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| **Terms of Reference** |
| **Meeting name and purpose** | **Community Multi-Agency Risk Assessment Conference (CMARAC)** The vulnerable adult pathway delivers preventative safeguarding and aims to support the lead agency to case manage safely, with support from partner organisations. The purpose of the CMARAC 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. |
| **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)Trauma Resilience Service (TRS)Voluntary Action Rotherham (VAR)With You Rotherham Alcohol and Drugs Service (ROADS)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)
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| *Key role involvement* | Add key job roles TRFT Named Nurse or Adult Safeguarding Advisor, TRFTAdult Care Team Manager, RMBCHousing Team Manager, RMBC  |
| **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 dual diagnosis alongside problematic drug, alcohol or substance misuse
* 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.
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| **Referral**  | A referral to CMARAC 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 formal CMARAC Referral Form will be considered.Fully completed referrals are to be submitted to add shared mailbox.A flexible MDT approach to triage will determine which cases are accepted into the vulnerable adult pathway. Written feedback, will be provided to the referrer with a rationale in instances when cases are not accepted.Disputes are to be escalated to the RMBC Safeguarding Strategic Lead and SYP Inspector in the first instance, with involvement from RMBC Head of Service for Safeguarding and the SYP Chief Inspector where necessary.  |
| **Meeting Chair** | Rotating chair – Vulnerable Adult Strategic Lead, RMBC Complex Lives Team Manager and SYP Sergeant. |
| *In absence of Chair* | Named deputy. Chair to nominate and sufficiently prepare/brief their Deputy. |
| **Meeting Co-ordinator** | The meeting is coordinated by Business Support, with oversight from the Co-ordinator.The referring organisation will be allocated a 20-minutes slot to attend CMARAC 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 CMARAC, 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 the 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.
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| **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 RMBC Head of Service for Safeguarding (Adults). To support this, the Co-ordinator will provide a quarterly report to VAP, focussing on defined KPIs, outcomes, quality, escalations/decisions.In instances when a longer, more in depth discussion is required about a vulnerable adult, A VARM Meeting is to be arranged by the Business Support and Chaired by the Vulnerable Adult Strategic Lead.  |
| **Expectations and Responsibilities** | * Commitment to attend weekly meetings, adding value to support the vulnerable adult, colleagues and the CMARAC process.
* Commitment to remaining the Lead organisation, as identified and agreed by CMARAC.
* 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 as requested by the VAP.
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| **Key Deliverables / Outputs** (supporting documentation) | * Consent Form
* Referral Form
* Person-centred recording including the vulnerable adult’s desired outcomes from CMARAC
* Personalised Risk Management Action Plan
* Self-Neglect and Hoarding Risk Matrix
* Case Management records, maintained by the lead organisation.
* Quarterly Report.
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| **Meeting Logistics** | A CMARAC meeting will take place once a week.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 CMARAC (during an allocated 20-minutes slot).Documentation relating to the meeting will be saved securely on add system |
| **ToR Review Date** | 6 months (from implementation)  |