Gloucestershire Safeguarding Adults Board

MARM Process Flowchart

Agency identifies the need for MARM and that the criteria has been met.

Agency nominates Chair and obtains reference number from MARM Coordinator: MARM@Gloucestershire.gov.uk

MARM Coordinator records basic details of the MARM, the Lead Agency, and provides a reference number to the Chair

Chair to complete "MARM What to Expect Leaflet" with the adult at risk. Please send to the MARM Coordinator once completed

Section 1 of the MARM Meeting Record form to be completed and circulated as an invite to relevant agencies by the Chair. Please allow ten days for agencies to prepare

Agency receives a MARM invite

Research, gather information and identify an appropriate person to attend the MARM Meeting or send a report to the Chair

The Chair considers all information received prior to the initial MARM meeting and confirms whether the adult at risk or their representative is attending

Confidentiality Statement is shared & MARM Meeting takes place

The Chair completes and circulates Section 2 of the MARM Meeting Record form to all relevant agencies and attendees.
Circulation of the MARM notes to take place within ten days of the meeting taking place - Ensure copy is sent to MARM Coordinator

Review meeting required?

No → Section 4 - Closure of MARM
Chair to inform MARM Coordinator

Yes → Chair confirms attendees and review meeting is held

Complete Section 3 of the MARM Meeting Records with updates to reflect changes in the situation / actions as needed

Chair to circulate updated paperwork with the relevant attendees and share updates / outcomes with MARM Coordinator

Section 4 of the Meeting Record form - Closure of MARM Process
Full and completed MARM record to be sent to MARM Coordinator

Complete relevant actions

Record actions taken and ensure these are shared with the Chair. Attend Review if taking place

Update agency records; ensuring information is recorded appropriately and stored securely

MARM Coordinator to update records and store / save completed MARM paperwork once received.

Once MARM process has been concluded, person involved and relevant professionals to be signposted to share feedback on the Framework