



**Ministry of
JUSTICE**

National Offender
Management Service

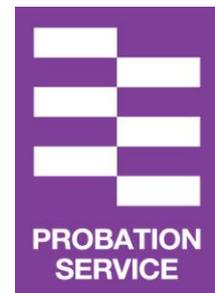


UPDATES to MAPPA Guidance 2012

Version 4



**ASSOCIATION OF
CHIEF POLICE OFFICERS**



Produced by the National MAPPA Team
National Offender Management Service
Offender Management and Public Protection Group

Introduction

This document is the first of planned 6 monthly MAPPA guidance updates. The purpose is to have collated information in an accessible way released to a specific timetable to replace ad hoc email updates. The national MAPPA team will deliver the next update in February 2014.

In the near future we plan to develop a national MAPPA website where the MAPPA Guidance and associated documents can be updated in real time. Until this platform is created, we will issue updates in a collective format which will cover chapter updates, useful information, a pre warning re upcoming changes and document set updates.

We hope that you find this useful and would be grateful for you to make sure that your colleagues in the MAPPA community are made aware of these updates.

CHAPTER UPDATES

Chapter	Changes
3. Duty to co-operate agencies	<ul style="list-style-type: none">• 3.5 (pg 10) UKBA name change to Home Office Immigration Enforcement. Please see attached information.
6. Identification and Notification of MAPPA offenders	<ul style="list-style-type: none">• Please see attached note for information regarding Suspended Sentence Orders• Please see additional clarification for Category 2 other Sexual Offenders
8. ViSOR	<ul style="list-style-type: none">• 8.25 (pg 50) new PI on and PSI on ViSOR and ViSOR standards PI 03/13 PSI 06/13
17. Transfer of MAPPA Cases	<ul style="list-style-type: none">• Attached completed new Chapter and amended MAPPA G form
19. CPPC	<ul style="list-style-type: none">• 19.1 (pg 92) replace PI 18/2010 with PI 06/13
31. Performance Monitoring and Improvement	<ul style="list-style-type: none">• Attached updated KPIs for ViSOR and MAPPA 2013/14 following consultation

USEFUL INFORMATION

- **Suspended Sentence Orders**

Please note that the Legal Aid Sentencing and Punishment of Offenders Act (LASPO) amended the Criminal Justice Act 2003 to have a potential impact on MAPPA management of offenders. The Act increased the maximum length of a suspended sentence order for those who would otherwise have been sentenced to a less than 12 month prison sentence from 11 months to 2 years. This means that there may be more violent offenders who will fall into the scope of MAPPA because they are subject to a Suspended Sentence Order of 12 months or more.

12 months or more relates to the sentence imposed not the length that it is suspended for. For example:

A person sentenced to 9 months imprisonment but suspended for 2 years is not a MAPPA nominal. The sentence of imprisonment must be 12 months or more to qualify for automatic management under MAPPA.

In summary, a suspended sentence order for the purposes of MAPPA is a sentence of imprisonment of 12 months or more, regardless of the length of time for which it is suspended. Therefore, offenders who fall within these criteria will be MAPPA nominals.

In general, it is unlikely that judges sentencing offenders will hand down stand-alone suspended sentence orders of 12 months or more to those convicted of schedule 15 offences as this would not be in keeping with the aims of the punishment of offenders. However, it is possible for this to occur.

In such cases, it is recognised that these MAPPA nominals will not have an active lead agency worker (although it will nominally be the police) and therefore it is acknowledged that these cases will **NOT** usually have a written risk assessment or risk management plan.

- **Category 2 other sexual offenders**

There are a small number of “other” sexual offenders who fall to be managed under MAPPA as category 2 offenders. i.e. where the sexual offence does not require registration. There have been recent queries about whether a 12 month sentence is required to manage this group of offenders as a category 2 offender.

The MAPPA guidance has remained consistent on this and stipulates that the offender must be managed as a Category 2 offender irrespective of the sentence length. The lead agency would be probation if the offender is subject to statutory supervision, otherwise the police would be the nominal lead agency. If the offender is not subject to Numbers are likely to be very small so if you are unsure as to whether an offender meets the criteria for automatic management as a category 2 case, then please contact the National MAPPA team for advice.

- **Change to Definition of Domestic Abuse**

Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family

members regardless of gender or sexuality. This can encompass, but is not limited to, the following types of abuse:

- psychological
- physical
- sexual
- financial
- emotional

“Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.”

“Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.”

* This definition, which is not a legal definition, includes so called 'honour' based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group.

• **Domestic Homicide Reviews**

The refreshed 'Multi-Agency Statutory Guidance for the Conduct of Domestic Homicide Reviews' (DHR). This comes into effect for notifications made by local areas to the Home Office from the 1st August 2013. The overall core DHR rationale and structure remains the same, but this document incorporates many comments received from partners to clarify elements of the DHR processes.

The Home Office has also published the 'Terms of Reference (June 2012) Domestic Homicide Review Quality Assurance Panel'. The Home Office has published this document following feedback from partners seeking clarity about the role of the Quality Assurance Panel. It sets out the role and remit of the Quality Assurance Panel.

The links for both documents are:

<https://www.gov.uk/government/publications/reviced-statutory-guidance-for-the-conduct-of-domestic-homicide-reviews>

<https://www.gov.uk/government/publications/terms-of-reference-domestic-homicide-review-quality-assurance-panel>

• **Changes to Immigration Body**

The former UK Borders Agency is now known as Home Office Immigration Enforcement. This change does not change the status of the organisation as a duty to co-operate agency in MAPPA. The wording of the amendment to the Criminal Justice Act 2003 means that whoever fulfils this function is the DTC. There is no need for areas to immediately update any memorandums of Understanding to reflect this.

- **MAPPA KPIs 2013-14**

1. 90% of MAPPA level 3 cases in the community reviewed no less than once every 8 weeks.
2. 90 % of MAPPA level 2 cases in the community reviewed no less than once every 16 weeks.
3. Disclosure to be considered and the decision to be recorded in the minutes at 100% of level 2 and 3 MAPP meetings.
4. 100% attendance by Youth Offending Teams at level 2 and 3 MAPP meetings where the offender is aged under 18.
5. 100% attendance by Children's Services at level 2 and 3 MAPP meetings where the offender is aged under 18.
6. 100% attendance by each invited agency at SMB meetings.
7. 90% attendance by each invited DTC agency at an appropriate level of seniority at each level 2 and 3 MAPP meetings (if unable to attend, video or telephone conferencing is acceptable).
8. 90% attendance by each invited Prison Service representative at an appropriate level of seniority at each level 2 and 3 MAPP meeting (if unable to attend, video or telephone conferencing or the provision of MAPPA F to the meeting will be acceptable). A MAPPA F must be provided in every case irrespective of attendance.
9. 90% attendance by the appropriate grade from the police at each level 2 and 3 MAPP meeting. This is Inspector at level 2 and Superintendent (or equivalent) at level 3.
10. 90% attendance by the appropriate grade from the Probation Trust at each level 2 and 3 MAPP meeting. This is a middle manager from the Probation Trust (Senior Probation Officer or equivalent) at level 2 and ACO (or equivalent senior manager) at level 3.

- **MAPPA KEY PERFORMANCE INDICATORS QUARTERLY MONITORING RETURN GUIDANCE NOTES**

These notes explain what should be recorded for the MAPPA KPIs using the excel spreadsheet template.

- **MAP 1:** 90% of eligible Level 3 MAPPA cases in the **community** must be reviewed via a formal meeting no less than once every 8 weeks. An offender reviewed on multiple occasions during the reporting period should only be counted once. The starting point for the calculation is from either the date of release, the date of the previous level 2 or 3 meeting or the date of referral to the level 2 or 3 meeting where previously managed at level 1.
- **MAP 2:** 90% of eligible MAPPA Level 2 cases in the **community** must be reviewed via a formal meeting no less than once every 16 weeks. An offender reviewed on multiple occasions during the reporting period should only be counted once. The starting point for the calculation is from either the date of release, the date of the previous level 2 or 3 meeting or the date of referral to the level 2 or 3 meeting where previously managed at level 1.
- **MAP 4:** Disclosure to be considered and decision recorded in minutes at 100% of Level 2 and Level 3 MAPPA Meetings. Disclosure consideration must be recorded in every case.
- **MAP 7a:** 100% attendance by Youth Offending Teams at Level 2 and 3 MAPPA meetings **where the offender is aged under 18**. This KPI does not measure the seniority of the agency attendee, only that the agency was represented.
- **MAP 7b:** 100% attendance by Children's Services at Level 2 and 3 MAPPA meetings **where the offender is aged under 18**. This KPI does not measure the seniority of the agency attendee, only that the agency was represented.
- **MAP 8:** 100% attendance by each SMB member at the SMB meetings. The KPI seeks to record whether agencies invited to the SMB meeting were represented at the meeting. Please record if an agency is represented. **The number of representatives from that agency is not relevant.**
- **MAP 11:** 90% attendance by each invited DTC agency at an appropriate level of seniority at each Level 2 and 3 MAPP meeting. The KPI seeks to determine whether agencies were invited to meetings and whether they were represented at the appropriate grade. Appropriate grade refers to someone from the agency who will be able to make operational decisions in respect of the offender's risk management plan. Please record if an agency is represented. **The number of representatives from that agency is not relevant.**
- **MAP 12:** 90% attendance by each invited prison representative at an appropriate level of seniority at each Level 2 and 3 MAPP meeting. The KPI seeks to determine whether the prisons were invited to meetings and whether they were

represented at the appropriate grade. Appropriate grade refers to someone from the prison that will be able to make operational decisions in respect of the offender's risk management plan. If the prison service is unable to attend, video/ telephone conferencing or an appropriate report to the meeting may be deemed to qualify. If Prison Service representatives are unable to attend, video or telephone conferencing or the provision of a MAPPA F report to the meeting will be acceptable, where agreed beforehand. A MAPPA F must be provided to all level 2 or 3 meetings irrespective of attendance.

- **MAP 13:** 90% attendance by the appropriate grade from the police at each Level 2 and 3 MAPP meeting. Appropriate grade is defined as: Inspector at level 2 and Superintendent (or equivalent) at level 3.
- **MAP 14:** 90% attendance by the appropriate grade from the probation trust at each Level 2 and 3 MAPP meeting. The appropriate grade is defined as: Probation Service middle manager (Senior Probation Officer or equivalent) at level 2 and ACO (or equivalent senior manager) at level 3.

Frequently Asked Questions

When is the start point for the measurement for MAP 1 and 2?

MAP 1 and 2 are to measure community cases only. All other KPIs relate to all meetings that are held at any point. The reason for this is that the frequency is required where the offender is being managed in the community. Where the offender is in custody, it may not be necessary to review the case to this frequency. The starting point for counting of any indicators begins of the day of release from custody whether that is an offender's first release or release following recall. Each case once in the community has to meet the minimum period for review timescales as stated in the Guidance. Obviously there will be cases where areas will need to meet more frequently than these minimum standards.

What counts as a formal level 2 or 3 meeting?

The KPIs measure meetings as defined in chapter 13 of the 2012 MAPPA Guidance. Other meetings such as professionals meetings or core group meetings which take place should not be referred to in the MAPPA KPI returns. To clarify if a referral form is received and a decision is made to hold a level 2 meeting, the meeting takes place but it is agreed the case can now be managed at level 1 this meeting will count as a level 2 meeting held. All level 2 and 3 meetings should be included in the KPI return whether or not they are the initial meeting or subsequent meetings.

In relation to MAP 1 and 2, what about category 3 offenders who wouldn't have been managed at level 1 previously?

Given that by definition, this decision is at the discretion of the lead agency making the referral, the first meeting in these circumstances would always meet the KPI.

Why are the KPIs not altered to reflect all of the MAPPA workload we undertake?

The KPIs are not in place to capture workload, they measure in percentage terms how effective against this specific set of information an area has been. Returns should be restricted to the data that is requested and related data (such as meetings that take place that are not MAPPA meetings) should not be included. Whilst other issues, such as MAPPA meetings that have taken place whilst MAPPA nominal is in custody could and should be discussed and considered by Strategic Management Boards, they should not be included in KPI returns.

Why don't we record the number of disclosures made any more ?

Because this did not measure performance and is not required on the NOMS Hub. Areas should continue to record this information locally.

What if an offender is only reviewed at one level 2 meeting?

All meetings including the initial meeting should be recorded in the KPI return. Where an offender is reviewed at an initial level 2 meeting and at that meeting an assessment is made that they may be managed at level 1, the return should show that one level 2 meeting took place.

What if the SMB chair feels that attendance is not needed by some DTCs at every meeting?

Attendance should only be recorded against invitation. If the chair deems it appropriate for an agency not to attend the SMB then it should be recorded on the template that the agency was not invited and did not attend.

Why are the KPI numbers not 1-10 on the Hub?

Some technical reasons on the Hub with changes to them KPIs have meant this is the best way to proceed.

Why has SMB attendance been set at 100%?

To be better in line with other KPIs and to recognise that an agency must be represented where the SMB chair deems it necessary for them to be so.

Quarterly Reporting Deadlines:

Please note that the deadline for submission of the return is 24th of the month immediately following the reporting quarter:

- 24th July for Quarter 1
- 24th October for Quarter 2
- 24th January for Quarter 3
- 24th April for Quarter 4

How to Submit Completed Forms:

Once the return for the relevant quarter has been completed, it should be forwarded to your local Probation Trust Information Unit contact (in those instances where the MAPPA

Coordinator is *not* an existing member of staff within the local Probation Area). Staff within the 35 Probation Trust Information Units have enhanced data upload and access rights which enable a range of monthly and quarterly performance monitoring returns to be uploaded direct onto the NOMS Performance Hub. Trust staff have therefore been invited to upload the quarterly returns on behalf of the local MAPPA Partnership.

Performance Report Outcomes:

Once the MAPPA returns for Quarter 1 have been uploaded onto the NOMS Performance Hub by the end of July, MAPPA Co-ordinators based within the 35 Probation Trusts, together with the NOMS HQ MAPPA Team will be able to access a suite of quarterly performance reports relating to MAPs 1-14 via the hub. It is also possible to compare performance, by indicator, both regionally and nationally with other MAPP teams within England and Wales by selection of the relevant national report on the Reports page of the hub.

Contacts for Further Information:

For policy advice and any queries relating to the KPIs themselves, and queries relating to operational variations within local MAPPA partnerships and how these may potentially affect KPIs, please contact:

MAPPA@noms.gsi.gov.uk

For technical issues relating to the completion of the proforma, upload of data onto the NOMS Performance Hub and data analysis queries, please contact:

Keith.Ward@noms.gsi.gov.uk

FORTHCOMING CHANGES

- **Victims Manual**

The updated 2013 victims manual is currently being finalised. This is expected to be published in October.

- **Updated Mental Health Chapter**

This chapter will be updated and there will be some additional flowcharts. This chapter will be launched at the Mental Health Seminars which are being organised for this autumn.

- **Disqualification Orders repealed and changes to automatic management of existing DOs under MAPPA.**

Given consistent feedback over the years with regard to the difficulties in providing meaningful management of offenders with stand alone disqualification orders, we have taken action to commence the legislative process to remove disqualification orders as a criterion for automatic management under MAPPA.

Disqualification Orders themselves will no longer be handed down having now been replaced entirely by the Vetting and Barring Scheme as of 10 June this year. However, existing Disqualification Orders technically remain in force as does the requirement in the Criminal Justice Act 2003 for MAPPA areas to make arrangements to manage them.

The proposal to repeal the legislation which automatically requires all offenders subject to DOs to be managed under MAPPA will be included in the forthcoming Deregulation Bill (currently it is clause 39).

Disqualification orders brought some offences into automatic MAPPA management that we don't think should be removed because of the repeal. These offences are:

(a) an offence under section 1 of the Child Abduction Act 1984 (abduction of child by parent);

(b) an offence under section 4 of the Asylum and Immigration (Treatment of Claimants, etc) Act 2004 (trafficking people for exploitation), where the offence is committed against a child;

(c) an offence under section 4(3) of the Misuse of Drugs Act 1971 where the offence is committed by:

(i) supplying or offering to supply a Class A drug to a child,

(ii) being concerned in the supplying of such a drug to a child, or

(iii) being concerned in the making to a child of an offer to supply such a drug;

(d) an offence of aiding, abetting, counselling, procuring or inciting the commission of an offence specified in this subsection;

(e) an offence of conspiring to commit an offence so specified;

(f) an offence of attempting to commit an offence so specified.

In order to ensure that the above offences remain MAPPA eligible offences, these offences will be expressly listed as a subsection within schedule 15 relating only to MAPPA and only where a 12 month sentence has been imposed. This means that the above listed offences will be automatic MAPPA category 2 offences where there is a prison sentence of 12 months or longer.

The Bill has an extended period of scrutiny. Whilst we do not envisage that this measure will cause particular disquiet or controversy, the timeline is dependent on all of the other measures in the Bill being agreed and as such there is potential for delays to any provisional timeline. At the earliest the Bill could receive Royal Assent in March 2014 but it may be later than this.

Therefore in the interim, areas should continue their existing practice of management of this group of offenders. Areas should also pay particular attention to offenders sentenced to those offences listed above and consider managing them in the interim on a discretionary basis as a category 3 case where appropriate. There is no expectation that areas should in every case manage this group of offenders automatically as a category 2 case because until there bill is passed, there is no legal basis for this.

The measure will ensure that the repeal of disqualification orders does not result in a failure to manage serious offenders under MAPPA and that agencies are not required to make arrangements for offenders who do not need multi-agency management.

The link to the draft bill for is below for reference

<http://www.official-documents.gov.uk/document/cm86/8642/8642.pdf>

- **ACPO Public Protection Manual**

This manual is being finalised and should be published in the very near future.

CHAPTER UPDATE - 17. Transfer of MAPPA Cases

Introduction

Standard – Transfer of MAPPA level 2 and 3 cases is properly managed

17.1 It is critical to ensure that all transfers of cases managed in MAPPA are properly planned and managed. The overriding consideration when transferring a MAPPA case is the protection of the public and where the overall risk can be best managed.

17.2 **Transfers should be agreed by the lead agency according to that agency's transfer policy.**

Probation: refer to Probation Instruction 17/2010.

17.3 Once transfer has been agreed, for level 2 and 3 managed cases the most recent available minutes should be sent to the receiving MAPPA Co-ordinator or they should confirm they have accessed them on ViSOR.

17.4 Once transfer has been agreed for level 1 managed cases, a MAPPA G should be completed and sent to the receiving MAPPA Co-ordinator. This form will identify the screening process as to the decision to manage at level 1.

17.5 **MAPPA does not give collective authority to require or refuse the transfer of a case.** Accepting or refusing a case transfer is the responsibility of the lead agency in accordance with its own agency procedures. However, MAPPA agencies can have an important role to play in ensuring that transfers are managed in a way that ensures that the risk(s) posed by an offender are managed as effectively as possible.

17.6 **ViSOR protocols and standards:** these must be followed with cases being transferred promptly between areas and all contacts and partners being updated as required.

17.7 Before release, where the MAPPA management level is identified as level 2 or 3, a MAPP meeting arranged by the transferring area involving the two MAPPA areas must be held, to ensure that effective information-sharing takes place to address the transfer issues. The location of the meeting is for agreement between the transferring and receiving areas. The transfer should be expedited to allow the receiving lead agency and MAPPA area to take responsibility for the risk management plan.

17.8 Once the offender has moved into the new area the MAPPA management of the offender should correspondingly move to this MAPPA area.(this includes AP placements) This dovetails with the ViSOR ownership of the offender . As a general rule receiving MAPPA Areas should accept in good faith the existing level of management of the transferred in case. The lead agency in the receiving area should review and consider the level of management following the transfer.

17.9 In exceptional circumstances the transferring MAPPA area may retain MAPPA ownership, however there must be a defensible decision regarding this that is recorded in MAPPA minutes and ViSOR and is **agreed by both MAPPA areas**. If the receiving MAPPA area are not in agreement, the default position is as noted in 17.8.

17.10 In line with PI 17/2010, the key principles regarding case transfer should be applied. Trusts will need to ensure that the objectives of the sentence plan can still be delivered if the transfer is agreed.

17.11 Where the transfer is being arranged at short notice before release, or for MAPPA cases in the community, the timing and scheduling of MAPP meetings should not cause delay in the receiving area's management of the offender. However, it is important that communication and co-operation are achieved to ensure that a robust risk management plan is completed by the transferring area in preparation for transfer.

17.12 Where an offender is to be placed in Approved Premises outside the home area, refer to chapter 18 on Approved Premises, and Probation Circular 17/2010.

Cross-border transfers

Standard – General principles of transfer are followed in cross-border transferred level 2 and level 3 cases

17.13 Where the lead agency for an offender is Probation and the offender moves within England and Wales, the procedures described in Probation Circular 17/2010 must be followed.

17.14 However, when the transfer is between England / Wales and Scotland, Northern Ireland, the Isle of Man, and the Channel Islands, the legislation differs according to the countries involved.

17.15 For further Guidance refer to Scottish Executive Justice Department Circular 6/1999 and Probation Circular 17/2010.

17.16 Principles for the liaison and exchange of information between the Responsible Authority and MAPPA in England / Wales and Scotland for offenders who fall within the offender categories are defined by section 327 of the Criminal Justice Act 2003 and section 10 of the Management of Offenders etc.(Scotland) Act 2005.

17.17 MAPPA arrangements in Scotland commenced in April 2007 and relate only to registered sexual offenders. Therefore, the process described applies only to Category 1 offenders.

17.18 Where a MAPPA level 2 or level 3 offender is not under the management of a Probation Trust or the Criminal Justice Social Work department, and therefore not subject to the cross-border transfer legislation, it will be for the Responsible Authority in one area to make contact with the equivalent Responsible Authority in another area to provide the relevant information. Thereafter, it is for the receiving Responsible Authority to make the arrangements for referral to MAPPA in their area.

17.19 MAPPA category 1 offenders and MAPPA category 2 and 3 managed at level 2 and 3 have their details recorded on ViSOR and, once a transfer has been agreed, the necessary transfer of the ViSOR record must also take place.

MAPPA Document Set

Form	Overview of Changes
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MAPPA F

- Section 5 on the revised MAPPA F is for completion by the prison on all foreign national offenders. The changes have been made in line with the request received from Home Office Immigration Enforcement
- The completion notes attached to the MAPPA F now includes reference to risk relevant information from the Prison Service intelligence system; Mercury.

MAPPA G

- For Level 1 transfers only – includes screening decision regarding level of management

MAPPA H

- Typing mistake in Category of offender for cat 2, the word 'or' missing.

MAPPA I

- Section 3 add S45a hospital direction
- Spelling mistake section 6, should read Notifying

NB work is being undertaken on this form as part of the review of Mental Health Chapter and will be launched in the near future.

MAPPA Q

- New form for screening of levels

MAPPA R

- New form for Immigration Enforcement to use for panel meetings
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MAPPA F: Offender Information Sharing Report



1. ESTABLISHMENT / MEETING DETAILS	
Establishment:	
Date of MAPP meeting:	

2. OFFENDER DETAILS	
Last name:	
First name:	
Aliases inc.nicknames:	
Gender:	
Date of birth:	
Ethnicity:	
Nationality:	
Prison Number:	
PNC Number:	
Proposed release address:	

3. SENTENCE DETAILS	
Prison transfer history: <i>Give dates and names of establishments held at during current sentence – include reasons for move if significant</i>	
Current offence:	
Remand date:	
Length of sentence:	
Additional requirements:	

4. RELEVANT DATES	
Home Detention Curfew:	
Conditional Release Date:	

Parole Eligibility Date:	
Non-Parole Date:	
Last Parole Review Date:	
Next Parole Review Date:	
Licence Expiry Date:	
Sentence Expiry Date:	
Licence Recall Date:	
Extended Licence Date:	
Release on Temporary Licence:	
Tariff Expiry Date:	

5. To be completed for FOREIGN NATIONALS only	
Recorded with Home Office Immigration Enforcement?	YES/NO
Home Office number (if known)	
Offender subject to deportation?	YES/NO
Offender appealing against deportation?	YES/NO
Offender to remain in prison custody after completion of sentence?	YES/NO
Offender assessed by DEPMU as suitable for immigration removal centre?	YES/NO

6. PRISON CONTRIBUTION TO ASSESSMENT (see guidance notes at the end)	
Offender supervisor and supervision details:	
Conduct and behaviour in custody:	
Offending behaviour work:	

Physical and mental health issues:	
Other diversity considerations:	
Domestic abuse issues:	
Vulnerabilities and risk of suicide or self-harm:	
Social visitors / telephone calls and correspondence:	
Restrictions:	
Security information:	
Summary of main risks identified:	

7. LIST REPORTS WHICH HAVE BEEN ATTACHED

8. LIST CONTRIBUTORS TO THIS REPORT	
Name and role	Contact details

9. REPORT WRITER DETAILS	
Name:	
Grade:	
Office:	
Telephone number(s):	
Email address:	

10. COUNTERSIGNING MANAGER TO COMPLETE	
Name:	
Grade:	
Office:	
Telephone number(s):	
Email address:	

SUPPORTING GUIDANCE FOR COMPLETING MAPPA F

Please use this guidance when producing a report in the form of MAPPA F. This guidance is not intended to be prescriptive or exhaustive, but suggests issues for consideration.

Offender supervisor and supervision details

- Include full name of offender supervisor, how long the offender has been managed by current offender supervisor, how many times the offender supervisor has met the offender.
- Does the offender have any concerns at the time of writing this report?
- Does the offender supervisor have any concerns at the time of writing this report?
- Comments about how responsive or cooperative the offender is with the supervisor.

Conduct and behaviour in custody

- Comment on adjudications – what are the adjudications for? Proven or not?
- Feedback from wing or houseblock staff about the offender?
- Behaviour compacts? (Provide details.)
- Reasons for Incentive and Earned Privilege Level (IEP), if other than standard.
- Does the offender display any behaviour in custody which is linked to his or her offending?
- Who does the offender associate with in custody? Consider whether he or she has friendships with those who have similar offences. Does he or she actively seek out these friendships? If relevant to risk, list full name, PNC number, DOB of known associates.
- Does the offender undertake any work whilst in custody? Comment on his or her motivation.
- Have there been any attempts to condition or manipulate staff?
- Is the offender's choice of television programme or reading material relevant to risk or offence?
- Are there any known alcohol or drug issues? If so, what is the feedback from the relevant drug services or Carats?

Offending behaviour work

- Provide details of offending behaviour work. Comment on the offender's engagement in these programmes.
- Comment on completed and incomplete programmes.
- Give reasons for any incomplete programmes.

Physical and mental health issues

- Details of any impairments or disabilities (physical or mental) which are relevant to risk.
- Has the offender been assessed for mental health issues? Comments from Mental Health In Reach team if relevant to risk.
- Has a psychological or a psychiatric assessment taken place? Attach report.

Other diversity considerations

- Are there concerns around the offender's sexuality which are relevant to risk?
- Is the offender in a sexual relationship with other prisoners?
- Are there any gender identity considerations?
- Does religion or the practice of a religion whilst in custody impact on the offender's behaviour? Are there any concerns relevant to risk around this?
- Has the offender displayed any homophobic, racist, or extremist attitudes whilst in custody?
- Is the offender a racially-motivated offender?

Domestic abuse issues

- Is the offender a perpetrator or a victim of domestic abuse?
- Consider other aspects of domestic abuse, i.e. domestic violence, false marriage, under-age marriage, female circumcision and honour killing. Has there been any activity, correspondence etc whilst in custody to suggest that domestic abuse is an issue in the offender's life or those the offender is in contact with?

Vulnerabilities and risk of suicide / self-harm

- Provide open and closed dates of Assessment Care in Custody Teamwork (ACCT) document.
- Give details of previous suicide attempts, self-harm and known triggers.
- Has the offender been victimised by other prisoners? Any bullying, exploitation etc?
- Has the offender been segregated for his or her own protection during the sentence?

Social visitors / telephone calls and correspondence

- Who has been visiting the offender? How often? What is the relationship to the offender?
- Have there been any incidents in the visit hall to cause concern?
- Whom does the offender telephone?
- Does the offender make an excessive amount of calls? If so, to whom?
- Does the offender correspond with any ex-prisoners? Is the offender in correspondence with any organisations that cause concern? With whom does the offender correspond in writing?

Restrictions

- Is the offender subject to restrictions whilst in custody? Under Harassment Procedures Apply (HPA), safeguarding children or vulnerable adults, SOPOs, other court orders etc?
- If the offender is subject to child contact procedures, has the offender applied for contact with any children? Give details of relationship, name, and date of birth. Has this been approved or not?
- Has a member of the public applied to have no contact from the offender? Provide details.
- Has the offender tried to breach any restrictions whilst in custody? What has been the offender's attitude towards these restrictions?
- Has the offender attempted to contact his or her victim?

- Has the offender tried to contact a member of the public via another prisoner?

Security information

- Provide a summary of SIRs and dates.
- Include relevant risk information from Mercury
- Potential for radicalisation and extremism? (CTU Officer input – High Secure Estate only.)

Summary of main risks identified

- Summarise the main risk issues underlying this report.
- Use this box to include any additional information that would help the MAPP meeting in devising a management plan for this offender.
- Provide information or express any concerns you have about this offender which is not covered by the above sections in this report.
- Include details of release plans or accommodation issues.



MAPPA LEVEL 1 TRANSFER

MAPPA G

Name of MAPPA Area SENDING:	
Name of MAPPA Area RECEIVING:	

To be completed by:

Offender Manager / Supervisor Responsible in SENDING area

To be sent via secure email to:

Local MAPPA Co-ordination Unit / Co-ordinator

Step 1: Legality

Is the nominal a MAPPA Offender?

Category 1. Registered Sex Offender (RSO) (W/M marker shown on PNC)

Schedule 3 SOA 2003:

- convicted/cautioned and within Notification period or
- subject of a SOPO

Category 2. Violent Offender (and 'other sexual offenders')

Murder or Schedule 15 of CJA 2003:

- sentenced to custody for 12 months or more and on licence, or
- detained patient subject of a hospital order (with or without restrictions) or patient managed in the community, conditionally discharged from hospital (Sec 37/41) and subject to a Community Treatment Order or following previous detention under Sec 37 or 47

Subject of a Disqualification Order

Other sexual offenders, not liable to registration on the 'Sexual Offenders' Register' (NB. This is very rare and relates mainly to historic offences)

Category 3. Other 'dangerous' offender

The offender:

- must have been convicted/cautioned for an offence that indicated they are capable of causing serious harm to the public, **and**
- poses a current risk of serious harm to the public that requires multi-agency management at Level 2 or 3

Step 2: Screening process used to decide level of management

Do two or more agencies need to meet and actively collaborate to develop and implement a Multi-Agency Risk Management Plan? (If Police and Probation are involved, then three or more agencies – unless extra police resources need to be committed and/or actively co-ordinated)

For Mental Health patients: as above and/or does the Care Programme Approach (CPA) process need to be reinforced in order to manage the risk?

Level 2 or 3 (Active Multi-Agency Management) should ‘add value’ to the management of the offender (i.e. Answer the question, “what is it that the increased level of management will additionally provide to the effective management of this case?”)

Issues and questions to be considered regarding L2 or L3 include:

- does the offender/patient pose a current, active risk of serious harm to others?
- is the amount and level of information available within different agencies such that a discussion will facilitate a better understanding?;
- is there a need to explore and reach a consensus (or record a formal difference) between agencies about the level of risk or risk management?;
- does the complexity of the case need a more co-ordinated approach to ensure agencies are clear about their respective roles and responsibilities?;
- would active multi-agency management assist in brokering the engagement of other agencies and services in developing a risk management plan?;
- for mental health patients;
 - is the nature of the risk such that it cannot be effectively managed through the CPA process?
 - is it likely that a tribunal might lead to discharge against the recommendation of the treating team?
- Would multi-agency management improve or expedite referrals for services under other agencies’ procedures?;
- would it support priority access to limited or specialist resources?;
- it is necessary to plan more complex third party disclosure (e.g. where there may be personal or community repercussions?;
- is there a need to plan for media or community impact/interest?;
- does the case require middle/senior management oversight outside normal processes?;
- are there any other issues that warrant a multi-agency approach?

In light of these considerations does this case require active Multi-Agency Management at MAPPA Level 2 or 3?

Yes: proceed to step 3.

No: the case can be managed at Level 1 (Ordinary Agency Management).

This decision should be endorsed by your line manager (or representative)

– see step 4.

Step 3:

Is the case likely to attract a high level of media scrutiny and/or public interest in the management of the case and is there a risk of public confidence being damaged?

If 'yes': consider referral to Level 3

If 'no': does the case

- require input from a senior manager due to complexities (e.g. cross border issues)?, or
- does the likely seriousness and the imminence of the risk or the complexity of the case require input from special or higher level resources, perhaps at short notice, that can only be committed by senior managers?

Yes: consider referral to Level 3.

No: refer to Level 2.

Step 4:

Discuss this transfer with your line manager.

Decision not agreed:

Reason/s

Decision endorsed by line manager

Retain at Level 1, Ordinary agency management. Offender manager should notify the MAPPA administrator that this is a Level 1 case.

Refer into MAPPA (Level 2 or 3). Offender manager should complete the MAPPA referral form and send it to the MAPPA Administrator.

Offender Manager

Date

Line manager

Date

Step 5: Why transferring?

Please ensure you cover in this section, why the risk can be managed better in the receiving area?



Name of Offender:

Date of Birth:

Step 1: Legality

Is the nominal a MAPPA Offender?

Category 1. Registered Sex Offender (RSO) (W/M marker shown on PNC)

Schedule 3 SOA 2003:

- convicted/cautioned and within Notification period or
- subject of a SOPO

Category 2. Violent Offender (and 'other sexual offenders')

Murder or Schedule 15 of CJA 2003:

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Subject of a Disqualification Order

Other sexual offenders, not liable to registration on the 'Sexual Offenders' Register' (NB. This is very rare and relates mainly to historic offences)

Category 3. Other 'dangerous' offender

The offender:

- must have been convicted/cautioned for an offence that indicated they are capable of causing serious harm to the public, **and**
- poses a current risk of serious harm to the public that requires multi-agency management at Level 2 or 3

None of these categories apply: the offender is not a MAPPA nominal.

One of the three categories applies: proceed to step 2

Step 2:

Do two or more agencies need to meet and actively collaborate to develop and implement a Multi-Agency Risk Management Plan? (If Police and Probation are involved, then three or more agencies – unless extra police resources need to be committed and/or actively co-ordinated)

For Mental Health patients: as above and/or does the Care Programme Approach (CPA) process need to be reinforced in order to manage the risk?

Level 2 or 3 (Active Multi-Agency Management) should ‘add value’ to the management of the offender (i.e. Answer the question, “what is it that the increased level of management will additionally provide to the effective management of this case?”)

Issues and questions to be considered regarding L2 or L3 include:

- does the offender/patient pose a current, active risk of serious harm to others?
- is the amount and level of information available within different agencies such that a discussion will facilitate a better understanding?;
- is there a need to explore and reach a consensus (or record a formal difference) between agencies about the level of risk or risk management?;
- does the complexity of the case need a more co-ordinated approach to ensure agencies are clear about their respective roles and responsibilities?;
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- for mental health patients;
 - is the nature of the risk such that it cannot be effectively managed through the CPA process?
 - is it likely that a tribunal might lead to discharge against the recommendation of the treating team?
- Would multi-agency management improve or expedite referrals for services under other agencies’ procedures?;
- would it support priority access to limited or specialist resources?;
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- does the case require middle/senior management oversight outside normal processes?;
- are there any other issues that warrant a multi-agency approach?

In light of these considerations does this case require active Multi-Agency Management at MAPPA Level 2 or 3?

Yes: proceed to step 3.

No: the case can be managed at Level 1 (Ordinary Agency Management).

This decision should be endorsed by your line manager (or representative)

– see step 4.

Step 3:

Is the case likely to attract a high level of media scrutiny and/or public interest in the management of the case and is there a risk of public confidence being damaged?

If 'yes': consider referral to Level 3

If 'no': does the case

- require input from a senior manager due to complexities (e.g. cross border issues)?, or
- does the likely seriousness and the imminence of the risk or the complexity of the case require input from special or higher level resources, perhaps at short notice, that can only be committed by senior managers?

Yes: consider referral to Level 3.

No: refer to Level 2.

Step 4:

Discuss this case with your line manager.

Decision not agreed:
Reason/s

Decision endorsed by line manager

Retain at Level 1, Ordinary agency management. Offender manager should notify the MAPPA administrator that this is a Level 1 case.

Refer into MAPPA (Level 2 or 3). Offender manager should complete the MAPPA referral form and send it to the MAPPA Administrator.

Offender Manager

Date

Line manager

Date

For more comprehensive information, refer to:

- 'MAPPA Guidance 2012 (Version 4)', Sections 6.1 – 6.14 and Section 7, for details of MAPPA Categories and Management Levels
- NOMS Guidance, March 2011. 'MAPPA Level 1 – Ordinary Agency Management Best Practice'