## Derbyshire Safeguarding Adults **MARM Process Flowchart** Agency identifies the need for MARM and the criteria has been met Agency nominates Chair and obtains reference number form DSAB MARM Administrator -DSAB.SafeguardingAdultsBoard@derbyshire.gov.uk **Agency recieves MARM** invitation **DSAB MARM** Chair to complete "MARM What to Expect Leaflet" **Administrator** with the adult at risk. records basic Section 1 of the MARM meeting record form to be details of the Consideration to be given to the appropriate method completed and circulated to relevent agancies. MARM, lead of communication. agency and Please allow ten days for agencies to prepare provides reference Once completed please send to the DSAB MARM Research, gather number to the **Administrator** information and Chair identify appropriate person to attend **MARM** meeting The Chair considers all information recieved prior to the initial MARM meeting and whether the adult at or send report to risk or their respresentitve is attending MARM chair. The MARM Meeting takes place Complete relevent actions The Chair completes and circulates section 2 of the MARM form to all relevent agencies and attendees. Circulation of the MARM notes to take place within ten days of the meeting taking place. Confirmation and details of the the review meeting (if taking place) **Closure of MARM** Review meeting required NO-**Chair to inform DSAB MARM DSAB MARM Administrator** Administrator **Note actions** to update **YES** and undertake records and update of store/save review meeting completed Chair to confirm attendees, actions completed, outstanding actions and any changes **MARM** and confirm paperwork attendance MARM review meeting takes place Chair to circulate completed paperwork following the MARM review meeting with attendees. **Update** Chair to share complete paperwork with the DSAB MARM Administrator (if non-DCC agency are the lead) agency

Chair to confirm attendees, actions completed, outstanding actions and any changes

Closure of MARM, Chair to share the record to the MARM Administrator at

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records