

When stage 2 of the **MARM Framework** is initiated, the following documentation is to be completed to record the actions agreed under MARM. The Local Authority will complete and distribute this documentation.

Individuals Details					
Name		Date of Birth		Address	
Referrer Details					
Name		Job Title		Local Authority Team	
MARM Meeting Details					
Date		Location		MARM Chair	
Attendees					
Name, Job Title, Organisation - include <i>the individual and/or their advocate if appropriate</i>					
Apologies/Did not attend - include <i>the individual and/or their advocate if appropriate</i>					
List documentation presented to the MARM					
Summary of MARM Discussion					
Positive Risk Management Tool (end of this document) completed? Yes/No • If no please give reasons why how this will be resolved.					
Actions Agreed – <i>outside of positive risk management tool</i>	Action	Responsibility	Deadline		
Date of MARM Review Meeting:					
MARM Panel Chair accepts this document of a true reflection of the actions agreed at this MARM Meeting.			<i>MARM Chair to sign here</i>		

Positive Risk Management Tool

This tool must be completed as a record of:

- the risks identified during the risk assessment process
- the perceived level of risk of the individual, anyone advocating for them / acting in their Best Interests
- the perceived level of risk of any carer
- the perceived level of risk the professional leading on the assessment
- the desired outcomes agreed
- actions agreed to manage the risk, by whom and by when
- any risk identified which for which it has not been possible to agree outcomes or actions, details of why this is the case and what actions to be taken to resolve this
- timescales for review of the risk management plan

Identified Risk	Risk Level (Individual) Referrer to fill out H / M / L / U	Risk Level (Professional) H / M / L	Risk Level (Carer) Referrer to fill out H / M / L	Outcome Agreed (or reason for non-agreement)	Action / Intervention Agreed– by whom this will be undertaken and by when
1.					
2.					
3.					
4.					

If it has not been possible to possible to agree outcomes and/or actions to be taken for any of the above risks please including details of why this is the case and what actions to be taken to resolve this.

Key: H = High Risk; M = Medium Risk; L = Low Risk; U = Unable to ascertain

Please give a summary of the Risk Management Plan here (including timescales and review date)