Meeting

	Actions	Who	Notes and Links
Timescale	**Kent Area MARAC Meeting will be monthly, and Medway MARAC will be fortnightly**		
Step 1	The MARAC Hub team will send an MS Teams Meeting link to all members of the MARAC and any additional referral partners.	MARAC Hub	
Step 2	The MARAC Chair will read the confidentiality statement, ask for introductions and confirmation of statement. Introduce each Case to be discussed as presented in the CMS MARAC Meeting List.	MARAC Hub	
Step 3	Each Referral/Case is called for the discussion of incomplete actions, to identify any necessary further action and are reviewed for completion to MARAC. The MARAC Chair should ask Area MARAC members whether: • All actions been completed or are underway? • The risk posed by the perpetrator has reduced? • The risk experienced by the adult/children reduced? • Is there a need for additional actions?	All MARAC Members	
Step 4	The MARAC Co-ordinators record any additional up to date information, actions, or action updates on the CMS	MARAC Hub	
Step 5	If additional actions are identified, the case is not complete. Aditional actions agreed on at the MARAC meeting should be updated in the subsequent 10 working days from the date of the MARAC meeting.	MARAC Hub	
Step 6	To download minutes (all clients) - navigate to the Research & Minutes tab and click on the icon to download the full minutes.	MARAC Members	Any information downloaded must be stored in a secure way, uploaded to the organisations secure
Step 7	To download minutes (single client) - navigate to the MARAC Case list. Next to the relevent clients name click the blue word icon to download the client specific meeting record.	MARAC Members	
Step 8	MARAC Meeting on the attendance tab in the CMS to record individual attendees and evidence agency representation.	MARAC Members	