

Principle 6: Action planning – co-ordinating the work of the MARAC agencies

What is the principle?

Comprehensive, SMART¹ action plans are developed which address the risks identified at the meeting.

Why is this principle important?

The MARAC will prove to be a more efficient use of resources if your action plans are SMART. Comprehensive action plans are typically more effective at reducing repeat victimisation for MARAC cases. By co-ordinating resources a more effective and cost effective action plan can be drawn up. Since all cases that come to MARAC are high risk, action planning is key with regards to reducing the risk of these victims and to improving the safety of other family members, especially children and staff. With the introduction of homicide reviews, action plans developed at MARAC need to be consistent and auditable. The responsibility for actions lies with each agency so transparency and accountability are crucial.

How will the evidence be assessed?

The assessment criteria are looking for evidence of best practice and your MARAC will be awarded a RAG rating (Red, Amber or Green) based on the evidence you submitted relating to policies, procedures and implementation. We will also use evidence provided in the responses to the Multi-Agency Questionnaires to assess this principle.

Best practice: Your action plans reflect where possible the risk factors identified by the agencies who shared information at the MARAC and the responsibility for and timing of completion is clear. Incomplete actions are an exception. Clear links are made with other multi-agency processes where relevant. Agency resources are co-ordinated to help ensure maximum effectiveness and all partner agencies are involved in actions where appropriate.

¹ Specific, Measurable, Achievable, Relevant and Timely.

Guidance on principle 6

(figures below relate to the QA resource pack, June 09 - Feb 10 edition)		Why is this important?
6.1	Do your actions plans reflect the risks and needs identified during the information sharing process?	In the information sharing process a number of risks will be identified relating to the victim, the perpetrator and the children and in some cases, staff or other individuals. It is helpful to reflect on these risks and to consider them in relation to the action plan as to whether they have been addressed and, if they cannot be addressed, whether this has been noted. As much as possible the action plan should aim to address the risks that were identified in the meeting.
6.2	Do your actions plans incorporate actions in relation to the victim, children, perpetrator, agency staff and other vulnerable parties?	As above it is crucial that the MARAC is picking up on all risks identified and ensuring that referrals are made which protect the children, family members, perpetrator, and staff. We would anticipate that as part of the MARAC process you would identify additional risks to members of the family and that additional referrals would be needed such as to MAPPA, child protection or safeguarding adults. These should be noted as part of your action plan. You may also want to record where resources are simply not available to make these referrals; if for example, the number of children identified cannot be accepted for assessment by children's services.
6.3	Are the action plans SMART (specific, measurable, achievable, realistic, timed)?	SMART action plans are likely to be more effective, and will ensure that agencies can be held accountable for the actions that they volunteer.
6.4	Are actions completed within the target time?	Without confidence that agencies are completing their actions the efficacy of the MARAC will be reduced.
6.5	Where an action cannot be achieved is this recorded separately?	It is the responsibility of agencies when they are unable to complete an action, for whatever reason, that they report this to the MARAC Co-ordinator before the next meeting, who in turn records it in the minutes. The emphasis here is to highlight actions that were impossible to complete (e.g. the victim went into emergency accommodation in another part of the country).
6.6	Do your plans involve joint working between agencies where appropriate (e.g. where a victim is very isolated and difficult to see alone)?	We would expect to see examples of joint working, either in the form of joint visits or perhaps more creatively where agencies combine their resources to facilitate additional support for a victim.

Principle 6 evidence grid

Sub-principle		What are we looking for?	Evidence for this sub-principle:	Evidence submitted? Yes or No.	Where is the sub-principle illustrated within the evidence submitted?
6.1	Do your action plans address the risks and needs identified during the information sharing process?	We will use the minutes from your five most recent meetings to assess whether your actions plans address the risks and needs identified.	Minutes from five most recent meetings		
			Other		
6.2	Do your actions plans incorporate actions in relation to the victim, children, perpetrator, agency staff and other vulnerable parties?	We will use the minutes from your five most recent meetings to assess if the action plans agreed relate to all parties discussed.	Minutes from five most recent meetings		
			Other:		
6.3	Are the action plans SMART (specific, measurable, achievable, realistic, timed)?	We will use the minutes from your five most recent meetings to assess whether the actions are SMART.	Minutes from five most recent meetings		
			Other:		
6.4	Are actions completed within the target time?	This will be evidenced where the MARAC Co-ordinator maintains an 'action list' which records the status of actions. For areas who do not maintain this, we will use the minutes from your five most recent meetings to assess whether the actions are completed with the	MARAC action list		
			Minutes from five most recent meetings		

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		target time. In particular, we will look at whether actions are brought back to the meeting because they have not been undertaken.	Other:		
6.5	Where an action cannot be achieved is this recorded separately?	We are looking for evidence that those actions that cannot be achieved are recorded. For example, this evidence may be available in an action list maintained by the MARAC Co-ordinator.	MARAC action list		
			Other:		
6.6	Do your plans involve joint working between agencies where appropriate (this is often most relevant where a victim is very isolated and difficult to see alone).	We will use the minutes from your five most recent meetings to assess whether multiple agencies are involved in an action where appropriate.	Minutes from five most recent meetings		
			Other:		



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