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| **COMMUNITY MULTI AGENCY RISK ASSESSMENT PANEL (CMARAP)** |

**Terms of Reference**

1. **Purpose of the Panel** 
   1. To consider high risk, complex cases where the initial Safeguarding Adult Procedure, and its associated policies, have been unable to reduce or alleviate the risk(s).
   2. To provide a clear and comprehensive review of multi-agency risk assessment and management plans; the panel will discuss the referrals and agree a risk mitigation plan. A lead organisation will be assigned to coordinate multi agency work and to report back on progress.
   3. To focus on cases where people self-neglect, hoarding or display behaviours pose a risk to themselves and others and where all the usual channels have been exhausted.
2. **Objectives** 
   1. To promote the independence, well-being, health and dignity of adults at risk.
   2. To prevent abuse and exploitation by early multi-agency intervention.
   3. To bring the powers to bear of all relevant partners, sometimes in circumstances where a response may not normally be triggered.
   4. To manage, reduce or remove risk by sharing responsibility and maximising a co-ordinated multi agency approach.
   5. To adhere to the Safeguarding principles adopted by the Safeguarding Adults Board:

* **Empowerment**: Adults are encouraged to make their own decisions and are provided with support and information.
* **Protection**: Adults are offered ways to protect themselves, and there is a co-ordinated response to adult safeguarding.
* **Prevention**: Strategies are developed to prevent abuse and neglect that promotes resilience and self-determination.
* **Proportionate**: A proportionate and least intrusive response is made, which is balanced with the level of risk.
* **Partnerships**: Local solutions through services working together within their communities.
* **Accountability**: Accountability and transparency in delivering a safeguarding response.

1. **Membership** 
   1. The membership will comprise the following organisations:

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| **Agency** | **Members job role** |
| Richmond and Wandsworth Councils Adult Social Services department | Head of Professional Standards and Adult Safeguarding |
| Safeguarding Adults Service Manager |
| LD Service Manager |
| Wandsworth Team Service Manager |
| Wandsworth Mental Health Social Work Team Service Manager |
| WCDAS | Safeguarding lead |
| CLCH | Adult Safeguarding Lead |
| St George’ Hospital | Lead Nurse Adult Safeguarding, |
| SWLSGMHT | CMHT |
| Home treatment team |
| CLCH | Safeguarding lead |
| Metropolitan Police | Partnership and Prevention |
| Safer Neighbourhood Team |
| Mental Health Liaison Officer |
| Richmond and Wandsworth Councils, Housing Department | Policies and Performance |
| Supported Housing |
| Richmond and Wandsworth councils - Community Safety Team – | Community Safety Officer |
| Richmond and Wandsworth Councils – Environmental Health | Private Sector Housing officer |
| London Fire Brigade – | Wandsworth Borough Commander |
| Wandsworth Wellbeing Services (IAPT) | Consultant Psychologist |

* 1. If the named representative is unable to attend they must send an appropriate replacement who can fully contribute to CMARAP discussion.
  2. he following agencies and professionals may be invited to attend the Panel, if they are involved in a particular case and can provide contribution to cases.
* Wandsworth Children’s social services
* CQC
* Probation Services
* Housing Trusts’ in the Borough; e.g. Optivo, Wandle Housing
* London Ambulance Service (LAS)
* Wandsworth CCG

1. **Members responsibilities:**

4.1 All panel members are responsible for:

* Attending each meeting or ensuing that a well-briefed deputy is in attendance.
* Committing their agency to actions and arranging for these to be carried through post-panel.
* Referring cases to the panel and making colleagues in their organisation aware of the panel referral process and.
* Bringing to the panel any information, involvement, actions or case work carried out with an adult; including relevant information from an allocated professional working directly with the person referred (if applicable).
* Oversee completion of agreed actions prior to the next meeting.

1. **Referral process**
   1. Any partner can make a referral to the panel of situations which have already been considered within partner agencies risk assessment processes and there remains a significant risk.
   2. All referrals should be made on the referral form –see appendix 1 and emailed to [safeguardingadults@richmondandwandsworth.gov.uk](mailto:safeguardingadults@richmondandwandsworth.gov.uk)
   3. Where possible, referrals will need to be received at least ten working days before panel sits. Deadline for referrals is 5 working days prior to the day of the panel meeting to allow Safeguarding Adults Coordinators to screen the referral and accept or decline the referral.
   4. The Safeguarding Adults Coordinator will review all referrals to ensure it meets the criteria for the panel and that there is sufficient information on the referral form to enable partners to prepare for the meeting.
2. **Meeting form** 
   1. The panel will consider any referral made on the prescribed referral form.
   2. The referring person or agency will be invited to attend the meeting to present their referral and be involved in the case discussion.
3. **Meeting Administration and frequency** 
   1. The panel will be chaired by a Head of Professional Standards and Adult Safeguarding, Richmond and Wandsworth councils.
   2. The Richmond and Wandsworth Adult Social Services Safeguarding Team will be responsible for arranging meeting bookings and circulation of minutes and agendas.
   3. The panel will meet regularly monthly or at least 6 times a year.
   4. With the agreement of the chair it will be possible to convene special meetings for considering an urgent case.
4. **Governance** 
   1. The Panel will be accountable to the Richmond and Wandsworth care governance group.
   2. The panel will provide the Richmond and Wandsworth Safeguarding Adults Team regular updates on activities of the partnership to the board. The chair person is responsible for preparing these reports.
5. **Review**
   1. These terms of reference were agreed in December 2018 and will be reviewed in December 2019.

Appendix 1

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| **COMMUNITY MULTI AGENCY RISK ASSESSMENT PANEL**  **(CMARAP)** |

**Submission**

Please email your referral securely to:

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| Name | Safeguarding Adults Team |
| Email | [safeguardingadults@richmondandwandsworth.gov.uk](mailto:safeguardingadults@richmondandwandsworth.gov.uk) |
| Phone | 0208 871 5855 |

**Referrer Details**

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| **Name (of person making a referral):** |  |
| **Name of your Agency** |  |
| **Position:** |  |
| **Your email:** |  |
| **Your telephone number:** |  |

**Details of Person being referred**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Date of Birth** |  |
| **GP** |  |
| **MOSAIC Number** |  |

**Reason for referral**

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| Briefly outline the reasons for your referral – include details of all actions and concerns undertaken by your agency or which you know about taken by other agencies |
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**Summary of key risks – mark all that apply**

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| Refusing to engage with support |  |
| Self-neglect |  |
| Hoarding |  |
| Fire |  |
| Eviction /homelessness |  |
| Unsafe environment |  |
| Risk of harm to others |  |
| Rick to children living with the person |  |
| Other specify below |  |
| **Details of other risk** | | |
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| **Outline help you are expecting from CMARAP** |
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| **SA Team screening decision *(not to be completed by social worker)*** |
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