

West Sussex  
Safeguarding Adults  
Board  
Making Safeguarding Personal



# West Sussex Safeguarding Adults Board

## Multi Agency Risk Management (MARM) Subgroup Protocol

*With thanks to West of Berkshire Safeguarding Adults Partnership Board, from whose Protocol this document was developed.*

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## Document history

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1	December 2020	West Sussex Safeguarding Adults Board	Initial release
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### 1. Background

- 1.1. This protocol has been devised to support the West Sussex Safeguarding Adults Board Partnership to achieve successful outcomes when working with adults who remain at high risk of harm despite previous intervention efforts.
- 1.2. The Multi Agency Risk Management (MARM) group is a subgroup of the West Sussex Safeguarding Adults Board (SAB) and includes representation from the SAB partners and the voluntary and statutory sector.
- 1.3. The purpose of the MARM subgroup is to ensure that multi-agency communication and information sharing takes place on a regular basis and to support professionals and their managers in managing the most challenging and concerning cases.
- 1.4. It is important to acknowledge the interface with the Hoarding Forums and the Community Safety workstreams.

### 2. Purpose of the MARM subgroup

- 2.1. The role of the MARM subgroup is to discuss and consider all available options for increasing the safety of the adult at risk and to agree co-ordinated actions, thereby reducing or removing risk.
- 2.2. This supports the [Prevention Agenda](#) and the independence, well-being, health and dignity for adults at risk.
- 2.3. The MARM subgroup will consider and advise on individual cases where:
  - An individual is putting themselves or others at significant risk by refusing services;
  - All options have been explored and the level of risk is still high;
  - There is disagreement between services/agencies on managing the level of risk.
- 2.4. The MARM subgroup will:
  - Support staff to reach agreement and adopt strategies in relation to individuals at risk around risk decision and the management of those risks where they are manageable;
  - 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);
  - Provide a clear and comprehensive review of multi-agency risk assessment and management plans; the MARM will discuss the referrals and agree a risk mitigation plan.

### 3. Criteria for MARM

- 3.1. The criteria for MARM is as follows:
  - The adult appears to have care and support needs;

- All other avenues must have been explored and there must continue to be a significant concern about the well-being and safety of the adult;
- The adult must have a service or, agency currently involved;
- An agency's Risk Assessment must have been completed and submitted with each referral.

### 4. Quoracy

- 4.1. The meeting is deemed to be quorate when there is representation from each of the three statutory agencies: West Sussex County Council, Sussex Police, and the NHS Sussex Integrated Care Board.

### 5. Membership

- 5.1. The membership will be made up of the following agencies:
- West Sussex County Council (WSCC) Adult Safeguarding
  - NHS Sussex Integrated Care Board (ICB)
  - Sussex Police
  - District and Borough Councils
  - Mental Health Safeguarding Lead
  - Carers Support West Sussex
  - Age UK
  - Sussex Partnership NHS Foundation Trust (SPFT)
  - Sussex Community Foundations Trust (SCFT)
  - WSCC Fire and Rescue Service
  - Safer West Sussex partnership
  - Turning Tides
  - Independent Lives West Sussex
  - Other SAB partners as and when required

- 5.2. If a member is unable to attend, they must send a representative who is able to fully contribute and have decision-making ability.

### 6. Members' responsibilities

- 6.1. All MARM subgroup members are responsible for:
- Attending each meeting as required or ensuring that a well-briefed deputy is in attendance;
  - Committing their agency to actions and arranging for these to be carried out;
  - Referring cases to the subgroup and making colleagues in their agency aware of the subgroup referral process;
  - Bringing to the subgroup 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).

## 7. Meeting administration, frequency, recording and information-sharing

- 7.1. The subgroup will be chaired by a WSCC Adult Safeguarding representative.
- 7.2. The SAB Support Team will be responsible for arranging meeting bookings and circulation of minutes and agendas.
- 7.3. The subgroup will meet on a monthly basis to discuss a maximum of four referrals; if more cases are referred, the Chair will determine which four cases to be discussed.
- 7.4. The subgroup will be an advisory subgroup and therefore will not 'hold cases.'
- 7.5. Minutes and referral forms will be appropriately stored by the SAB Support Team and agencies will be expected to update their own recording systems with the outcome of referral discussions.
- 7.6. Information gathering and sharing is key to the assessment, identification and management of risk. The use and sharing of information will respect confidentiality and the principles outlined in the Data Protection Act and [Caldicott Guidelines](#) and will be proportionate to the level of risk to be managed and to the circumstances of the individual.
- 7.7. Please read the [Pan Sussex Adult Safeguarding Information Sharing Protocol](#) for more information.

## 8. Governance

- 8.1. A SAB Chairs' report will be submitted by the MARM Chair to the SAB Chairs subgroup on a quarterly basis, ahead of sharing for quarterly SAB meetings.

## 9. Review

- 9.1. The MARM Protocol will be reviewed 3-yearly or sooner if warranted.

## 10. Quick guide to considering referral for MARM

- 10.1. Please note, if there is a risk of abuse or neglect, follow the [safeguarding adult procedures](#) and complete a [safeguarding concern referral](#). If there is an issue regarding mental capacity, please follow the Mental Capacity Act (MCA) and best interests procedures.
- 10.2. Process to be followed prior to considering a referral to MARM:
  - Ensure there is a fully completed risk assessment in place identifying all risks and attempts to mitigate these.
  - If a single agency response has not mitigated risk, consider if a multi-agency response is necessary and proportionate. If so, convene a planning/professional/risk management meeting. Agree an action plan to reduce the level of risk to the adult and keep under review.

- Once and/or if, all avenues for risk management have been explored within the agency, and on a multi-agency basis and, the risk remains high, consider referral for MARM.

### 11. How to make a referral

- 11.1. Agencies making a referral must not delay intervention whilst awaiting a MARM subgroup meeting discussion.
- 11.2. All reasonable attempts should be made to gain consent from the adult for the referral.
- 11.3. If the adult is not willing to give consent or refuses to engage and the worker remains concerned for the adult's safety and or welfare, or the safety or welfare of others including carers, that should be recorded on the referral form.
- 11.4. An adult who has the mental capacity to make a decision and chooses voluntarily to live with a level of risk, is entitled to do so. Where the level of risk is very high, staff and managers must consider whether MARM subgroup or, the Inherent Jurisdiction of the Court may apply.
- 11.5. To make a referral to the MARM subgroup, a [referral form](#) must be downloaded and completed.
- 11.6. The [Thresholds Guidance Document](#) must have been reviewed and a safeguarding adult concern considered prior to making a MARM subgroup referral.
- 11.7. Any agency can make a referral to the MARM subgroup.
- 11.8. Senior oversight of the referral must be sought from your Safeguarding Lead/Locality Manager/Agency Lead.
- 11.9. All referrals should be made on the referral form. The referral form, along with a completed Risk Assessment should be emailed to: [SafeguardingAdultsBoard@westsussex.gov.uk](mailto:SafeguardingAdultsBoard@westsussex.gov.uk).
- 11.10. Referrals will need to be received at least one week before the subgroup meets.
- 11.11. The referring person or agency will be expected to attend the meeting to present their referral and contribute to the case discussion.