

Action Planning			
	Actions	Who	Notes and Links
Timescale	MARAC Research is submitted within 5 working days of acceptance, Action Planning must then begin to compile a risk reduction plan and allow actions to be completed before the MARAC Meeting .		
	SMART MARAC Actions are logged on the CMS and progress/completion is updated on the CMS weekly.		
Step 1	Navigate to - ' Meeting Actions ' within the relevant CMS Area MARAC meeting and then select the relevant client from the dropdown. You will only be able to add actions for cases being heard at MARAC.	MARAC Members	
Step 2	CMS: MARAC Research is submitted within 5 working days, Action Planning must then begin (the date action planning starts is in the minutes textbox). MARAC Actions are identified and suggested by all multi-agency partners of the Area MARAC.	MARAC Members	
Step 3	A Professionals Meeting: If multiagency action is needed prior to the 5 days, or a discussion on a case is needed, a Professionals Meeting can be called. Any actions should be agreed via the professionals meeting - the attendance and all actions should be recorded via the CMS in the Research with the clear heading 'Professionals Meeting' and the date this was held.	MARAC Members	This is in addition to the CMS action planning and does not replace it.
Step 4	To add an action select - ' Add Action ' - and add the action details with a timeframe using 'specific timeframe'. If you are suggesting an action for another agency this must be made clear within the action note - i.e. 'Agency A makes a suggestion that Agency F takes an action to....'.	MARAC Members	
Step 5	This action will be approved by the MARAC Hub Supervisor/Manager.	MARAC Hub Team	
Step 6	Once approved the person assigned should take forward the action and record progress and completion in the Actions Tab. It is the responsibility of MARAC members to liaise with people in their organisation to ensure the MARAC actions are shared, undertaken and that updates are given.	MARAC Members	
Step 7	Monitoring and updating your actions: Use the 'Action Manager' - this will provide you with a list of current and outstanding actions. You can filter these using the purple funnel button and download them using the blue icon.	MARAC Members	Alerts can be enabled in the CMS for when MARAC Actions are allocated and if the deadline has elapsed - not currently enabled but to be reviewed.
Step 8	Once the MARAC process has been completed actions should not be logged on the CMS.	MARAC Members	