do so) by the specialist domestic abuse service. This is to:
- Discuss the MARAC referral with the victim
 - Share information on the process (in practice the victim should normally have been informed by the referring agency, see 4.7 above)
 - Begin, review, or continue safety planning
 - Bring the views of the victim to the meeting.
- 4.18 Where the specialist service is unable to contact the victim ahead of the MARAC, they should inform the referring agency.
- 4.19 On receipt of a referral which meets the MARAC criteria the Police will:
- Place an Occurrence Mark on the victim's last known address to identify any incidents at that address as potentially involving a High-Risk victim
 - Provide support to High-Risk victims through Domestic Violence Caseworkers, who will work with the specialist domestic abuse service in line with agreed protocols
 - Undertake research for the MARAC using an agreed template, providing this to the Chairs ahead of the meeting, with the Police MARAC representative then presenting this information at the MARAC meeting.

MARAC meeting

- 4.20 The role of the Chair is to structure the meetings, ensure that agency representatives understand the actions agreed and which agencies are responsible for the actions and to review any actions that are outstanding from the last meeting.
- 4.21 The MARAC Support Team will maintain a list of the Chairs of the MARAC meeting, ensuring that there is sufficient cover for scheduled meetings.

Confidentiality during virtual MARAC

4.22

- Partner agencies should follow normal data protection procedures. If representatives are home working, agencies should follow their own organisational protocols/advice around confidentiality.
- Attendees to the virtual MARAC must use the device provided by work to ensure the safety and confidentiality of the meeting (and to ensure end point security). Computers must have the appropriate levels of encryption and security settings.
- For staff working from home: Paper files and confidential notes need to be stored in lockable cabinets, which only the staff member can access. Documents need to be disposed of in a confidential waste bin. This may mean staff transporting documents to their office, or to another location for appropriate disposal. Managers must speak to staff individually about how this will be accomplished in line with data protection.
- By accepting MARAC meeting appointments participants are agreeing to the confidentiality agreement that will be read out at the start of the meeting. This will be recorded on the notes of the meeting.
- Storing information – all agencies must ensure home workers have secured all MARAC documents and it is not accessible to any household members. When emailing, only use secure (ie CJSM, Egress), or password protect. No passwords or automatic login should be saved on a home computer.
- Attendees must work in an environment where privacy can be guaranteed. During the calls, all attendees **must** wear headphones if they do not live alone. They should also move to a room where no other people are present. If there are special circumstances, this should be dealt with by the rep's manager and raised at Steering Group for approval.
- There are two options to run a virtual MARAC:
 1. Telephone conference using ESCC Loopup account (this should be connected via phone or mobile and not internet to ensure security). The meeting should not be recorded or uploaded to cloud.
 2. Video conference using MS Teams. The meeting should not be recorded or uploaded to cloud.
- Only MARAC reps will 'attend' the virtual MARAC (these are agencies who have signed up to the East Sussex Brighton & Hove MARAC operating protocol). Guests will only include an agency who referred a case to MARAC and these guests should only be part of the single relevant case discussion and will need to explicitly confirm agreement to the MARAC confidentiality statement.

- Any breaches must be **immediately** raised with MARAC Coordinator, Chair, and management.
- No information on should be saved on MS Teams (this includes agenda, minutes, notes or action plan).
- Do not use full names of victims, alleged perpetrators or children or other personal information in the 'chat text function' on MS teams.
- Managers should remind staff about data protection requirements and discuss how they will manage this with increased home working and increased likelihood of having other family members at home.

Information sharing at MARAC

4.23 The MARAC is not a legal entity in its own right and therefore the information shared at MARAC belongs to each agency individually. The framework for sharing information at the meeting is set out in Part Three.

- If it is identified at the meeting that information needs to be shared with an agency that does not participate in the MARAC, partner agencies will agree as an action whether the minutes relating to that case, in addition to any other information, can be shared. This could be in the context of a Domestic Homicide Review, a MARAC to MARAC referral or a Court Order.
- If it is identified following the meeting that information will need to be shared, the MARAC Chair will make the decision on the appropriate process for agreeing what information to share following the guidance in section 7 below.

4.24 The Chair will read out a confidentiality statement at the beginning of each meeting, reminding agency representatives of their responsibilities in relation to information sharing. Agency representatives will be asked to sign the confidentiality statement.

4.25 At the meeting, MARAC representative should share information from their agency verbally, where relevant and proportionate:

- If the MARAC representative is unable to attend the MARAC, they should in the first instance send a deputy in their place.
- If there is no one who can take their place, the MARAC representative should contact the MARAC Support Team and advise of non- attendance. The MARAC representative will still need to complete the research and will be asked to provide a report prior to the MARAC meeting. This will be shared / read out at the meeting and added to the minutes (the report should include any relevant information on cases, as well as confirming

those cases where the agency has no relevant / proportionate information to share).

Action planning

4.26 During the MARAC, a tailored action plan will be developed for each case with the aim of increasing the safety of the victim, children, perpetrator, other vulnerable parties and any professionals. At the start of each meeting, agency representatives will be reminded that responsibility to take appropriate actions rests with individual agencies; it is not transferred to the MARAC. 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.

4.27 In all cases:

- Agencies should flag and tag their files in relation to the perpetrator, victim and any children. This ensures that repeat incidents can be identified and, should a victim later come into contact with another agency, the appropriate level of support can be given. However, it is important that Domestic Violence Disclosure Scheme (DVDS) cases heard at MARAC are not flagged or tagged as these are not 'high-risk' cases unless there is a separate MARAC referral relating to the case.
- Feedback will be provided to the victim on the outcome of the MARAC meeting as soon as possible after the meeting (if safe to do so) (this would not be a copy of the full minutes).
- Normally, the specialist domestic abuse service will contact the victim to give a verbal update on the outcome(s) that relate to the victim directly and are safe to share. Information about the alleged perpetrator or another person will not be shared with the victim. In addition, information which may increase risk to another person will not be shared the victim.
- In some cases, another agency may be best placed to give a verbal update on the outcome(s) of the meeting.
- The agency providing feedback to the victim will be recorded as an action in the minutes.
- A 'lead agency' for the victim, alleged perpetrator and children will be identified within the MARAC. The lead agency will usually be the agency with the most contact with the individual and who has responsibility for updating key partners with any significant changes and updates on the case. A lead agency should only be an agency who is present at the MARAC meeting and part of the discussions. Alternatively, there should be a clear action for a meeting participant to inform and explain this role to an agency outside of the MARAC. The lead agency should ensure that other relevant front-line workers who are also involved in the cases (but not at

MARAC) are informed of MARAC discussions. The lead agency should oversee the MARAC action plan liaising with partners known to be working on the case.

- All agencies who take away actions from MARAC are requested to set up methods to ensure medium/ long term actions agreed at MARAC are not lost.

4.28 All actions agreed at the meeting will be Specific, Measurable, Achievable, Relevant and Timely (i.e. within 24 hours, 48 hours or by the next meeting).

4.29 All agencies will provide an update to the MARAC Support Team on the status of actions before the next MARAC meeting.

4.30 The MARAC Support Team will maintain an action list, to record where actions have been completed and identify incomplete actions:

- Incomplete actions will be reviewed prior to the next MARAC meeting via email.
- If an action has not, or cannot, be completed a rationale should be provided.

Emergency MARACs

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

4.32 In the first instance the agency must contact the MARAC Support Team, who will liaise with the MARAC Chair, and identify which agencies should be represented at the Emergency MARAC.

4.33 Emergency MARAC cases will also be listed at the next available MARAC meeting for review.

Referral to and from other MARACs

4.34 If it comes to the attention of any agency that a High-Risk victim has, or intends to, move to a new area that agency must inform the MARAC Support Team.

4.35 If the victim has already moved out of the area, the MARAC Support Team will:

- Add the case to the next available MARAC so that MARAC agencies can be made aware of the move and agree an action that MARAC representatives will conduct their research and share this with the MARAC Support Team

- Transfer the case to the new area using **the MARAC-to- MARAC Referral Form**, reflecting the SafeLives guidance¹⁴
- There is an expectation that MARAC representative will fulfil any responsibility to liaise with counterparts in the new area.

4.36 If the victim is due to move out of the MARAC area, but has not done so yet, the MARAC Support Team will:

- Add the case to the next available MARAC so an action plan will be agreed including any arrangements for partner agencies to liaise with counterparts in new area.
- Transfers the case to the new area after the meeting.

4.37 The specialist domestic abuse service will take the appropriate steps to liaise with the specialist domestic abuse service in the new area.

Complex cases

4.38 Any agency or a MARAC Chair may propose that a case discussed at MARAC is complex and requires more time/ further discussion to manage the issues. A complex case could include but is not limited to cases that involve substance misuse, mental health, disabilities, and learning disabilities. This could include vulnerabilities that may not have previously reached the threshold for additional service provision. A complex case may also be identified where the MARAC safety plan has not been able to reduce the risk to victim(s), evidenced by repeat referral to MARAC. The MARAC Chair will recommend the case is escalated to senior managers to review with other relevant agencies (e.g. Multi-Agency Risk Management (MARM)).

5. Administration

5.1 The MARAC process will be administered in each geographical area by the MARAC Support Team, one in East Sussex County Council and one in Brighton & Hove City Council.

5.2 Minutes will be circulated no later than 5 working days after the meeting.

5.3 Participating agencies are expected to have the capacity to remove a 'flag' (see 4.27 above) when 12 months has passed since the last MARAC. This practice will be reflected in the Information Sharing Guidance.

5.4 The MARAC Support Team will retain information on the name and date of birth and the date at which the case was heard at the MARAC this will be kept in line with the agreed retention policy.

¹⁴ Available at www.safelives.org.uk/practice-support/resources-marac-meetings/resources-people-attending

The MARAC Support Team can advise partner agencies if 12 months has passed since the last MARAC and therefore would not be considered a repeat should another incident occur.

6. Equality

- 6.1 Data will be collected by the MARAC Support Team on the profile of the local population referred to MARAC in order to monitor equality of outcome to all.
- 6.2 This data will be reported quarterly to the management meetings in Brighton & Hove and East Sussex which will be responsible for monitoring and reviewing this data and, where actions are required, will either agree ad-hoc activity to be undertaken or ensure that these are included in the relevant partnership Action Plan.
- 6.3 Equality will also be considered annually in relation to the MARAC, as part of the wider Strategic Assessments relating to domestic violence and abuse, to identify the needs of the local population (including age, disability, race, religion or belief, sexual orientation, sex or gender reassignment, marriage and civil partnership, pregnancy and maternity).
- 6.4 Where appropriate, the MARAC Support Team will identify how specialist agencies or representatives will participate in the MARAC, including engaging them for any cases identified as requiring specialist support.

7. Other matters

Domestic Violence Disclosure Scheme

- 7.1 The Domestic Violence Disclosure Scheme (also known as 'Clare's law') was launched nationally on the 8th March 2014.
- 7.2 Under the scheme an individual can ask police to check whether a new or existing partner has a violent past. This is the 'right to ask'. If records show that an individual may be at risk of domestic violence from a partner, the police will consider disclosing the information.
- 7.3 Also under the scheme an agency can apply for a disclosure if the agency believes that an individual is at risk of domestic violence from their partner. This is the 'right to know'.
- 7.4 The implementation of this across Sussex will mean that Sussex Police will receive the request for 'right to ask' and 'right to know'. Sussex Police will refer requests for disclosure to the local MARAC for consideration of whether information held by other MARAC agencies can support a decision to disclose information on the basis of whether it is lawful, necessary and proportionate to do so.

- 7.5 The specialist domestic abuse service and Police Caseworkers will work together to facilitate this process in line with agreed protocols.
- 7.6 Further guidance for practitioners on how the Domestic Violence Disclosure Scheme is being implemented in Sussex can be found at: [Sussex Police – Domestic abuse](#).

Domestic Violence Protection Notices (DVPNs) / Orders (DVPOs)

- 7.7 From 12th June 2014, Sussex Police have been using Domestic Violence Protection Notices (DVPN) and Domestic Violence Protection Orders (DVPO).
- 7.8 Domestic Violence Protection Notices/ Orders are aimed at perpetrators who present an on-going risk of violence to the victim and/or associated persons, with the objective of securing a co-ordinated approach across agencies for the protection of victims and the management of perpetrators.
- 7.9 These Protection Notices and Orders build on existing procedures and bridge the previous protective gap, providing immediate emergency protection for the victim and allowing them the protected space to explore the options available to them and make informed decisions regarding their safety.
- 7.10 The power to issue a DVPN and subsequent application for a DVPO lies with the police and ultimately the Criminal Justice Service (CJS), the success of any such process will be reliant on the partnership work with other agencies such as the Independent Domestic Violence and other organisations represented at MARAC.
- 7.11 The specialist domestic abuse service and Police Caseworkers will work together to facilitate this process in line with agreed protocols.
- 7.12 Further guidance for practitioners on how Domestic Violence Protection Notices and Domestic Violence Protection Orders are being implemented in Sussex can be found at: [Sussex Police – Request information under Clare’s Law](#).

MARAC disclosure into court proceedings

- 7.13 Where a court requests disclosure of documents, the MARAC will follow the principles outlined by the Working party of the Family Justice Council/CAADA document ‘**MARAC and disclosure into court proceedings**’ published in December 2011¹⁵.

¹⁵ Available at <https://www.judiciary.uk/related-offices-and-bodies/advisory-bodies/fjc/guidance/maracs-and-disclosure-into-court-proceedings/>

Domestic Homicide Review and other review processes

- 7.14 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.
- 7.15 In the event that a MARAC case becomes subject of a Domestic Homicide Review the Chair of Panel may make a written request for a Summary of Involvement and / or an Internal Management Review (IMR).
- 7.16 MARAC information will be provided to a Domestic Homicide Review in the following circumstances:
- A victim in a domestic violence and abuse related homicide has previously been discussed at the MARAC
 - A suspect in a domestic violence and abuse related homicide has previously been discussed at the MARAC
 - The MARAC had involvement with another relevant party e.g. the child of a client of the MARAC.
- 7.17 The Strategic Commissioner, in either Brighton & Hove City Council or East Sussex County Council, will be responsible for coordinating the response in these circumstances, which may include the release of information including minutes and action plans and the return of a Summary of Involvement and / or an Internal Management Review (IMR). This will involve contacting the relevant agency representatives and asking for their consent to share information.
- 7.18 In making a response, the Strategic Commissioner (from the relevant area) will notify those agencies that were directly involved in the case that a request has been made and will provide those agencies reasonable time to review and comment on any response to the Domestic Homicide Review.
- 7.19 In the event that there is a request for MARAC information as a result of any other review process (eg. a Safeguarding Adult Review, Serious Case Review, Serious Incident) the same process shall apply.

Observers

- 7.20 It is recognised that the MARAC is likely to be of interest to many partner agencies locally, including for training purposes. In the first instance any partner agency that wants to invite an observer should ensure that staff / volunteers meet any relevant requirements e.g., in terms of safer recruitment or employment practices.
- 7.21 In such cases the agency will be required to comply with the following requirements:

- The Chair, via the MARAC Support Team, should be advised before the meeting of the proposed observer and given an opportunity to agree or otherwise to the observer attending the meeting
- The agency that has invited the observer takes full responsibility for the observer, including briefing them beforehand on the confidentiality requirements of the MARAC.
- The Observer will be asked to sign the meeting confidentiality agreement and attend the virtual MARAC via an agency device (not personal device).
- The MARAC Chair will agree whether it is appropriate for the MARAC Research document to be shared with the observer in advance of the MARAC. This document contains personal sensitive information regarding the victim, alleged perpetrator, and any children and represents the research provided by all agencies prior to MARAC. The purpose of sharing the document with the observer is so they can follow the meeting and understand the risks and information shared by partners prior to MARAC and link this to the discussion and agreed safety plan devised at MARAC.
- If it is agreed by the MARAC Chair that the MARAC Research document is shared with an Observer, the following steps will be taken:
 - a) The MARAC Research Document will be sent via encrypted email
 - b) The Observer will be asked to ensure that the MARAC Research document is not saved by the Observer anywhere (not on desktop or agency system).
 - c) The Observer will be asked to ensure that MARAC Research document is not forwarded to anyone else within the agency or externally.
 - d) The Observer will be asked to ensure that the MARAC Research document is deleted from the email account immediately after MARAC meeting and this should be 'double deleted' (deleted from 'deleted folder').
 - e) The Observer should agree to the above steps prior to MARAC Support Team sending the research pack (MARAC Support Team to save a copy of this confirmation email).
 - f) Minutes of the MARAC meeting will not be shared with the Observer.

MARAC and MAPPa information exchange

7.22 There is a Sussex MAPPa and MARAC protocol (available on request from the MARAC Support Team in each area).

The MARAC Support Team will update partner agencies of any changes in policy within the MAPPa and MARAC protocol in liaison with the MAPPa lead.

7.23 It is important that information is effectively exchanged between the MARAC and MAPPA process. The following actions are therefore required:

- The Sussex Police Domestic Abuse Caseworker will check if any persons listed on the MARAC case load is known to MAPPA and liaise with the MAPPA co-ordinator.
- The Sussex Police Domestic Abuse Caseworker will pass the MARAC referral and Risk Assessment to the MAPPA co-ordinator for onward dissemination to the appropriate Offender Manager
- The MARAC Support Team will record within the MARAC minutes if it is known that someone is a MAPPA offender.

National Crime Recording Standard / third party reporting of crime

7.24 To ensure that police forces in England and Wales have the best crime recording system in the world (one that is consistently applied; delivers accurate statistics that are trusted by the public and puts the needs of victims at its core) there is a requirement that Sussex Police comply with the National Crime Recording Standard¹⁶.

7.25 In practice this means that all reports of incidents, whether from victims, witnesses or third parties and whether crime related or not, will, unless immediately recorded as a crime, result in the registration of an auditable incident report by the police.

7.26 For the purposes of the MARAC, it is recognised that information shared by partner agencies may constitute a 'Third Party' report, as the MARAC representative is acting as a professional reporting crimes (often of a safeguarding nature) on behalf of victims of any age.

7.27 In such cases, to meet the National Crime Recording Standard, this information will be recorded by the Sussex Police regardless of whether the victim has given their permission for the reporting individual to speak to the police and irrespective of whether the victim subsequently confirms that a crime has been committed.

7.28 It is the responsibility of Sussex Police to identify when information shared at the MARAC would meet the National Crime Recording Standard. There is an expectation that Sussex Police will ensure that the matter is correctly recorded as a third-party report if it is not already recorded. This is likely to take place after the MARAC meeting.

¹⁶Further information, including guidance on recording practice, is available at www.gov.uk/government/uploads/system/uploads/attachment_data/file/489732/count-general-january-2016.pdf

7.29 It is the responsibility of MARAC representatives to be aware of the requirements of the National Crime Recording Standard when sharing information at the MARAC meeting.

7.30 Where Sussex Police identify that information has been shared within the MARAC referral form or during MARAC that may meet the National Crime Recording Standard this should be discussed with the agency sharing that information, as well as the other agencies at the MARAC meeting.

Considerations include:

- Whether the victim is aware of the MARAC referral
- How the information will be recorded, including the source of the information
- The implication of Sussex Police making contact with the victim
- Whether Sussex Police will liaise with any partner agencies (normally the partner agency sharing the information) before any action is taken in response to a crime being recorded, in order to ensure that the safety of the victim and any children is paramount
- Whether another agency will encourage the victim to report e.g. the specialist domestic abuse service.

The MARAC Support Team will:

- Record as information shared: that Sussex Police believe that that the information shared meets the National Crime Recording Standard and that it should be recorded as a third-party report if it is not already recorded
- Record as information shared: any views expressed by MARAC representatives about the recording of, or actions taken in response to, the information being recorded as a third-party report
- Record as an action: any decision by Sussex Police to record information shared at the meeting as a Third-Party Report
- Record as an action: any other actions that may be appropriate e.g., for a partner agency to liaise with Sussex Police or to encourage the victim to report.

7.31 MARAC representatives / partner agencies should note there is an expectation that partners will not bring crimes into MARAC for reporting/recording when it would have been appropriate for them to be reported in the usual way via Sussex Police (101 or 999). Partners should be mindful of the impact of delayed reporting on police safety planning.

If a MARAC referral state a crime has been committed but the referrer has **specific concerns** that the police response, following recording of the crime,

would increase the risk of harm to the victim, then this should be clearly marked on the MARAC referral form: Suggested text: 'For the Attention of Domestic Abuse Co-ordinator/ Sussex Police employee in receipt of the MARAC referral. Please record this crime in the standard way **and** refer the case to a Public Protection Detective Sergeant (prior to MARAC) for consideration of the police actions that will be taken as a result of national crime recording'. These **specific concerns** should be recorded in the referral form. Sussex Police will consider if police action will be 'held' or 'limited' until the full MARAC discussion based on the rational and safety plan set out within the MARAC referral (all such referrals **must** be accompanied by the **specific concerns** and **safety plan**). Any such cases will be heard at the next MARAC (there will be consideration between referrer and Sussex Police of the time-period until the next available MARAC (the MARAC discussion can be brought forward if deemed appropriate). Ultimately Sussex Police have the final decision regarding what action is taken in response to a reported crime (not the MARAC Chair or other agencies) however in such cases this decision will be made with consideration given to the specialist advice and opinion from partners before or at MARAC.

The MARAC Chair must provide clear direction on the next steps, including timescales and these steps should be recorded in the minutes as actions. Following the MARAC meeting, a summary of the actions should be recorded. A further review of risk and actions should be completed by the Public Protection Detective Sergeant.

Counter allegations

7.32 In some cases referred to the MARAC, it may be unclear who is perpetrating violence and abuse (e.g. someone may be referred as a 'victim' when they have previously been known as the alleged perpetrator, or someone may be referred as the 'alleged perpetrator' when they have previously been known as the victim. There may have been counter-allegations or concerns about disclosures made by a service user about their use of violence or abuse:

- If counter allegations are identified ahead of the meeting, the MARAC Support Team will record that the case involves counter-allegations on the MARAC agenda
- If counter-allegations are identified as an issue during the meeting, these should be noted as a specific risk and actions agreed to address these.

7.33 Normally the specialist domestic abuse service will review any counter-allegations and identify how to manage these either at the point of referral, as part of contact ahead of the meeting or following the meeting. Where appropriate the specialist domestic abuse service will liaise with other agencies. The actions that may be taken include:

- Considering whether contact with either or both parties would be appropriate and, if so, how this will be facilitated and coordinated

- Whether a 'Who Does What to Whom' assessment is required.

Immigration status

SafeLives has published [new guidance for MARACs \(Multi-Agency Risk Assessment Conferences\)](#) on sharing information in relation to victims who may have insecure immigration status. The guidance was published following a Super Complaint which raised serious concerns about the impact of information sharing between the police and the Home Office in respect of victims of domestic abuse with insecure status.

Only relevant and proportionate information should be shared through the MARAC process to safeguard victims at risk.

The key principles of the guidance include:

- Information shared during the MARAC process should not be used to support immigration enforcement proceedings
- Immigration Enforcement should not attend MARAC meetings
- No agency should pass on information shared at MARAC meetings to Immigration Enforcement without explicit agreement of the MARAC and then only for the purposes of safeguarding the victim(s).

Further information can be found in the [full guidance document](#).

8. Evaluation

- 8.1 All MARAC data will be collected monthly and entered into the SafeLives MARAC spreadsheet by the MARAC Support Team.
- 8.2 The MARAC Support Team will maintain a Risk Register, to monitor issues and concerns and record mitigating actions.
- 8.3 The MARAC Support Team will facilitate a MARAC audit process to identify risks, issues and areas for development, including:
 - Annual Multi-Agency MARAC case Audit: Completed once a year in Brighton & Hove and East Sussex respectively using a case pro-forma with clear inclusion criteria Where appropriate making requests for single agency / other partnership to conduct audit activity (e.g. through the Safeguarding Adults Board or Local Safeguarding Children Board)
 - Annual survey of MARAC representatives, capturing feedback on MARAC process.

- Quarterly MARAC Development Sessions led by practitioners as an opportunity to share best practice regarding domestic abuse and sexual violence and the MARAC.

8.4 The data, risk register and audit activity will be reported on a quarterly basis to the management groups in Brighton & Hove and East Sussex.

Part 2: Information sharing guidance

9. Information sharing

9.1 This part of the MOP sets out:

- The specific purposes for which the parties (including all staff, workers, consultants and volunteers working for and on behalf of these agencies) have agreed to share information
- The legal framework within which the information is shared and held
- The arrangements for monitoring and reviewing the MOP.

9.2 Sharing relevant information with other agencies is crucial in order to reduce the risk of harm to High-Risk victims. The MOP exists to facilitate information sharing between all the agencies, both in the statutory and voluntary sectors that have agreed to work together within the MARAC framework across East Sussex and Brighton & Hove. This information sharing comprises:

- Information held by various agencies on individuals who pose a high risk of harm to their partners or children
- Personal information pertaining to High-Risk victims or their children and other family members at risk.

9.3 Any decision to disclose or share information must be necessary, justified and proportionate to risks taking into account:

- The prevention or detection of a crime (DPA - Schedule 2 Part 1 Paragraph 2)¹⁷ the public interest – GDPR Article 6 (1)(e)¹⁸ and GDPR Article 9 (2) (g)
- Protecting vital interests (i.e. where there is a threat to life) – GDPR Article 6 (1) (d) and GDPR Article 9 (2) (c)

¹⁷ <http://www.legislation.gov.uk/ukpga/2018/12/schedule/2/enacted>

¹⁸ <https://gdpr-info.eu/art-6-gdpr/>

- Safeguarding of children and individuals at risk (DPA Schedule 8 Paragraph 4)

9.4 The decision to disclose must be properly documented, including:

- The reasons for the decision to disclose
- The extent of the disclosure made
- The permitted use of the disclosed information.

9.5 The following legislation provides the statutory powers for the partner organisations to share information under the MOP:

- The Data Protection Act (2018)
- The General Data Protection Regulation (GDPR) 2018
- The Human Rights Act (2000)
- The Crime & Disorder Act (1998)
- The Housing Act (2004)
- The Domestic Violence & Victims Act (2004)
- The Children Act (1989 and 2005).

10. MARAC information sharing guidance for partners

What information is being shared?

10.1 The following information about High-Risk victims of domestic violence and abuse, their children and the perpetrators can be shared under the MOP:

- Personal details such as name, date of birth, address, ethnicity, sexuality
- Employment details
- Housing information
- Financial details including information about receipt of benefits
- Criminal offences or alleged offences, particularly those relating to violence in a non-domestic context
- Physical or mental health conditions
- Relevant history of domestic violence or associated behaviour e.g. sexual abuse.

10.2 The MARAC is not a legal entity and therefore, the original supplying agency retains ownership of any information shared at or for MARAC. Information gained at the MARAC cannot be used by another agency without the permission of the agency that supplied it. This includes sharing a copy (or extract) of the minutes from MARAC with clients i.e., permission from the Data Controller would be required (the client will need to make a formal Subject Access Request if they wish to see a copy of the MARAC minutes). The agency that shares information at MARAC is the 'data controller'. (Legal Basis for sharing – see 9.3).

Only relevant and proportionate information should be shared through the MARAC process to safeguard victims at risk. Any information shared with non-attending agencies should only be done with the agreement of the MARAC partners, if appropriate, and only where it will directly help to improve the safety of the adult and/or child victims. MARAC representatives must ensure that information shared within the process has safeguarding of the victim(s) as the absolute focus. Information sharing should serve the purpose of enhanced protection – for example to enable the victim(s) to access safe accommodation, court protection orders, engage in the family, civil or criminal justice systems, to confirm domestic abuse for legal proceedings or access to other specialist services.

10.3 GDPR Article 6 and Article 9 for special category data.¹⁹ Where information is shared the following should be considered before the information is shared:

- Danger to the victim, including threat to their life
- Children at risk/danger to a child
- Vulnerable adult at risk/danger to a vulnerable adult
- The victim poses a risk to themselves or others
- Prevention of a crime
- Public interest (based on a judgement of the facts in the case).

How is the information to be shared?

10.4 All MARAC documentation containing personal data relating to victims, perpetrators and their children should be marked 'Personal Sensitive'

10.5 On every occasion that personal and sensitive personal information is shared for the purposes of MARAC it must be sent via secure electronic transmission (encrypted as it traverses the internet):

¹⁹ <https://gdpr-info.eu/art-6-gdpr/>, <https://gdpr-info.eu/art-9-gdpr/>

- Email sent using 'Require' Transport Layer Security (TLS) will be automatically encrypted as it traverses the internet. Please check if this is supported by your agency and the MARAC Support Team.
- In East Sussex: For agencies who do not use Transport Layer Security (TLS), the MARAC Support Team will send email using Voltage Secure Mail. The person receiving the email will be asked to register with Voltage Mail over the Internet the first time they get a secure email. If they have already registered with Voltage Secure Mail system they will only need to put in their password. They will then be able to read the contents of the email and attachments and reply securely.
- Partners / non-ESCC email addresses will also be able to create new secure messages to send back to the MARAC Support Team (or any ESCC email address) by logging in at the address below:

<https://voltage-pp-0000.eastsussex.gov.uk/login>

- 10.6 Referrals to the MARAC should only be made on the MARAC/IDVA Referral Form (available on [Safe in East Sussex – Multi-Agency Risk Assessment Conferences](#)) and sent to the relevant MARAC Support Team (addresses at the start of this document).
- 10.7 The MARAC Support Team, using secure email and/or data transfer using a shared case management system, will automatically refer referrals to the MARAC to the specialist domestic abuse service.
- 10.8 MARAC documentation (including the MARAC agenda, referral forms, minutes and any other material) will be circulated via the MARAC distribution list, which includes those partner agencies signed up to the MOP. Agencies will have different levels of access to the full referral information or minutes depending on their involvement in the case and whether they attend the MARAC or only send in written research.
- 10.9 The MARAC distribution list will be checked quarterly.
- 10.10 It is the responsibility of partner agencies to inform the MARAC Support Team when people should be removed from the MARAC distribution list or additional staff added. The Organisation's Point of Contract will ensure appropriate briefing and training has been put in place before an individual receives MARAC information via the distribution list.
- 10.11 The MARAC Support Team (with Strategic Commissioner) will approve any new agencies wishing to join the MARAC or individuals from existing agencies who want to be added to the circulation list to receive referrals (taking advice from the MARAC Chair and partners where necessary). The MARAC Support Team have the right to reject such applications if they are deemed unsuitable or inappropriate or if the agency is unwilling to sign up to this MOP.

When will the information be shared?

Ahead of the MARAC

- 10.12 There are two MARACs held in East Sussex, one covering Eastbourne, Lewes and Wealden areas and one MARAC covering Hastings and Rother. There is one MARAC held in Brighton & Hove. Each MARAC will be held weekly.
- 10.13 Information on the cases to be discussed at each MARAC meeting will be circulated by the MARAC Support Team ahead of the MARAC. The MARAC Referral Forms will also be shared, plus any additional correspondence regarding changes to the agenda or referrals.
- 10.14 In some cases, MARAC partner agencies will share information about a MARAC case via email to the MARAC Support Team and this will be read out at the relevant MARAC.

At the MARAC

- 10.15 All participants will sign a 'confidentiality agreement' at the start of the meeting, this will highlight that the information disclosed at the MARAC is confidential and must not be disclosed to a third party without the agreement of partners of the meeting.
- 10.16 The MARAC Support Team is responsible for taking minutes at MARAC meetings and for circulating these after each meeting along with the action plan.
- Each MARAC partner representative is responsible for checking the minutes issued and providing feedback regarding any changes needed to accurately reflect the information their agency provided at the meeting. If any changes are required, the minutes will be revised and re-issued.
- 10.17 Minutes will only be circulated to the agencies routinely attending the MARAC meeting:
- Individual case minutes will be sent to agencies that have made referrals and/or presented the case at the MARAC meeting but which are not usually in attendance
 - MARAC attendees must not pass on minutes to any third parties not involved in the MARAC meetings without the agreement of the MARAC and the agencies that shared the information.

Information sharing outside of the MARAC process

- 10.18 There may be occasions where, in order to implement a safety plan that has been agreed at the MARAC, that any agency that is not signed up to the MOP needs to be informed of certain facts for the purposes of safeguarding (Eg. a

perpetrators name disclosed to a school so that the school cannot admit the (alleged) perpetrator to the premises).

- 10.19 The MARAC Support Team may share the names and details of MARAC victims, perpetrators and associated children and other MARAC documentation in undertaking a MARAC to MARAC transfer.
- 10.20 Action Plans or individual actions can be shared as part of child protection conferences, adult safeguarding and MAPPA meetings with the agreement of the MARAC Chair and the agencies supplying the information. Care should be taken to ensure that information generated through the MARAC process is not shared inappropriately in other conference or partnership settings as this may increase the risk to the victim involved.
- 10.21 Any requests for information on MARAC cases outside of MARAC meetings or for copies of minutes or action plans (e.g. to support Family Court proceedings or Reviews) will be managed on a case by case basis in line with the process set out in the MOP and legal advice will be sought as required.
- 10.22 Any release of information outside of the MARAC process will be documented and the agency receiving the information should be informed of the purpose for which have been given the information, that it must remain confidential, be kept and shared safely and securely and the permitted use of the disclosed information.

How will the information be stored (by the recipient(s))?

- 10.23 In order to protect victims and to maintain safety, any data provided and shared in the context of the East Sussex or Brighton & Hove MARAC should be stored and processed so that its integrity and confidentiality are maintained at all times. All MARAC partner agencies should store and process MARAC data in line with both this MOP and their local policies and protocols. Information should not be stored/accessed/transferred outside of the UK (or EEA).
- 10.24 Where the need to print off hard copies of MARAC documentation (MARAC risk identification checklists, referral forms, minutes or action plans) exists, there will be a minimum-security requirement for all agencies to store the information within a lockable cabinet within a room with a door that is locked and secured when the premises is vacant.
- 10.25 Staff may need to travel with printed MARAC information to attend MARAC meetings. Staff should only take as much information as necessary and for as long as necessary. Staff should transfer any printed MARAC information back to a secure location as soon as possible and take all reasonable precautions to keep the records safe and secure eg.
- Carry the data in a secure briefcase/container

- Keep it with you whenever possible; lock it away securely when you can't – this applies in the home as well as other locations
- Never leave it in plain sight in public places
- Do not leave it in a car overnight
- Do not work on the papers where they can be seen by unauthorised people
- Report loss/theft immediately.

10.26 Partner agencies are requested to 'flag and tag' that the victim, (alleged) perpetrator and child were discussed at MARAC and the date of the MARAC if any of the subjects are open to the service. Partner agencies do not need to 'flag and tag' that a client was discussed at MARAC if the subject is not known to the service, unless otherwise requested to do so as an action agreed at the MARAC at which the case was discussed. Subjects discussed at MARAC as part of a Domestic Violence Disclosure Scheme application should not be 'flagged and tagged' as they may not be at high risk of serious harm.

Who will have access to the information?

10.27 All partner agencies receiving MARAC case information are required to sign up to the MOP. The MARAC representative and Organisation's Point of Contact will be considered as authorised officers. The agency representative will refer to others within their organisation where necessary to obtain relevant information on the victim or (alleged) perpetrator to be shared at the MARAC meeting, ensuring that anyone who has sight of MARAC referral information is aware of the sensitivity of the information, the need to maintain confidentiality and not to share the information further.

10.28 Only those with legitimate interest to the information should be allowed access. MARAC information such as referral form, completed SafeLives DASH RIC, Minutes and Action Plan should be stored in restricted way, for authorised personnel only. If a victim, perpetrator, child is an open case to the service then it may be appropriate to save the relevant MARAC papers on an agency's case management system. MARAC information is restricted and staff accessing information must 'need to know'. Therefore, MARAC partners must take steps to ensure MARAC information is only accessed by those permitted to do so. Agencies will need to determine what level of information is stored on their own agency system. A full copy of the MARAC minutes may not need to be kept in entirety unless there is a case for doing so. The information retained should be proportionate to the risks and relevant to the provision of service this may include some incident information and the actions agreed at MARAC. It is important that reference to MARAC is made on agency systems so the picture of risk can be established for the purposes of safeguarding.

10.29 Staff within MARAC partner agencies should receive suitable training on information governance and be made aware of their responsibilities in handling the MARAC data before permitted access to MARAC information (i.e. requested to be added to the MARAC distribution lists to receive referrals, minutes and relevant updates).

For how long will the information be kept?

10.30 The MARAC agenda should be securely destroyed on completion of all relevant checks.

10.31 MARAC information should be disposed of after 12 months from the initial referral to MARAC, unless local policy dictates that it must be retained for longer. Each agency that attends a MARAC meeting can hold relevant information for as long as a risk to the victim or children remains. The information retained should be proportionate to the perceived risk and will be covered by the main retention schedule for their organisation (to ensure consistency within their organisation).

10.32 Where information is retained for longer than 12 months it is recommended that the file be marked as a closed MARAC case. Any information held electronically should be password protected or stored in a secure area that cannot be accessed by staff not involved with MARAC cases. Particular care should be taken with information that relates to a member of staff who has been identified as a High-Risk victim or alleged perpetrator.

10.33 It is good practice for each agency attending a MARAC meeting to review its own initial recording of a case after twelve months and decide whether it was still relevant for it to retain all or some of the information that was initially recorded.

10.34 The MARAC Support Team will retain a 'MARAC Index', with the name and date of birth and the date at which the case was heard at the MARAC.

10.35 The MARAC Support Team will retain a 'MARAC Case Record' for each case (eg. MARAC IDVA Referral Form, the MARAC Minutes) for 8 years after the last contact.

How will the information be destroyed?

10.36 Hand-written notes at MARAC meetings should be kept to a minimum and be taken only for the purposes of agencies noting their actions. The MARAC minutes will be the formal record of what was discussed at the MARAC meeting. Hand-written notes should either be destroyed after the meeting or kept securely following both this MOP and local agency policies and protocols.

10.37 Once hard copies of any documentation have fulfilled their use they must be disposed of as confidential waste by shredding or other secure means.

10.38 Flags on electronic systems or paper files should be removed 12 months after the last referral to MARAC.

Part 3: Arrangements for breaches, complaints, Freedom of Information requests, withdrawal and review

Breaches

- 11.1 It is vitally important that all agencies and their representatives are aware of the MOP and take all necessary steps to ensure that it is not breached. Such breaches would be extremely damaging for all parties to the MOP and may result in an increase in risk for any High-Risk victim.
- 11.2 MARAC representatives who receive information on MARAC cases should be aware that they might personally know, know of or work with the victim or alleged perpetrator. To share the information provided verbally or electronically, for purposes other than the management of risk through the MARAC process, is a breach of Data Protection rules and of the MOP. Furthermore, it could also cause distress to the individual concerned and potentially put them at further risk of harm. Where recipients of MARAC case information find themselves in the position of knowing the victim or (alleged) perpetrator they should seek advice from their line manager or agency MARAC representative.
- 11.3 Each partnership agency will be accountable for any misuse of the information supplied to it and the consequences of such misuse by its employees, servants or agents. If any (potential) breach of this MOP occurs under the established policies and procedures of any agency, then that agency must deal with the (potential) breach. It is important that the (potential) breach is reported as soon as known to the MARAC Support Team, Strategic Commissioner and other relevant agencies (whose information was breached) within the relevant local area. Consideration must also be given to reporting the Breach to the Information Commissioners Office within 72 hours. In the context of MARAC minutes, multiple parties are data controllers. If any agency, who is in receipt of the MARAC minutes is responsible for a breach involving the information supplied then they must co-ordinate the response (the agency should involve the MARAC Support Team, Strategic Commissioner for DVA services and other relevant agencies). There should be a focus on ensuring there is no increased risk to all parties because of the (potential) breach and mitigation actions should be considered.
- 11.4 If the event of a (potential) external breach, the Organisation's Point of Contact (see section 2.2) for the agency concerned should be notified immediately. They are responsible for taking all necessary actions to safeguard the victim or any

other individuals if there is an imminent risk, as well as taking any appropriate action in relation to the breach itself in line with the relevant agency process.

- 11.5 In the event of any (potential) internal non-compliance the Organisation's Point of Contact (see section 2.2) for the agency concerned should be notified immediately. They are responsible for taking all necessary actions to safeguard the victim or any other individuals if there is an imminent risk, as well as taking any appropriate action in relation to the breach itself in line with the relevant agency process.
- 11.6 In all cases, the Organisation's Point of Contact must report any (potential) external breach or internal non-compliance to the MARAC Support Team, setting out the nature of the breach and any actions subsequently taken as soon as known. The MARAC Support Team will liaise with the relevant MARAC Chair or Strategic Commissioner to agree any additional remedial actions.
- 11.7 Any breaches will be referred to the management group in Brighton & Hove or East Sussex for consideration and may be referred to other groups as required.
- 11.8 In all cases, if the breach or non-compliance cannot be resolved data transfers may be stopped. If data transfers are stopped, they will not resume for the purpose of this MOP until the management group in Brighton & Hove or East Sussex is satisfied with the remedial actions and / or security of data transfer arrangements.

Complaints

- 11.9 Anyone wishing to make a complaint related to the MARAC must follow the procedure as set out below:
- Complaints may be made in person, by telephone, or in writing (by letter or e-mail)
 - In the first instance all complaints are to be made to the MARAC Chair, care of the MARAC Support Team
 - An acknowledgement of receipt of the complaint will be provided within 5 working days, which will include a timeframe in which a response will be made
 - The relevant MARAC Chair will investigate the complaint, with support as required from the MARAC Support Team
 - In considering a response to the complaint the MARAC Chair will follow the principle of subsidiarity (i.e. complaints should be dealt with under an agency's own internal complaints procedures via the appropriate manager. The MARAC Chair will only act if the matter cannot be resolved by the relevant agency and / or an appropriate outcome can be better achieved by the MARAC Chair)

- The MARAC Chair will agree the response with the Strategic Commissioner in the relevant area
- The MARAC Chair will 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 Chair then an escalated letter of complaint can be sent to the chair of the management group in Brighton & Hove or East Sussex.
- The Chair of the Management Group in Brighton & Hove or East Sussex will acknowledge receipt of the complaint within 5 working days and respond within a stated time frame.

11.10 In the event of a complaint data transfers may be delayed until the risk or issue is resolved. If data transfers are stopped, they will not resume for the purpose of this MOP until the Management Board in East Sussex or Brighton & Hove is satisfied with the security arrangements.

Freedom of Information requests

11.11 In the event of a Freedom of Information request being received by any recipient(s), which relates to the MARAC process and / or information shared by another agency at the MARAC who are the data owner(s), the recipient(s) will notify the MARAC Support Team and the data owner(s) to allow it/them the opportunity to make representations on the potential impact of disclosure.

Subject access requests

11.12 Unless any of the factors below apply, subject access requests (submitted by individual data subjects or solicitors acting on individual's behalf) for information held by the MARAC Support team on behalf of partners e.g. meeting minutes, will be released. The MARAC Support team will not disclose MARAC meetings or action plans if:

- disclosure of information would prejudice an ongoing investigation (MARAC Support Team will contact the relevant MARAC representative and they will be responsible for liaising internally with the appropriate point of contact within that organisation.)
- disclosure would pose a risk to the safety to any involved individual (MARAC Support Team will contact the relevant MARAC representative and they will be responsible for liaising internally with the appropriate point of contact within that organisation.)

Requests to exercise the right to rectification

11.13 The MARAC Support Team will respond to requests to rectify the contents of MARAC minutes and/or action plans in consultation with MARAC members.

Family Court disclosure requests

11.14 In accordance with [Working Party of the Family Justice Council: MARACS and disclosure into court proceedings](#) guidance, the MARAC Support Team, following authorisation by the MARAC Chair, will share MARAC minutes/action plans to Family Courts unless:

- disclosure will interfere with a safety plan or may cause harm to any relevant child
- consent to disclose has not been obtained for information supplied and held by a MARAC partner agency

Any objection to disclosure should be raised by the MARAC partner representative.

Disclosure to other local authorities for safeguarding purposes

11.15 The MARAC Support Team will disclose MARAC Minutes and/or an Action Plan on receipt of a legitimate request for disclosure from another local authority.

Requests will be considered legitimate under the following circumstances:

- The requesting organisation's identity is validated
- There is a clear and relevant safeguarding concern
- The request has been countersigned by a senior officer within the requesting organisation

All disclosures will be accompanied with instruction regarding onward use of the information provided.

Withdrawal

11.16 The MOP is merely guidance and an agreement to abide by it. Information can be shared outside of the MOP providing the principles of the MOP are adhered to.

11.17 All partner agencies have the right to withdraw from the MOP or to refuse to sign up to it. Agencies that withdraw from, or do not sign up to, the MOP will be excluded from participation in the MARAC meetings and will not receive information on MARAC cases.

11.18 If an agency wants to withdraw from the MARAC then a letter should be sent in writing to the Chair, care of the MARAC Support Team, clearly stating the reasons why the agency wants to withdraw. The agency must continue to comply with the terms of this MOP in respect of any data that the agency has obtained through being a signatory.

Review

11.19 Monitoring the effectiveness of this MOP and on-going management and governance of MOP is the responsibility of Management Group in Brighton & Hove and East Sussex in the first instance as a sub-group of both the Safer Communities Partnership Boards.

11.20 The MOP will be reviewed annually by the Management Group in Brighton & Hove and East Sussex or at more frequent intervals if a need to update is identified. As part of the review the group will assess the effectiveness of the MARAC in protecting High-Risk domestic abuse victims.

Part 4: The process by which partner agencies will sign up to this protocol

12. Signatories

12.1 All agencies that routinely attend the MARAC must sign up to the MOP: the parties to the agreement are specified in Appendix 4.

12.2 Any agency that is regularly invited on a case by cases basis will be invited to routinely attend the MARAC and sign up to the MOP.

12.3 Agencies will complete, sign, and return Appendix 5 to the MARAC Support Team.

12.4 By signing Appendix 5 signatories agree to accept and implement the MOP, to adopt the statements and procedures contained within it and to ensure that the MOP and any associated documentation are known and understood by all relevant individuals.

Appendix One – List of key documents

The following MARAC resources are available on the [Safe in East Sussex](#) and the [Safe in the City](#) website:

- Domestic Abuse Stalking and Harassment Risk Identification Checklist.
- MARAC Referral Form
- MARAC Research Form
- Sussex Practice Guidance on Domestic Violence Disclosure Scheme
- Sussex Practice Guidance on Domestic Violence Protection Notice/ Orders
- Practitioners Guide to MARAC

Details of MARAC referral deadlines and meeting dates are available from each MARAC Support Team (contact details at the start of this document).

Appendix Two – MARAC process map

Steps to the MARAC process:

Identify

- MARAC agencies identify victims of domestic abuse.
- Frontline professionals have access to training and tools that increase their awareness and confidence to respond to disclosures, risk assess and refer appropriately.

Risk assess

- Once domestic abuse is identified, the SafeLives Risk Identification Checklist or ACPO DASH for police should be used to establish if the victim is at high risk of harm.
- Carry out immediate safety measures for victim, child(ren) and alleged perpetrator.

Referral

- If high risk, complete a MARAC referral form and send to the MARAC Coordinator / administrator as soon as possible.
- If high risk, refer to the local IDVA service (specialist domestic abuse service).
- IDVA service contacts victim to offer support, safety plan and identify key risks and fears.

Research

- All agencies receive the MARAC case list / agenda from the MARAC Coordinator.
- All agencies research every case on the agenda – victim, alleged perpetrator and children.
- Contact colleagues for relevant information, explaining the purpose of the meeting; the SafeLives research form may assist with this.
- IDVA gathers up to date information from the victim about the current risks and situation and liaises with specialist services if relevant.

Meeting and information sharing

- MARAC representative presents cases referred by their agency.
- IDVA service represents the victim and shares relevant, up to date information.
- MARAC representative shares information relating to other cases.
- Risks are analysed and the potential for harm identified for all vulnerable parties, including the victim, children, alleged perpetrator and agency staff.

Action planning

- MARAC representatives volunteer actions on behalf of their agency to mitigate the risks and increase safety.
- Identify opportunities to coordinate actions with other partners; both joint and sequential.
- Ensure actions are SMART.
- IDVA service ensures that victim safety remains central to the process.

Follow up

- MARAC representative updates relevant colleagues and ensures that actions are completed within agreed time frames.
- Including safely flagging and tagging files to identify and re-refer repeat incidents.
- Confirm when actions are completed with MARAC Coordinator.
- Keep IDVA informed of relevant information.
- IDVA service updates victim where safe to do so.
- IDVA service liaises with partner agencies to coordinate action plan.

Appendix Three – Examples of information shared

CAFCASS	Court proceedings and orders, feedback from supervised contact
District and Borough Councils (Housing Tenancy)	Information on vandalism, neighbor complaints and antisocial behavior if related to domestic violence (with dates), rent arrears, victim and (alleged) perpetrator or tenancy and addresses
Domestic violence and abuse specialist services (eg. CGL, Victim Support or a Refuge)	Views and fears of the victim (for themselves and their children) , willingness to engage with IDVA, information about incidents not reported to the police, information from agencies not attending the MARAC, information about related abuse eg. sexual, civil injunctions in place, contact disputes, actions taken by the victim to protect themselves, harassment , housing needs, diverse needs. Other providers may also share: information on admissions to refuges (historic and current), contacts with outreach services, direct information provided by the victim, views and fears of the victim
Drug and alcohol services	Information on (alleged) perpetrator and victims' drug and alcohol use, disclosures relating to domestic violence and abuse or other risks or needs
East Sussex County Council	Information on adult safeguarding cases/vulnerable adults (alleged) perpetrator and victim), child protection conferences and safeguarding plans, children's needs and disabilities, mental health, children's centers, localities, early years, school attendance and performance, truancy and exclusion, incidents at school, collection of children from school
Fire Service	Fire safety checks completed; equipment fitted at the property
Health Sector	Presentations to A&E (victim, (alleged) perpetrator and children) with dates and pattern of injuries, GPs data, and maternity information e.g. missed ante natal appointments or (alleged) perpetrator attendance, victim and (alleged) perpetrator mental health, health visitor information on child's development or damage to home, attendance by partner at appointments
ISVA service (Survivors' Network)	History of sexual abuse, current sexual abuse, barriers to accessing support
Probation Service	Perpetrator attendance, compliance or completion and non-completion of specified activity requirements, women's safety worker feedback (professional judgment on perpetrator), a summary of previous convictions, breaches of orders, prison information

<p>Other voluntary and community sector services</p>	<p>Information on (alleged) perpetrator and victims' use of the service, including presentation and engagement, disclosures relating to domestic violence and abuse or other risks or needs</p>
<p>Sussex Police</p>	<p>Police callouts, current and previous domestic violence incidents, escalation of incidents or callouts, crimes resulting from domestic violence incidents, information on the (alleged) perpetrator e.g. relevant previous convictions, use of or access to weapons, threats to kill, breaches of bail, warning signals such as suicide threats, use of weapons or assaults on police, breach of civil injunction</p>

Appendix Four – Parties to the agreement

The MOP is drawn up between:

Organisation's full name and address:

- East Sussex County Council
County Hall
St. Anne's Crescent
Lewes
East Sussex BN7 1UE
- Brighton & Hove City Council
Hove Town Hall
Norton Road
Hove BN3 4AH

And agencies responsible for participating in MARAC arrangements in East Sussex (these may be amended during the quarterly reviews of the MARAC Distribution List).

Organisation's full name:

- East Sussex Domestic Abuse Service
- East Sussex County Council Adult Social Care
- East Sussex County Council Children's Services
- East Sussex County Council Traveller Liaison Team
- East Sussex Fire and Rescue Service
- East Sussex Healthcare NHS Trust
- Eastbourne Borough Council – Housing
- East Sussex Substance Misuse Service
- Hastings Borough Council – Housing
- Lewes District Council – Housing
- Rother District Council – Housing
- Refuge provision
- Probation Service
- Sussex Partnership Foundation NHS Trust
- Sussex Police
- Victim Support
- Wealden District Council – Housing
- Eastbourne Homes Housing Association

And agencies responsible for participating in MARAC arrangements in Brighton & Hove (these may be amended during the quarterly reviews of the MARAC Distribution List).

Organisation's full name:

- Sussex Police
- Brighton and Hove City Council – Adult Social Care
- Brighton and Hove City Council – Children's Services
- Brighton and Hove City Council – Housing Options
- Brighton and Hove City Council – Housing Tenancy
- Brighton and Hove City Council – Traveller Liaison team
- Brighton and Hove NHS Clinical Commissioning Group
- Brighton and Sussex University Hospital
- Brighton Oasis Project
- East Sussex Fire and Rescue Service
- Inspire
- Sussex Partnership Foundation Trust – Mental Health Service
- Probation Service
- Brighton & Hove Specialist Domestic Abuse Service
- South East Coast Ambulance Service
- Substance Misuse Service
- Sussex Community NHS Trust School Nurse
- Sussex Community NHS Trust School Health Visitor
- Sussex University
- Refuge provision
- Victim Support

Appendix Five – Agency signatory template

Information about the agency

Please list all representatives that will attend MARAC in Brighton & Hove and East Sussex for your agency (you can add more than three where necessary).

MARAC area (delete as appropriate): Brighton & Hove / Eastbourne Lewes Wealden / Hastings Rother

Agency: _____

MARAC representatives

A representative ('the MARAC representative') who will represent the agency at the meeting. This person must be able to bring research, offer action/s on behalf of their agency and where appropriate make decisions at the meeting. They should be an operational manager or, if they are a frontline professional, have delegated authority. To ensure consistent representation at the meeting, this representative must have an identified deputy.

Representative 1

Name: _____

Job title: _____

Tel.: _____ Secure email address: _____

Representative 2

Name: _____

Job title: _____

Tel.: _____ Secure email address: _____

Representative 3

Name: _____

Job title: _____

Tel.: _____ Secure email address: _____

Actions

Describe the routine actions that your agency is likely to take at the MARAC.

a. _____

b. _____

c. _____

Data protection lead for MARAC partner agency

Agency: _____

Data protection lead for your agency

This should be the person who is contacted in the event of a data breach.

Name: _____

Job title: _____

Tel.: _____ Email address: _____

Signatory information

By signing this document, the signatory (the Organisation's Point of Contact) confirms that the agency will undertake to ensure that its representatives are aware of requirements set out in the East Sussex and Brighton & Hove MOP and that the agency will take all necessary steps to ensure that it is not breached.

In signing this document, the signatory confirms that they have sufficient seniority to bind the agency.

Organisation's Point of Contact

A named contact who is responsible for strategic issues relating to the MARAC ('the Organisation's Point of Contact'). This person will not attend the meeting routinely, but will be available to support the MARAC representative, support any internal or external audit processes and/or take a leadership role in relation to the MARAC process within the agency. The Organisation's Point of Contact will also be responsible for liaising with the agency data controller as appropriate (in some cases, they may also be the agency data controller).

Name: _____

Job title: _____

Tel.: _____ Secure email address: _____

Signature: _____ Date: _____

Appendix Six – Acronyms used within MARAC

ABE: Achieving best evidence

ASB: Anti-Social Behaviour

ASC: Adult Social Care

AOB: Any other business

APTR: Alleged Perpetrator

ATS: Assessment and Treatment Service

BBR: Building Better Relationships

BH: Brighton and Hove

BHT: Brighton Housing Trust

BME: Black Minority Ethnic

CAMHS: Child Adolescent Mental Health Service

CSP: Community Safety Partnership

CCG: Clinical Commissioning Group

CGL: Change, Grow Live (Substance Misuse Service in B&H)

CIN: Child in Need

CJIDVA: Criminal Justice Independent Domestic Violence Advocate

CJU: Criminal Justice Unit

CLDT: Community Learning Disability Team

CO: Community Order

CPN: Community Psychiatric Nurse

CPP: Child Protection Plan

CRHT: Crisis resolution and home treatment

CS: Children's Services

C2C: Chance to Change (Perpetrator Programme)

DACW: Domestic Abuse Caseworker

DASH: Domestic Abuse, Stalking and Harassment and Honour-based violence risk identification, assessment and management model

DEAP: Domestic and Economic Abuse Project

DHR: Domestic Homicide Review

DRR: Drug Rehabilitation Requirements

DVDS: Domestic Violence Disclosure Scheme

DVPO/DVPN: Domestic Violence Protection Order/Domestic Violence Protection Notice

EA: Emergency Accommodation

ELW: Eastbourne, Lewes, Wealden
ES: East Sussex
ESFRS: East Sussex Fire and Rescue Service
EUPD: Emotional Unstable Personality Disorder
FDFE: Front Door for Families (Children's Services in B&H)
FLAWS: Finding Legal Options for Women Survivors
GAD: general anxiety disorder
GP: General Practitioner
HA: Housing Association
HCP: Healthy Child Programme
HIDVA: Health Independent Domestic Violence Advocate
HMP: Her Majesty's Prison
HO: Housing Options
HOT: Housing Tenancy
HR: Hastings and Rother
HV: Health Visitor
IAPT: Improving Access to Psychological Therapies programme
ICPC: Initial Child Protection Conference
IDVA: Independent Domestic Violence Advisor
ISVA: Independent Sexual Violence Advisor
IMR: Individual Management Review – reports submitted to review by agencies
LAC: Looked after child
LCT: Leaving Care Team
LKA: Last known address
LP: Lead practitioner
MAPPA: Multi-agency public protection arrangements
MARAC: Multi agency risk assessment conference
MARAT: Multi-Agency Risk Assessment and Tasking
MASH: The Multi-Agency Safeguarding Hub
MH: Mental Health
MHRS: Mental health rapid response service
MHLT: Mental health Liaison Team
M2M: MARAC to MARAC transfer
NCDV: National Centre for Domestic Violence

NFA: No further action. Can also mean No fixed abode.

NIPN: Not in priority need (Housing)

NMO: Non Molestation Order

OHMS: Open Housing Management System

OIC: Officer in Charge

OM: Offender Manager

OST: Opioid Substitution Treatment

PCLDS: Police and Court Liaison and Diversion Service

PHQ: patient health questionnaire

PLO: Public Law Outline

PNC: Police National Computer

PND: Police National Database

PO: Probation Officer

POCAR: Parenting Our Children Addressing Risk

POP: Partners of perpetrators

PSS: Post Sentence Supervision

RAR: rehabilitation activity requirement

RISE: refuge, information, support education (domestic abuse service in B&H).

RO: Restraining Order

SALT: Speech and Language Therapy

SCARF: Single Combined Assessment of Risk

SCFT: Sussex Community Foundation Trust (Health Visiting and School nurses)

SDAS: Serial Domestic Abuse Suspect

SIU: Safeguarding Investigation Unit

SLDS: Specific Learning Disabilities Service

SMS: Substance Misuse

SN: Survivors Network

SPFT: Sussex Partnership Foundation Trust (Mental Health)

SPO: Stalking Protection Order

SSO: Suspended Sentence Order

SWOP: Sex Workers' Outreach Project

S42: Section 42 Safeguarding Enquiry (Adult Social Care)

S47: Section 47 Child Protection Enquiry

ONS: Office for National Statistics

STADV: Standing Together Against Domestic Violence

SW: Social Worker

TA: Temporary Accommodation

UPW: Unpaid work

VAAR: Vulnerable Adult at Risk assessment

ViSOR: Violent and Sex Offender Register

VLO: Victim Liaison Officer

WDWTW: Who does what to who assessment

YAC: Youth Advice Centre