

THE CRIMINAL JUSTICE AND COURT SERVICES ACT 2000

MULTI AGENCY PUBLIC PROTECTION PANELS

AVON AND SOMERSET AREA

PROTOCOL FOR MANAGING POTENTIALLY DANGEROUS OFFENDERS

1. Parties/Signatories

Chief Constable	Avon and Somerset Constabulary
Chief Officer	Avon and Somerset Probation Service
Chief Executive	Bath & North East Somerset PCT
Chief Executive	Bristol North Primary Care Trust
Chief Executive	Bristol South & West PCT
Chief Executive	North Somerset PCT
Chief Executive	South Gloucestershire PCT
Chief Executive	Bath & North Somerset Council
Chief Executive	Bristol City Council
Governor	HM Prison Bristol
Chief Executive	Mendip District Council
Chief Executive	North Somerset Council
Chief Executive	Sedgemoor District Council
Acting Chief Executive	Somerset County Council
Chief Executive	Somerset Health Authority
Chief Executive	South Gloucestershire
Director	South Somerset District
Chief Executive	Taunton Deane Borough Council
Director	Regional Crime Reduction
Chief Executive	West Somerset District Council
Director	Avon and Wiltshire Mental Health Trust

It will be the responsibility of these signatories to ensure that:

- realistic expectations prevail from the outset;
- ethical standards are maintained;
- a mechanism exists by which the flow of information can be controlled;
- appropriate training is provided;
- adequate arrangements exist to test adherence to the protocol.

2. Purpose

The purpose of this protocol is to facilitate the exchange of information in order to develop and implement a strategy and tactics for the management of Potentially Dangerous Offenders, as required under the Criminal Justice and Court Services Act 2000 section 67, which places a statutory duty on the Chief Officer of Police and the Local Probation Board acting jointly to establish arrangements for the purpose of assessing and managing sexual, violent and other offenders who may cause serious harm to the public. (Serious harm is defined as harm which is life threatening or traumatic and from which recovery, whether physical or psychological, can be expected to be difficult or impossible.)

3. Introduction

The Avon and Somerset Partnership subscribes to the following for this protocol:

- the agreed standards must provide safeguards and an appropriate framework for the controlled exchange of relevant information;
- the Data Protection principles must be upheld (The principles are outlined at **Appendix A**);
- this protocol to be reviewed annually;
- any partner may request any change to the protocol at any time by submitting to the protocol holder a suggested revision;
- the protocol adheres to the principles of Caldicott Guardian Guidance;
- the nominated holder of this protocol is the Officer in charge Community Strategy Unit, Avon and Somerset Constabulary, who shall on behalf of the partnership:
 - a) ensure that a review is carried out on an annual basis;
 - b) circulate all requests for change, co-ordinate responses, obtain agreement for the changes from the partnership and distribute codes of practice and guidance as these become available.

4. Information Exchange

Disclosure of any personal data must be bound to both common and statute law, for example defamation, the common law duty of confidence, the Data Protection Act 1998, and the Human Rights Act 1998.

The data protection principles require that such information is obtained and processed fairly and lawfully; is only disclosed in appropriate circumstances; is accurate, relevant, and not held longer than necessary; and is kept securely.

The Human Rights Act 1998 gives further effect in domestic law to certain Articles of the European Convention on Human Rights (ECHR). The Act requires all domestic law to read compatibly with the Convention Articles. It also places a legal obligation on all public authorities to act in a manner compatible with the Convention. Should a public authority fail to do this then it may be subject of a legal action under section 7. This obligation should not solely be seen in terms of an obligation not to violate Convention Rights but also as a positive obligation to uphold these rights.

The sharing of information between agencies has the potential to infringe a number of Convention Rights. In particular, Article 3 (Freedom from torture or inhuman or degrading treatment), Article 8 (Right to private and family life), and Article 1 of Protocol 1 (Protection of Property). In addition all Convention Rights must be secured without discrimination on a wide variety of grounds under Article 14 (Prohibition of Discrimination).

The Convention does allow limited interference with certain Convention rights by public authorities under broadly defined circumstances known as legitimate aims. However, mere reliance on a legal power may not alone provide sufficient justification and the following principles should be considered:

- is there a legal basis for the action being taken;
- does it pursue a legitimate aim (as outlined in the particular Convention article);
- is the action taken proportionate and the least intrusive method of achieving that aim;

A brief summary of the Articles of the Human Rights Act 1998 is attached at **Appendix B**.

4.1 Depersonalised Data

Depersonalised data should be used unless the purpose could not be achieved by this means alone.

To undertake the MAPPP audit there is a presumption that management teams and consultative committees do not require personal data. Those involved in the MAPPP audit may receive personal data only if the failure to do so would prevent the achievement of their objectives.

Any personal data exchanged should be protected and secured, by all parties, in accordance with this protocol.

4.2 Personal Data – SHARING INFORMATION

Although information concerning offenders is normally considered to be confidential, there is no absolute right to confidentiality, the Data Protection Act allows disclosure of information if it is necessary to protect the public from significant risk of injury or harm. The Criminal Justice and Court Services Act 2000 provides the power/duty to disclose for the purpose of achieving the aims of this protocol.

Information about the relevant offenders needs to be shared to enable risk assessments to be made and to be re-assessed if necessary over time.

The sharing of information mainly occurs in the context of multi-agency risk conferences (see below) either to inform the assessment of risks posed by an offender prior to the conference or as part of the development of the risk management plan and the conference itself.

Shared information should be restricted to that which is necessary or relevant to be shared and only to those agencies who need to know in order to assess or manage risk to the public.

Guidelines on information sharing

- Base information on documentary records, contacts and knowledge but include gut feeling and reference to the true nature of the event.
- Keep written records of information shared and received.
- Differentiate fact belief and opinion.
- Keep in line with agency policy.
- Information must be sourced
- Check information with the individual unless it is not in the interest of public protection.
- Inform the offender that the information is to be shared unless it
 - Interferes with a criminal investigation
 - Is likely to seriously affect the individuals mental health
 - Will seriously compromise the interests of a third party
 - Will adversely affect the protection of the public

Where a decision not to share information is made a written record of reasons should be kept.

What information can be shared (when relevant to do so) see section 4.6

- What the offender consents to
- Information identified by statute or court order
- Information to prevent the commission of a serious offence
- Information necessary to protect the public or potential victim

Types of information shared

- History/risk of self harm
- Significant medical history
- Offences committed of relevance to care, treatment or supervision
- History of past violence
- Information where a serious crime has been committed

What cannot be shared

- Information for which the offender does not consent unless the above conditions are satisfied.
- Information not relevant
- Information not in the public interest

Within signatory agencies information is shared only with those who need to know. Each signatory agency recognises that information disclosed to it by any other agency is to be regarded as confidential to that agency and will not be further disclosed and used for any other purpose, without the express permission of the original disclosing agency. Information will be securely stored to ensure only authorised access.

On occasion it will be necessary to inform members of the public, organisations or groups of specific risks. Each case will be considered on its merits. It is the responsibility of a nominated person within each agency to justify the decision to share information or to withhold it. A recommendation to disclose is the

responsibility of the MAPPP or MARC.

4.3 The Risk Assessment Process

The police have a responsibility to assess and supervise offenders required to register under the terms of the Sex Offenders Act 1997.

The probation service has a responsibility to carry out risk assessments on all offenders who they supervise whether on a community sentence or on licence following release from custody.

There are procedures in place within the two agencies to discharge these responsibilities and tools in use to enable the necessary assessments.

Those procedures build upon the sharing of information, expertise and resources to supervise offenders effectively at a local operational level.

Some offenders will fall into the categories detailed in the Criminal Justice and Court Services Act, 2000. These offenders must be referred to a multi-agency risk conference (see below) following risk assessment.

The risk assessment process, or information collected by agencies other than the police or probation, may identify other offenders who pose a sufficiently high level of risk that arrangements for the management of that risk needs inter-agency working. These offenders should also be referred to a multi-agency risk conference.

The level of risk posed by some offenders may be so high that there appears to be a clear case that special arrangements will need to be made for the management of the risk posed by those offenders. Such cases, should be referred directly to the area-wide Multi-Agency Public Protection Panel.

4.4 Multi-Agency Risk Conferences (MARC)

There will be 8 multi-agency risk conferences operating across Avon and Somerset, one for each police district.

Each MARC will meet on a regular basis, usually monthly.

The MARC will consider persons identified by the Police and Probation service who fall into the criteria, set out in section 67 of The Criminal Justice and Court Services Act 2000, and any offender referred from elsewhere who is assessed as of very high or high risk of causing serious harm.

For offenders who are to be released from custody careful consideration should be given to the timing of referrals to a MARC to allow sufficient time for risk

management arrangements to be put in place.

There may be occasions when a MARC will have to be convened on an offender outside the usual timetable of meetings, although every effort should be made to avoid such instances by planning referrals.

In such occasions the chair of the MARC should be contacted with a view to convening an emergency meeting as soon as possible.

Each MARC will consist of the following people:

- A designated DCI (or deputy) who will chair the meeting
- A designated senior Probation Officer (or deputy)
- Managers from Housing, Social Services, Health/Mental Health and other agencies where appropriate.
- Staff to represent the interests of the victims of the offender if appropriate.
- Relevant operational staff invited to attend on a case by case basis, as appropriate.

Each MARC will meet once a month to:

- Share information on those offenders referred to it.
- Consider the risks posed by those offenders.
- Develop a plan for the management of those risks and how it will be implemented.
- Monitor and evaluate the progress of risk management plans it has previously put in place.
- Review the level of risk and the plan in the light of changes in behaviour and circumstances.
- Consider and manage necessary resources.
- Consider the need for disclosure to named individuals or organisations

Seven working days prior to each meeting an agenda will be circulated to the attending agencies detailing:

- The offenders whose cases will be considered, with a note of whether they are now referrals or reviews

- Any other relevant business, including monitoring information required by the MAPPP.

The Risk Management Plan

In some cases the supervision or input provided by one agency would be sufficient to manage the risk posed by an offender. There will be others, however, when the risk can be satisfactorily managed only by more than one agency working together. The risk management plan will reflect this and should detail what will be expected from each agency in the management of the assessed risk.

Each agency involved in contributing to a risk management plan will be committed to implementing that plan. When any agency receives information that indicates the risk likely to be posed by an offender has increased or that the arrangements put in place by the plan are inadequate or failing, reference must be made to the MARC as soon as possible.

In such cases the case holding officer and the chair of the local MARC should be contacted. Consideration should be given to convening an emergency meeting to review the case.

The risk management plan should set a time scale within which the MARC will normally review the implementation and effectiveness of the plan. The time scale for review will reflect the level of risk.

Minutes will be kept of the discussion and decisions taken on each offender using the form at Appendix C. These minutes, which will incorporate the agreed risk management plan and dates of future reviews of the plan, should be copied to the case files of offenders held by the appropriate agencies. The initial referral to the MARC will be made using the referral form shown at Appendix D. Cases will be reviewed using the review form shown at Appendix E.

There will be some cases where the risk posed by an offender is at such a level that the arrangements required to manage the risk are beyond those capable of being made by the MARC. In these cases the risk management plan produced by the MARC, or any reviews, should include referral to the Multi-Agency Public Protection Panel (MAPPP).

Cases that meet any of the following criteria must be considered for referral to the MAPPP:

- Imminence of serious harm
- May require unusual resource allocation e.g. 24 hours surveillance
- Serious community concerns – likely to cause serious public disorder

- Media implications
- Need to involve agencies not usually involved

Administration requirements for each MARC
<ul style="list-style-type: none"> • Receipt and collation of referrals to the MARC • Recording and bringing forward of review dates • Preparation and distribution of agendas • Preparation distribution and retention of minutes • Collection and forwarding of information required by the MAPPP • Keeping an up to date list of members of the MARC

4.5 Multi-Agency Public Protection Panel (MAPPP)

There will be one Multi-Agency Public Protection Panel for Avon and Somerset.

The MAPPP will meet on a regular basis, usually quarterly.

There may be occasions when the MAPPP will have to be convened to consider an offender outside the usual timetable of meetings, although every effort should be made to avoid such instances by planning referrals.

In such occasions the chair of the MAPPP should be contacted with a view to convening an emergency meeting as soon as possible. Review meetings on particular offenders may also need to be scheduled more frequently.

Each MAPPP will consist of the following people:

- A designated ACC (police), or deputy, who will chair the meeting
- A designated Assistant Chief Officer (probation), or deputy
- Relevant Senior Managers from Housing, Social Services, Health/Mental Health (or deputies)
- Relevant operational staff invited to attend on a case by case basis, as appropriate
- Each MAPPP will meet quarterly to:
- Share information on those offenders referred to it.
- Consider the risks posed by those offenders.

- Develop a plan for the management of those risks and how it will be implemented.
- Monitor and evaluate the progress of risk management plans it has previously put in place.
- Review the level of risk and the plan in the light of changes in behaviour and circumstances
- Consider and manage necessary resources
- Consider the need for community disclosure and other community issues
- Agree a media strategy, if appropriate
- Evaluate the monitoring information provided by the 8 MARCs.
- Consider resource allocation and multi-agency training
- Consider community and media communications on the operation of the MAPPP

Seven working days prior to each meeting an agenda will be circulated to the attending agencies detailing:

- The offenders whose cases will be considered, with a note of whether they are new referrals or reviews
- Any other relevant business, including the evaluation of information about the work of the MARCs and the preparation of the Annual Report..

Minutes will be kept of the discussion and decisions taken on each offender using the same format as per MARC minutes and referrals. These minutes, which will incorporate the agreed risk management plan and dates of future reviews of the plan, should be copied to the case files of offenders held by the appropriate agencies. The MAPPP should also keep a copy of all minutes.

The Annual Report

The Criminal Justice and Court Services Act, 2000 requires the MAPPP to publish an annual report on the discharge of its functions during 12 months previously.

That report should include:

- A summary of the roles and responsibilities of police, probation and any other agency locally involved in the arrangements to manage the risks posed by the relevant offenders.
- An outline of the arrangements made for the protection of the public.

- A description of the strategic management arrangements to demonstrate that the work is subject to monitoring and evaluation.
- A description of the way that disclosure has been used to assist public protection.
- An outline of the work being done to ensure that victims are being informed about the progress of the offender.
- The following items of statistical information:
 - (i) The number of registered sex offenders on March 31 each year.
 - (ii) The number of sex offenders having a registration requirement who were either cautioned or convicted for breaches of the requirement, between 1 April and 31 March.
 - (iii) The number of Sex Offender Orders applied for and gained between 1 April and 31 March.
 - (iv) The number of offenders considered under the arrangements prescribed by Sections 67 and 68 of the Act.
 - (v) The cost of the local arrangements

Administration requirements for the MAPPP
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- | |
|---|
| <ul style="list-style-type: none"> • Receipt and collation of referrals to the MAPPP • Recording and bringing forward of review dates • Preparation and distribution of agendas • Preparation, distribution and retention of minutes • Monitoring and evaluation of the work of the MARCs • Collection and collation of statistics • Preparation and publication of the annual report • Keeping a up to date list of members of the MAPPP |
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4.6 Extent of Personal Data Disclosed

Disclosure of personal data must be relevant and the minimum amount required for the purpose.

The identity of the originator must be recorded against the relevant data. No secondary use or other use may be made unless the consent of the disclosing party to that secondary use is sought and granted. Disclosure must be compatible with the second data protection principle: 'Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes'.

4.7 Proportionality

The principle of 'proportionality' is a common theme running through both the Convention rights and judgements of the European Court. It is explicitly expressed in the limitations contained in Articles 8 - 11 where it is stated that any interference or restriction of those rights must be lawful and 'necessary in a democratic society'. Any restriction of rights must, therefore, be justified in that a fair balance must be achieved between the protection of an individual's rights with the general interests of society. In the context of information exchange, any disclosure of information should be restricted to a minimum and be the least damaging that is required in achieving the objective.

4.8 Review and Weeding of Data

One of the principles within the data protection legislation states that excessive data must not be retained. It follows that information must be removed as soon as it is no longer required for the original purpose for which it was supplied or collected.

Therefore, retention should be for the minimum period required to achieve the objectives of the disclosure after which the data will be returned to the originator or destroyed as agreed.

For those offenders that have been classified as having a High risk of re-offending, data held on them must be destroyed after 7 years, unless there is recent intelligence to warrant its continued retention.

For those offenders classified as Medium or Low risk, data held on them must be destroyed after 3 years unless there is recent intelligence to warrant its continued retention.

In the case of Registered Sex Offenders the police have a duty to monitor persons held on the Sex Offenders Register. For those persons on the register for life, data will be held on that person for his/her natural life. In the circumstance of a person on the register not for life, for example for 5 years, data held on that person, (once the requirement to register has expired) will be destroyed after 3 years if classified as Medium or Low risk, and after 7 years if High risk unless there is recent intelligence to warrant its continued retention.

4.8.1 Data Quality

Information discovered to be inaccurate or inadequate for the purpose will be notified to the data owner who will be responsible for correcting the data and notifying all other recipients of the data who must ensure that the correction is made.

4.9 Designated Officers

Each partner (signatories) to this protocol must designate someone within their organisation to assume responsibility for data protection (including notification if appropriate); security and confidentiality; and compliance with legislation.

5. Requesting /disclosing personal information.

Decisions on disclosures reached at Multi Agency Risk Conferences (MARC"s) and Multi Agency Public Protection Panels (MAPPP"S) must be minuted.

This will provide evidence if the disclosure is challenged or formal complaint is made. Clear records of the evidence provided by various partners will be required to justify any challenges of the proportionality of the action taken. Care should be taken when any request for disclosure emanates from private, commercial or unprecedented sources, in which, case reference must be made to designated Data Protection Officers.

6. Security

All partners must ensure that a baseline level of security is in place to ensure compliance with principle 7 of the Data Protection Act. The security standard must be compatible with ISO 17799/BS 7799.

7. Complaints and Breaches

Any complaint made will be brought to the attention of the nominated officer of the relevant partner(s), and they will be dealt with in accordance with their own policies and procedures. Partners will keep each other informed of developments following a complaint received, where relevant.

8. Subject Access Requests

All requests for information under the subject access provisions of the Data Protection Act 1998 will be dealt with by the person responsible for Data Protection within the organisation. If personal data is identified as belonging to another partner, it will be the responsibility of the receiving partner to contact the Data Protection Officer for the originating partner to determine whether the latter wishes to claim an exemption under the provisions of the Data Protection Act.

Where a data controller cannot comply with the request without disclosing information relating to another individual who can be identified from that information, he is not obliged to comply with the request unless:

- a) the other individual has consented to the disclosure of the information to the person making the request, or
- b) it is reasonable in all the circumstances to comply with the request without the consent of the other individual. In determining whether it is reasonable, regard shall be had, in particular, to:
 - any duty of confidentiality owed to the other individual;
 - any steps taken by the data controller with a view to seeking the consent of the other individual;
 - whether the other individual is capable of giving consent;
 - any express refusal of consent by the other individual.

8.1 Freedom of Information

Requests for personal information under the Freedom of Information Act, will be dealt with under the amended 'subject access' provisions of the Data Protection Act.

Partners are reminded that these agreements should be publicly available.

9. Training

Each partner is responsible for ensuring that appropriate members of staff are adequately trained in respect of all matters covered in this protocol.

10. Confidentiality

Each partner shall at all times keep confidential all personal data supplied pursuant to this agreement. This clause shall survive termination of the agreement or the withdrawal of or removal of any partner. This means that no publication of data supplied pursuant to this agreement will identify any individual.

11. Signatures

By signing this document the participants accept and will adopt the statements included in this protocol and the indemnity, and agree to maintain the specified standards. In addition, the partners will not use, release or otherwise disclose any information whatsoever:

- for any other secondary use not connected with Public Protection as defined in The Criminal Justice and Court Services Act 2000.
- to any organisation which is not a signatory to this protocol.

Signed on behalf of: -

Name of organisation and address;

Position/Job title;

Signature;

Dated this [] day of [] 2002

Appendix A

DATA PROTECTION ACT 1998

Principle 1

Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless:

- at least one of the conditions in Schedule 2 is met and;
- in the case of sensitive data at least one of the conditions in Schedule 3 is also met.

Principle 2

Personal data shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes.

Principle 3

Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.

Principle 4

Personal data shall be accurate and, where necessary, kept up to date.

Principle 5

Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

Principle 6

Personal data shall be processed in accordance with the rights of data subjects under this Act.

Principle 7

Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Principle 8

Personal data shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedom of data subjects in relation to the processing of personal data.

Appendix B

HUMAN RIGHTS

Article 2 - Right To Life

Everyone's right to life shall be protected by law

Article 3 - Prohibition of Torture, Inhuman or Degrading Treatment

No one shall be subjected to torture or to inhuman or degrading treatment or punishment.

Article 4 - Prohibition of Slavery and Forced Labour

No one shall be held in slavery or servitude.

No one shall be required to perform forced or compulsory labour.

Article 5 - Right to Liberty and Security

Everyone has the right to liberty and security of person.

Article 6 - Right to a Fair Trial

In the determination of his civil rights and obligations or of any criminal charge against him, everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established by law.

Article 7 - No Punishment Without Law

No one shall be held guilty of any criminal offence on account of any act or omission which did not constitute a criminal offence under national or international law at the time when it was committed.

Article 8 - Right to Respect for Private and Family Life

Everyone has the right to respect for his private and family life, his home and his correspondence.

There shall be no interference by a public authority with the exercise of this right except such as is in accordance with the law.

Article 9 - Freedom of Thought Conscience and Religion

Everyone has the right to freedom of thought, conscience and religion;

Article 10 - Freedom of Expression

Everyone has the right to freedom of expression. This right shall include freedom to hold opinions and to receive and impart information and ideas without interference by public authority and regardless of frontiers. This Article shall not prevent States from requiring the licensing of broadcasting, television or cinema enterprises.

Article 11 - Freedom of Assembly

Everyone has the right to freedom of association with others, including the right to form and to join trade unions for the protection of his interests.

Article 12 Right to Marry

Men and Women of marriageable age have the right to marry and to found a family, according to their national laws governing the exercise of this right.

Article 14 - Prohibition of Discrimination

The enjoyment of the rights and freedoms set forth in this Convention shall be secured without discrimination on any ground such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status.

Article 16 Restriction on the Political Activity of Aliens

Nothing in articles 10,11 and 14 shall be regarded as preventing the High Contracting Parties from imposing restrictions on the political activity of aliens.

Article 17 - Prohibition of Abuse of Rights

Nothing in this Convention may be interpreted as implying for any State, group or person any right to engage in any activity or perform any act aimed at the destruction of any of the rights and freedoms set forth herein or at their limitation to a greater extent than is provided for in the Convention.

Article 18-Limitation on use of Restrictions on Rights

The restrictions permitted render this Convention to tire-said rights and freedoms shall not be applied for any purpose other than those for which they have been prescribed.

The First Protocol**Article 1 - Protection of Property**

Every natural or legal person is entitled to the peaceful enjoyment of his possessions.

Article 2 - Right to Education (subject to UK reservation)

No person shall be denied the right to education.

Article 3 - Right to Free Elections

The High Contracting Parties undertake to hold free elections at reasonable intervals by secret ballot

The Sixth Protocol**Article 1 - Abolition of Death Penalty**

The death penalty shall be abolished. No one shall be condemned to such penalty or executed.

Article 2 - Death penalty in Time of War

A State may make provision in its law for the death penalty in respect of acts committed in time of war or imminent threat of war.

Appendix C

“CONFIDENTIAL – THIS DOCUMENT MAY BE DISCLOSABLE UPON THE ORDER OF A JUDGE AND/OR USED IN EVIDENCE FOR THE APPLICATION OF A SEX OFFENDER ORDER”

**Avon & Somerset Constabulary
Avon & Somerset Probation Area**

Multi-Agency Risk Conference Minutes

STRICTLY CONFIDENTIAL: THESE NOTES SHOULD NOT BE PHOTOCOPIED OR THE CONTENTS SHARED OUTSIDE OF THE MEETING WITHOUT THE AGREEMENT OF THE CHAIR. NOTES SHOULD BE KEPT IN THE RESTRICTED/CONFIDENTIAL SECTION OF AGENCY FILES.

Date of Meeting:	
Name of Referral:	
DOB:	
Address:	

3. Risk Level OASys		4. Risk Matrix 2000	5.
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Initial or Review Meeting	
Present:	
Apologies:	

Information Exchange

Policy Decisions (Please include the lead agency and an identified key worker).

Risk Management Plan

ACTION	ACTION LEADER

Signed (Chair)..... **Date of Review**.....

Appendix D

'CONFIDENTIAL – THIS DOCUMENT MAY BE DISCLOSABLE UPON THE ORDER OF A JUDGE AND/OR USED IN EVIDENCE FOR THE APPLICATION OF A SEX OFFENDER ORDER'

**Avon & Somerset Constabulary
Avon & Somerset Probation Area**

Multi-Agency Risk Conference Referral Form

**STRICTLY CONFIDENTIAL: THESE NOTES SHOULD NOT BE PHOTOCOPIED OR THE CONTENTS SHARED OUTSIDE OF THE MEETING WITHOUT THE AGREEMENT OF THE CHAIR.
NOTES SHOULD BE KEPT IN THE RESTRICTED/CONFIDENTIAL SECTION OF AGENCY FILES.**

Referring agency:	
Referred by:	
Job Title:	
Contact address:	
Tel No:	

Name of the Referral:		
Alias:		
PNC:	Internal Ref:	
DOB:	Ethnicity code:	Gender:
Risk Category – OASys:	Risk Matrix 2000:	Other:
Address:		

Nature of Referring Agency's Involvement:

(Please state current offence and sentence details. Also include brief details of the nature of contact including all relevant dates, statutory or voluntary, including Earliest Date of Release, Licence Expiry Date, Sentence Expiry Date and Sex Offender registration/Order dates where applicable).

Please list other agencies involved in this case:

(Please state if they should be invited to attend the MARC by adding a tick in the last column)

Name	Role	Contact Details	To Attend

Initial Risk Assessment:

(Identify:

Who is at risk

What is the nature of the risk

How imminent is the risk

What circumstances are likely to increase the risk

What factors are likely to reduce the risk.

- what kind of harm the person is likely to cause and to whom;
- the risk factors which contribute to harmful behaviour;
- the situational factors which contribute to harmful behaviour;
- how probable it is that harm will occur.

Background information: Current situation/ Issues

(include key issues to be considered in relation to risk management).

Family and significant relationships:

Victims Issues: (include name of victim or potential victim if known, name of Victim Liaison Officer and proposed licence condition relating to specific victim)

Proposed Risk Management Plan:

(please state how the risks identified will be managed, please specify who will be responsible for particular actions)

	What actions will be taken	Who will take them	By when
1			
2			
3			
4			
5			
6			

Signature of referring officer:

Signature of line manager:

Date of referral:

Please attach previous convictions

Appendix E

'CONFIDENTIAL – THIS DOCUMENT MAY BE DISCLOSABLE UPON THE ORDER OF A JUDGE AND/OR USED IN EVIDENCE FOR THE APPLICATION OF A SEX OFFENDER ORDER'

**Avon & Somerset Constabulary
Avon & Somerset Probation Area**

Multi-Agency Risk Conference Review

**STRICTLY CONFIDENTIAL: THESE NOTES SHOULD NOT BE PHOTOCOPIED OR THE CONTENTS SHARED OUTSIDE OF THE MEETING WITHOUT THE AGREEMENT OF THE CHAIR.
NOTES SHOULD BE KEPT IN THE RESTRICTED/CONFIDENTIAL SECTION OF AGENCY FILES.**

Date of Meeting:	
Name of Referral:	
DOB:	
Address:	
Lead agency/key worker:	

Information Exchange and Update: (include any new relevant information relating to risk).

Risk Management Plan:			
	What actions will be taken	Who will take them	By when
1			
2			
3			
4			
5			
6			

Date of next review:

