

# MARM

## Multi-Agency Risk Management



## What to Expect



**Working with you to keep you safe**

MARM Process Appendix 2

## **1. You are invited to attend a Multi-Agency Risk Management (MARM) meeting:**

On (date):

At (time):

The meeting will be held at (venue / remote):

## **2. What is MARM?**

MARM stands for “Multi-Agency Risk Management”.

It’s a way for different organisations to come together and work with you to help you stay safe and feel more secure.

This process involves people from services like Adult Social Care at Gloucestershire County Council, the Police, Fire and Rescue Service, Housing, and other local organisations. These groups have a legal duty to help protect people from harm.

If there are concerns that you might be at risk, either to yourself or to others, these organisations will meet to talk about how best to support you. They will work with you to understand what’s happening in your life and agree on a plan that can help reduce any risks and keep you safer moving forward.

## **3. Why have I been asked to come to a MARM meeting?**

You’ve been invited to a MARM meeting because the people supporting you are concerned that you might be at risk of harm. The meeting is a chance to talk about what those risks are and to think together about what can be done to help. The aim of the meeting is to work with you, not against you. Everyone involved wants to understand your situation and help make things safer and more manageable for you.

#### **4. Which agency/agencies think I'm at risk?**

#### **5. Why do they I'm at risk?**

#### **6. If the risks details above are not addressed, what do the agencies believe could happen?**

## **7. If I've got questions about the meeting, or the MARM process, who should I contact?**

There will be a MARM Chairperson who leads the meetings and the process. You can contact them to ask questions.

Your MARM Chairperson is:

Name:

Contact Details:

## **8. Do I have to come to the meeting?**

No, you don't have to come if you don't want to. But the people involved in the meeting would really like you to be there. It's your chance to share your thoughts, explain how things are for you, and help shape the plan to make things safer.

If you do come, we'll do everything we can to make sure you feel comfortable and at ease. You can also bring someone with you for support.

If you'd rather not attend, you can ask someone else to go on your behalf and speak for you and then update you after the meeting.

## **9. What happens if I don't come to the meeting?**

If you choose not to attend, the meeting will still go ahead. The people involved will talk about the risks and make decisions to help keep you safe. You'll be kept informed about what's discussed and any plans that are made.

If you've asked someone to go to the meeting for you, they can share your views and help make sure your voice is heard when the plan is being put together.

## **10. Can I bring a family member, friend, or someone else I trust to the meeting?**

Yes, you can bring someone with you to support you at the meeting. This should be a family member, a friend, or anyone else you trust.

If you don't have someone to come with you but would like support, please let us know. We may be able to arrange for someone called an independent advocate to attend. This is a person who doesn't work for any of the organisations involved in the meeting. Their role is to support you and help make sure your voice is heard.

## **11. I don't want to come to the meeting, but I'd like to have my say. Is there any other way I can do this?**

Yes, absolutely. If you don't want to attend the meeting, you can still share your thoughts and wishes.

There's a section called "Your Views" (see point 16) where you can write down how you feel about the risks that have been raised. You can also explain what you would like to happen in the future to help keep you safe.

If you're finding it difficult to attend the meeting for any reason, such as travel or other worries, please let the MARM Chairperson know and they will do their best to help.

## **12. Who will be at the meeting?**

There will be a Chairperson who will lead the meeting.

Professionals from various agencies will attend to discuss the concerns they have about your safety.

You or the person representing you will have an opportunity to discuss your views and to ask questions.

At the end of the meeting a plan of action will be agreed, and tasks will be given to the professionals who attend.

**The agencies likely to be attending this meeting will be:**

Write the names of the agency/agencies here

**13. How long will the meeting take?**

Write down here, how long the meeting will take

## **14. Will my privacy be respected?**

Yes. Your privacy is very important, and everyone involved in the MARM process takes it seriously.

Some information about you will need to be shared between the organisations taking part in the meeting. But this will only happen when it's necessary to help keep you or others safe.

The information shared will only be what's needed and nothing more.

At the start of the meeting, everyone there, including anyone you've asked to support or represent you, will be reminded that they must respect your privacy.

Sometimes, part of the plan might involve asking a company, like a cleaner or a tradesperson, to help. If that happens, they will only be told the information they need to do their job properly. Your personal details will still be protected.

## **15. How will my information be kept safe?**

Each organisation involved in the MARM process has a legal duty to keep your personal information safe and private. Any notes or records from the meeting will be stored securely and handled according to data protection laws.

Your information will only be shared when it's necessary to help protect you or others, and only with people who need to know.

If you're worried about how your information is being shared or stored, you can speak to the MARM Chairperson. They'll be able to explain things and help with any concerns you might have.

## 16. Your views

If you aren't planning to attend the meeting, please use the box below to tell us:

- a) Your views on the risks that have been identified
- b) What you would like to happen in future to help you keep safe
- c) What you think local agencies can do to support you
- d) Anything else you think the agencies should know.

Write your views here:



## 17. Further information – to be completed by Professional

*This leaflet, and the MARM process, was originally developed by Derbyshire Safeguarding Adults Board.*

*It has been used, and adapted to meet Gloucestershire's needs, with their permission and our thanks.*

You can find out more about the work of the Gloucestershire Safeguarding Adults board here:

[Gloucestershire Safeguarding Adults Board | Safeguarding Adults in Gloucestershire](#)

Name/reference number of the person (to be completed by professional)

Write the name/reference number here