

# Attending Panels (MARAC, Risk and Vulnerability, Channel)

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Note: If printed, this document is for immediate reference only. Do not file it, as it will go out-of-date over time and be replaced by newer versions.

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Members of Adult Social Care will be asked to represent the directorate at panels. These may include MARAC, Risk and Vulnerability Management Panel, Channel Panel.

As such all panels carry risk and therefore the worker who is attending needs to follow a three step process. How this is applied may differ from panel to panel in minor ways but in the main these three steps should be taken.

- 1) Preparation
- 2) Panel Presentations
- 3) Recording and dissemination of information

## Preparation

Most panels will send out papers in advance. The panel rep is to research each case to look for the involvement (current and past) of Adult Social Care (ASC) in the case and form an opinion as to what next steps options could be based on the work and risk. Previous contacts with ASC should also be taken into account as well as existing services and work. Where the person has a worker a conversation could take place with the worker and their opinion sought. At times, it will be more appropriate for the worker to attend the panel (as well) in order to present the case/ take their own actions.

Attention should be paid to whether or not ASC is involved in others in the narrative/ research as we may have contextual information that is useful within the wider client system (i.e. the case does not have to be currently active for us to report on it in a panel setting).

## Panel Presentation

The Representative at the Panel should make the chair aware if they have information to present on a given case. They should present ASC's previous and current work and give an opinion on risk, planned work and next steps. The panel will set actions based on this and other presentations on the case.

## Recording/ Decimation

The salient features of the panel discussion should be recorded on LAS. Secondly, a copy of this recording should be emailed to the allocated worker and their manager/supervisor. Actions / next steps should be outlined as well as people to link with and their contact details to help the worker make progress. **Recording and dissemination should occur on the day of the panel or the next working day to ensure quick and efficient dissemination of information** and to allow for actions to start. Where required, the panel representative should meet with the worker concerned to discuss the panel and provide feedback in person. Due to covid 19 and changes in working arrangements, it might be more appropriate for feedback to take place virtually.

Concerning cases/ situations should also be considered for raising to a member of the senior management team.