LONDON BOROUGH OF HAVERING

Havering

Community MARAC

Terms of reference

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9. **Introduction**

Havering Borough Council is committed to working in partnership with its professional partners and external agencies who provide services to support and safeguard residents of Havering.

The Terms of Reference outlines how the MARAC functions, its remit and how cases can be raised.

1. **Meeting Structure**

The Community MARAC is held on a monthly basis.

The MARAC meeting has two functions as follows.

1. To deal with complex/high level cases of anti-social behaviour arising from individuals where mental health, safeguarding or extremism is a major feature.
2. To deal with complex/high level safeguarding cases which cannot be resolved locally and need the support of the Community MARAC. (These cases do not need to involve any evidence of anti-social behaviour)

Case notes will be electronically distributed among Partners based on referrals from our key partner agencies (set out in Section 4 Professional Partners).

1. **Aims**

The key aims of the MARAC are to:

* Encourage better communication between internal and external partners, by promoting integrity, openness and honesty.
* Provide support for partners involved in complex cases requiring a multi-disciplined/service approach.
* Help coordinate action plans amongst partners and agencies in relation to cases of a complex nature and to safeguard against repeat victimisation
* Share information in order to increase safety in the Borough, prevent crime, safeguard adults and children at risk, safeguard vulnerable adults and children, protect witnesses giving information to professional agencies, prevent extremism and extremist ideology
* Make partners agencies accountable to victims and residents of Havering

1. **Professional Partners:**

The professional organisations which form the MARAC are set out below. Each organisation will appoint a single point of contact (SPOC) for the meeting as well as a deputy in the event the SPOC cannot attend due to absence.

* Community Safety Team
* Community Resilience
* MET Police
* Adult and Children’s Social Services
* Housing (Council)
* Registered Social Landlords such as Peabody and Swan (To be invited when required)
* Victim support
* Mental Health Services
* YOS
* London Fire Brigade
* NELFT (NHS)
* MASH
* Early Help
* CGL or Havering Council’s current Adult Drugs Service provider
* Education

The list above is not exhaustive. Representatives from other professional agencies may request to attend the meeting to discuss topics relevant to them or to observe. Those wishing to attend any meetings should contact the Community Safety Team via the details in Section 6 -Referring Cases.

Please note that prior agreement must be obtained from the MARAC co-ordinator before attendance of an observer is allowed.

1. **SPOC Responsibilities**

SPOC’s are responsible for:

* Attending each meeting
* Appointing a deputy (of the necessary level of Officer responsibility) to attend if the lead is absent
* Making their staff aware of the panel referral process and referring cases to the meeting
* Encourage staff to make referrals to the panel
* Ensure that appropriate risk assessments are completed
* Being the point of contact for their agency in relation to all enquiries arising from the meeting

1. **Referring Cases**

Anyone wishing to refer a case must discuss this first with ether their line manager or departments Community MARAC SPOC. If a decision is reached to refer the case the person referring must be available to attend the next Community MARAC meeting and present the case**.**

Please note that every effort must have been made to resolve the case prior to a MARAC referral which would include holding a professionals meeting.

If anyone requires additional advice such as whether the Community MARAC threshold has been met they can contact John Goodwin at either [john.goodwin@havering.gov.uk](mailto:john.goodwin@havering.gov.uk) or [CommunityMARAC@havering.gov.uk](mailto:CommunityMARAC@havering.gov.uk)

The Case Referral Form should be completed and submitted online using the following link. <https://www.havering.gov.uk/info/20096/community/643/anti-social_behaviour_in_our_community/4>

(If you are sending your referral from outside of the Council’s network please password protect your referral).

The closing date for referrals to the Community MARAC will be the first Tuesday of each month. Notes from the meeting and action updates will be provided 10 working days after the relevant meeting

Where possible, the MARAC agenda will be circulated 5 working days before the meeting.

The acceptance of late referrals is at the discretion of the MARAC Coordinator.

1. **Important Note**

The responsibility to take appropriate action 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 action to be taken to prevent crime, safeguard adults and children at risk, safeguard vulnerable adults and children, protect witnesses giving information to professional agencies, prevent extremism and extremist ideology whether by early intervention or enforcement.

1. **Use of Sensitive Information**

The information shared must not be disclosed to any third party without consent of the agency that provided the information.

It must be stored securely and deleted when it is no longer required for the purpose for which it was provided.

The Community MARAC terms of reference will be reviewed on a yearly basis at the March meeting.