

Principle 8: Administration – creating a clear and robust process

What is the principle?

The administration of the MARAC promotes safety, efficiency and accountability.

Why is this principle important?

The effective administration of MARAC will facilitate a more efficient use of participants' time. Key functions, such as the timely preparation of minutes and agendas, permit MARAC participants to research their files in good time for the meeting. This in turn encourages effective information sharing and action planning. Accurate minutes pinpoint responsibility for actions. Secure storage of MARAC data and information, both paper and electronic, is critical for both safety and accountability. Robust administrative procedures will underpin your effectiveness in relation to almost every other principle of the MARAC.

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: The administrator/co-ordinator for the MARAC ensures that information is prepared accurately and is distributed securely and in a timely manner.



Guidance on principle 8

(figures below relate to the QA resource pack, June 09 - Feb 10 edition)		Why is this important?
8.1	Does your area have an identified person with responsibility for MARAC administration/coordination?	It is recommended that you have a named MARAC Co-ordinator who has responsibility for organising the MARAC meeting including preparation of the agenda, research for the meeting and preparation of the minutes.
8.2	Do you use consistent forms for MARAC referrals?	We recommend that consistent forms are used for MARAC referrals so that the MARAC remains an accessible process for all agencies.
8.3	Does the agenda/case list go out to attendees in a timely way, ie. eight working days before the MARAC?	It is important that the agenda goes out far enough ahead of the meeting so that agencies can research their files before the meeting and bring relevant and proportionate information.
8.4	Do the minutes differentiate between fact and opinion?	There will be instances in the MARAC where facts are shared with the group and there others where professionals will voice their professional opinion about the risks or position of a victim.
8.5	Are the minutes accurate?	Where possible the minutes should differentiate between these two and should be an accurate record of the meeting. It is good practice to review the minutes with the group at the beginning of the next meeting.
8.6	Does the MARAC Co-ordinator keep track of MARAC cases and notify the Chair of those cases where there has been 12 months since the last MARAC?	We recommend that cases that go to the MARAC should be flagged or tagged by agencies for twelve months following the last incident. This will require the MARAC Co-ordinator to set up a simple case tracking system to allow them to notify colleagues when twelve months have passed and the flags can be removed from their respective systems.


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Principle 8 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?
8.1	Does your area have an identified person with responsibility for MARAC administration/ coordination?	<p>We will review the administrative capacity available to support the MARAC. You will need to provide evidence that there is an identified person with responsibility for administration. For example, this could be a job description for the post of MARAC Administrator or Co-ordinator.</p> <p>If the post holder does not have a specific job description, you will need to provide evidence as to their responsibility for MARAC administration. For example, a work-plan. You will also need to indicate the number of hours spent specifically on administration.</p>	<p>MARAC Administrator or Co-ordinator job description</p> <p>Work-plan for an identified person with responsibility for administration</p> <p>Number of hours spent on MARAC administration</p> <p>Other:</p>	
8.2	Do agencies use consistent forms for MARAC referrals?	Evidence that template forms are available to agencies for referral to your MARAC.	Template MARAC referral form	

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			Other:		
8.3	Does the agenda/case list go out to attendees in a timely way, i.e. 8 working days before the MARAC?	To evidence this, please indicate if there is any documentation relating to the release of the agenda/case list in a timely way.	Other:		
8.4	Do the minutes differentiate between fact and opinion?	We will use the minutes from your five most recent meetings to assess whether the minutes differentiate between fact and opinion.	Minutes from five most recent meetings		
			Other:		
8.5	Are the minutes accurate?	We will use the minutes from your five most recent meetings to assess accuracy. However, without being present at the meetings themselves, it is not always possible to comment fully on the accuracy of the minutes. We will use evidence from your multi-agency partners (the Multi-Agency Questionnaires) to support this assessment.	Minutes from five most recent meetings		
			Other:		

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8.6	Does the MARAC coordinator keep track of MARAC cases and notify the chair of those cases where there has been 12 months since the last MARAC?	You may be able to evidence this sub-principle within the minutes from five most recent meetings, if those cases where there have been 12 months since the last MARAC are included here for information so that they can be 'de-tagged' by partner agencies. Alternatively, you may have evidence in the form of a monthly email from the MARAC Co-ordinator to partner agencies with details of those cases that can be 'de-tagged'.	Minutes from five most recent meetings		
			Correspondence from MARAC Co-ordinator to MARAC partners		
			Other:		



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