**Appendix 1 [This document should be completed for each MARAC area by the MARAC Coordinator.]**

**Terms of Reference – [local area] Multi-Agency Risk Assessment Conference (MARAC)**

***This Terms of Reference should be read in conjunction with the West Midlands MARAC Partnership Operating Protocol which can be requested from the West Midlands MARAC team at*** ***marac\_referrals@west-midlands.pnn.police.uk*** ***or the Senior MARAC Coordinator at*** ***laura.rogers@west-midlands.pnn.police.uk***

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| Purpose (why) | The [local area] MARAC is a multi-agency meeting focusing on the safety of victims of domestic abuse assessed as high risk of serious harm or homicide.The purpose of the MARAC is to facilitate, monitor and evaluate effective information sharing that enables appropriate actions to be taken to increase public safety. The responsibility to take appropriate action rests with individual agencies; the responsibility is not transferred to MARAC.The primary focus of the MARAC is to safeguard the adult victim. The MARAC will also make links with other forums to safeguard children, agency staff and to manage the behaviour of the perpetrator.  |
| Function (what) | The [local area] MARAC will:* share information to increase the safety, health and wellbeing of the domestic abuse victims at high risk of serious harm or homicide and their children;
* determine whether the perpetrator poses a significant risk to any particular individual or to the general community;
* jointly construct and implement a risk management plan that provides professional support to all those at risk that reduces the risk of serious harm;
* track actions and where necessary, follow up at the next meeting;
* reduce repeat victimisation;
* improve agency accountability; and
* improve support for staff involved in high risk domestic abuse cases by sharing the burden of risk.
* discuss appropriate Clare’s Law requests that fit the criteria for disclosure at the end of the agenda in order to inform final disclosure decisions which will be actioned by West Midlands Police.
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| Governance | The [local area MARAC Steering Group/DV Partnership] will be responsible for overseeing and directing the effectiveness of MARAC. |
| Meetings  | The [local area] MARAC will meet every [insert frequency]  |
| Chair(s) | [insert name of Chair – West Midlands Police]***There should be at least two vice chairs from other agencies named who have received relevant training***  |
| Attendees | MARAC CoordinatorLocal Authority (minimum representation: Children’s Services and Adult Social Care)HousingCommunity Rehabilitation CompanyNational Probation ServiceIDVA(s) Domestic Abuse Support Service(s)Primary HealthcareHospital Safeguarding LeadMental Health Service Provider(s)Substance Misuse ServiceEducation***This list is the proposed core membership. Local areas will include additional representatives who are providing services in their local authority area.*** |
| IDVA Details | [Include Local IDVA Details] |
| Delegation | If the MARAC representative is unable to attend and an alternative representative is not available, written information should be provided identifying any risks and proposed actions, based on all the cases on the agenda.  |
| Recording | Minute taking and action tracking will be provided by a MARAC Administrator working as part of the West Midlands MARAC Support Team. |
| Review | April 2020 |