



Multi-Agency Adult Risk Management (MARM) Process summary

All MARM documentation and guidance can be found on the DSAB website
[MultiagencyAdultRisk Management \(MARM\) - Derbyshire Safeguarding Adults Board](#)

Stage	Lead responsibility	Key action
1. Identify need for MARM	Lead agency	Confirm the MARM criteria are met and nominate a Chair (see MARM policy and practice guidance)
2. Register the MARM	Chair / lead agency	Complete Section 1 of the MARM form. Contact the DSAB MARM Administrator at DSAB.SafeguardingAdultsBoard@derbyshire.gov.uk to obtain a MARM case reference number.
3. Prepare for the meeting	Chair and invited agencies	Circulate section 1 of the MARM form to relevant agencies and the MARM administrator along with the meeting invitation and allow at least 10 days for preparation. Agencies gather information, identify an attendee or submit a report using the MARM agency report template where an agency is unable to attend. Should a minute taker be required, request this via email DSAB.SafeguardingAdultsBoard@derbyshire.gov.uk See MARM meeting crib sheet for further information.
4. Involve the person	Chair	Complete the "MARM What to Expect" leaflet with the person, using the most appropriate communication method. If the person adds their feedback to the leaflet, send the completed leaflet to the DSAB MARM Administrator if the person agrees to this.
5. Hold the initial MARM meeting	Chair and agencies	Review risks, information shared, the person's views, actions already taken and further multi-agency actions required. Consider escalation to safeguarding if required.
6. Share meeting record/minutes	Chair	Complete and circulate Section 2 of the MARM form within 10 working days (minutes and actions). Confirm actions, responsible agencies and whether a review meeting is required.
7. Decide next step	Chair and agencies	If a review is required, agree the date, attendees and updates needed. If no review is required, close the MARM and notify the DSAB MARM Administrator of the MARM closure.
8. Review or close	Chair / agencies / DSAB MARM Administrator	At review, confirm completed and outstanding actions, changes in risk and any further actions. Consider escalation to safeguarding if required. On closure, send the final record to the DSAB MARM Administrator, who will update and store the records.