

MAPPA

STRATEGIC MANAGEMENT BOARD TERMS OF REFERENCE

Review: November 2010

Purpose

“Keep arrangements (i.e. MAPPA) under review with a view to monitoring their effectiveness and making any changes to them that appear necessary or expedient”

MAPPA Guidance 2009 V3 p.215

Core Features

- (i) To ensure that Gloucestershire complies with the statutory MAPPA Guidance 2009 V3.
- (ii) Producing and implementing an annual MAPPA business plan in accordance with the Responsible Authority National Steering Group (RANSNG) business plan and the formation of sub-groups to achieve those plans.
- (iii) Monitoring (on at least a quarterly basis) and evaluating the operation of MAPPA, particularly level 3 meetings, MAPPA Serious Case Reviews and performance against KPIs
- (iv) Planning the longer term development of MAPPA in the light of regular (at least annual) reviews of the arrangements, legislative changes, national guidance and wider criminal justice changes.
- (v) Identifying and planning those to meet common training and development needs of those working in MAPPA in conjunction with the National MAPPA Training Workgroup.
- (vi) Producing and implementing a media strategy and annual communications plan
- (vii) Establishing local connections which support the effective liaison and operational work with other public protection bodies, for example local safeguarding boards, local crime safety partnerships and Multi Agency Risk Assessment Conferences. (MARACs).
- (viii) Preparing and publishing the MAPPA annual report and promoting the work of MAPPA in Gloucestershire

Membership

SMB meetings include senior representatives from each Responsible Authority and the Duty to Co-operate Agencies.

The general principle regarding the level of seniority required is that the person has the necessary authority to enable them to

- a) contribute to developing and maintaining effective inter-agency

public protection procedures and protocols on behalf of their agency and

b) to address the practical and resource implication of MAPPA.

The Responsible Authorities:

- Probation. Represented by Director of Operations;
 - Prison. Represented by Deputy Governor
 - Police. Represented by Assistant Chief Constable (Protective Services)
- RAs may also wish to include senior operational officers.

Duty to Co-operate Agencies.

- Housing – Representation from Local Authority and housing suppliers.
- Health services –senior managerial & clinical perspective and, particularly, a mental health perspective.
- Children services
- Adult services.
- Youth Offending Service.
- Employment Services
- Electronic Monitoring Providers

Additional attendees

- MAPPA Manager
- MAPPA Administrator
- Lay advisors (two)
- Victim Liaison Representative

The Chair and Vice Chair of the Board will be appointed on an annual cycle from one of the responsible authorities.

Each Member (other than the Lay Advisors) will nominate a suitable representative to represent them in their absence. Note the importance of briefing beforehand.

Frequency

The Board will convene quarterly with an additional meeting to devise the Annual Business plan. Extra meetings may be convened as required at the request of a member.

Sub- Groups

A Business Management Group shall monitor the work of the four sub-groups and report back to the SMB.

Three Sub-Groups shall report to directly to the Business Management Group.

The Sub-Groups shall consist of :-

- Training
- Communications
- Performance and Review

Terms of Reference for all sub groups are agreed by the SMB.