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| **Terms of Reference** | |
| **Meeting name and purpose** | **Community Multi-Agency Risk Assessment Conference (C-MARAC)**  The Vulnerable Adults Pathway delivers preventative safeguarding and aims to support the lead agency to case manage safely, with support from partner organisations.  The Vulnerable Adults Pathway consists of three stages:   * C-MARAC * VARM * VAP   The purpose of the C-MARAC is to take a multi-agency approach to address the complex needs of identified vulnerable adults (see threshold criteria) where isolated interventions from organisations have not reduced risk to an acceptable level.  The meeting provides a multi-agency response to escalating risk and/or specialist intervention.  The C-MARAC Coordinator will be the SYP Safer Neighbourhood Vulnerability Sergeant, supported by RMBC Business Support. |
| **Accountable to** | Rotherham Safeguarding Adults Board |
| **Membership -**  *Including statutory partner organisations* | Rotherham, Doncaster, and South Humber Foundation Trust (RDASH)  Rotherham Council Adult Care and Integration (RMBC)  Rotherham Council Housing (RMBC)  South Yorkshire Fire and Rescue (SYFR)  South Yorkshire Police (SYP)  The Rotherham Foundation Trust (TRFT)  Voluntary Action Rotherham (VAR)  Rotherham Alcohol and Drug Service (provided by With You)  Yorkshire Ambulance Service (YAS)  Other partner agencies and voluntary organisations will play a vital role considered on a case-by-case basis, and will be invited when appropriate, including but not limited to -   * National Crime Agency (NCA) * Safer Rotherham Partnership (SRP) * Trauma and Resilience Service (TRS) |
| *Key role involvement* | SYP Safer Neighbourhoods Sergeant (Coordinator)  TRFT Named Nurse for Adult Safeguarding  RMBC Adult Care Manager  RMBC Housing Team Manager  RDASH Snr Mental Health Nurse |
| **Threshold Criteria** | Community MARAC supports vulnerable adults -   * That have mental capacity. * Are experiencing ongoing or repeated victimisation. * Are subject to or involved in anti-social behaviour and/or crime. * Who are making unwise decisions. * Who are at high risk of harm, or their behaviour poses a risk to or affects others. * Whose behaviour requires addressing by early intervention or by enforcement. * With complex needs including mental ill-health and problematic drug or alcohol use. * Severe and recurrent self-neglect.   In the following context -   * Repeated or escalating incidences in frequency and/or severity. * The impact of the adult’s behaviour is high and spans across multiple organisations. |
| **Referral** | A referral into the Vulnerable Adults Pathway is initiated by the organisation that initially identifies that current attempts to support a vulnerable adult are not working.  Only cases that are referred using the official Vulnerability Pathway Referral Form will be considered.  Fully completed referrals are to be submitted to:  vulnerability.referrals@rotherham.gov.uk  A bi-weekly Partnership Triage Meeting will determine which cases are accepted into the Vulnerable Adults Pathway. Written feedback will be provided to the referrer with a rationale in instances when cases are not accepted.  Any disputes are to be referred to as Stage 1 disputes and will be escalated to the RMBC Vulnerable Adults Professional Lead and SYP Safer Neighbourhoods Inspector via email in the first instance for consideration.  In the event that the dispute is not resolved at Stage 1 it can progress to a Stage 2 dispute and can be escalated to RMBC Head of Service for Safeguarding and/or the SYP Neighbourhoods Chief Inspector.  Their decision will be final. |
| **Meeting Chair** | SYP Safer Neighbourhoods Vulnerability Sergeant. |
| *In absence of Chair* | Named deputy. Chair to nominate and sufficiently prepare/brief their Deputy. |
| **Meeting Co-ordinator** | The meeting is coordinated by the SYP Safer Neighbourhoods Vulnerability Sergeant, supported by RMBC Business Support.  The referring organisation will be allocated a 20-minute slot to attend C-MARAC to present information about the case. 10-minutes will be allocated to returning (ongoing/previously presented) cases.  In instances where the referring officer does not attend C-MARAC, the case will not be heard and will be postponed to a future meeting. A suitably prepared deputy can present the case – it is the referrers responsibility to manage this.  Actions, leads and timeframes agreed in the meeting will be documented by Business Support in an Action Plan and shared with all attendees.  Progress against actions will be tracked by Business Support and monitored by the Co-ordinator.  Performance and quality assurance will be monitored by the Co-ordinator. |
| **Meeting aims** | The aims of the meeting are to -   * Identify a lead agency to case manage. * Reduce risk and improve outcomes for individuals referred and for services. * Provide a balance of support for the vulnerable adult and the needs of the organisations involved. * Establish mental capacity and record when, where and by whom the capacity assessment was completed. * Review the Support Plan and identify alternative options to encourage the vulnerable adult to engage. * Provide a multi-agency framework with shared accountability to monitor and manage risks and record agreed outcomes. * Provide peer support to the lead agency to safely hold the case. * Identify service development to achieve the required outcome for the vulnerable adult. |
| **Governance and escalation** | Involvement, approach, and outcomes of the meeting will be answerable to representing organisations with scrutiny from the Vulnerable Adults Panel (VAP), chaired by Rotherham Safeguarding Adults Board Manager.  To support this, the Co-ordinator will provide a quarterly report to the VAP, focussing on defined KPIs, outcomes, quality, escalations/decisions.  There will be instances where due to the complexities or level of risk a longer, more in depth discussion is required about a vulnerable adult. In these circumstances the panel should complete a risk assessment and consider progression to either a Multi-Disciplinary Team Meeting (MDT), Vulnerable Adult Risk Management Meeting (VARMM) or referral for a Section 42 Enquiry. The identified lead agency will chair any MDT meetings and the VARMM will be chaired by the Vulnerable Adults Professional Lead. The C-MARAC coordinator will advise on process. |
| **Expectations and Responsibilities** | * Commitment to attend bi-weekly meetings, adding value to support the vulnerable adult, colleagues and the C-MARAC process. * Commitment to remaining the lead organisation, as identified and agreed by C-MARAC. * Make risk-based decisions. * Meetings will follow a specific agenda. * Delivery of identified actions. * For follow-up meetings, progress updates against actions to be submitted to the Co-ordinator by the specified deadline. * Positively challenge and support colleagues to achieve the aims of the meeting. * Implement the governance and escalation process. * Participate in audit, monitoring and review practices. * Implement learning from SARs. |
| **Key Deliverables / Outputs** (supporting documentation) | * Vulnerable Adults Pathway Referral Form. * Person-centred recording, including the vulnerable adult’s desired outcomes from C-MARAC. * Personalised Risk Management Action Plan. * Self-Neglect and Hoarding Risk Matrix. * Case Management records, maintained by the lead organisation. * Quarterly Report. |
| **Meeting Logistics** | A C-MARAC meeting will occur bi-weekly.  Business Support will schedule a re-occurring meeting one full year at a time, inviting all statutory partners to attend.  The meeting will be held via Microsoft Teams.  Upon receiving an accepted referral, the case will be presented at the next available C-MARAC (during an allocated 20-minutes slot).  Documentation relating to the meeting will be securely retained. |
| **ToR Review Date** | 6 months (from implementation) |