LCS / MAPPA User Guide

Liquidlogic Children's Systems (LCS)

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DOCUMENT HISTORY

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1. MAPPA – A Basic Guide

The Criminal Justice Act 2003 ("CJA 2003") provides for the establishment of Multi-Agency Public Protection Arrangements ("MAPPA") in each of the 42 criminal justice areas in England and Wales. These are designed to protect the public, including previous victims of crime, from serious harm by sexual and violent offenders. They require the local criminal justice agencies and other bodies dealing with offenders to work together in partnership in dealing with these offenders.

The MAPPA agencies must be free from discrimination and committed to equal access to services for all groups, particularly in relation to race, gender, gender identity, age, religious belief, sexuality, sexual orientation and disability. This means that all actions undertaken or recommended by the MAPPA agencies, and all policies and procedures, will be based on assessments of risks and needs. They will not draw on stereotypical assumptions about groups that will be discriminatory in outcome.

The operation of MAPPA relies on **component bodies** working through an agreed process with MAPPA offenders.

2. Component Bodies

2.1. Responsible Authority

The Responsible Authority is the primary agency for MAPPA. This is the **Police**, **Prison** and **Probation Trust** in each area, working together. The Responsible Authority has a duty to ensure that the risks posed by specified sexual and violent offenders are assessed and managed appropriately.

2.2. Duty to co-operate agencies (DTC)

Other bodies have a duty to co-operate with the Responsible Authority in this task. These duty to co-operate agencies ("DTC agencies") will need to work with the Responsible Authority on particular aspects of an offender's life. These are:-

- The local social services authority.

- Youth offending teams ("YOTs")

- Ministers of the Crown exercising functions in relation to social security, child support, war pensions, employment and training (in practice, Jobcentre Plus).

- The local education authority.

- The local housing authority.

- Registered social landlords providing or managing residential accommodation in which MAPPA offenders may reside.

- The Health Authority or Strategic Health Authority.

- The Primary Care Trust or Local Health Board.

- The NHS Trust.

- Providers of electronic monitoring services.

- The UK Border Agency

2.3.   Strategic Management Board (SMB)

The supervision of this work is carried out by the Strategic Management Board ("SMB") in each area. It has a range of governance-related functions, including monitoring performance, ensuring anti-discriminatory practice, measuring compliance with the MAPPA Key Performance Indicators ("KPIs"), and producing the annual MAPPA report.

2.3.1.   MAPPA - Serious Case Review

MAPPA is designed to reduce the risk of further serious violent or sexual offending, but from time to time offenders do go on to commit such offences.

When the most serious offences are committed, the Strategic Management Board must consider commissioning a MAPPA Serious Case Review to examine whether the MAPP arrangements were applied properly, and whether the agencies worked together to do all they reasonably could to prevent the further offending. There may be lessons for the future, or good practice to disseminate

2.4.   Lay Advisers

The Criminal Justice Act 2003 also provides for an independent perspective on the work of these groups by means of Lay Advisers, who are members of the public. The Secretary of State has a statutory duty to appoint two Lay Advisers to each area.

2.5.   MAPPA Coordinator

One person has an important role in co-ordinating the work of the MAPPA agencies in each area. This is the MAPPA Co-ordinator. He or she works on behalf of the Responsible Authority and is accountable to the Strategic Management Board. Most areas have a MAPPA Co-ordinator, although it is not a statutory role

3.   Process

3.1.   Identification and Notification

The first stages of the process are to identify offenders who may be liable to management under MAPPA as a consequence of their caution or conviction and sentence, and later to notify the MAPPA Co-ordinator of their impending release into the community, or the commencement of a community order or suspended sentence, as appropriate.

This responsibility falls to the agency that has the leading statutory responsibility for each offender. Offenders are placed into one of three MAPPA categories according to their offence and sentence.

3.2.   Levels of management

MAPPA offenders are managed at one of three levels according to the extent of agency involvement needed and the number of different agencies involved.

The great majority are managed at **level 1** (ordinary agency management). This involves the sharing of information but does not require multi-agency meetings.

Level 2 if an active multi-agency approach is required (MAPP meetings).

Level 3 if senior representatives of the relevant agencies with the authority to commit resources are also needed.

3.3.   ViSOR

The storing and sharing of information about offenders is essential to the multi-agency approach. Information is stored in a central database known as ViSOR.

4.   Risk assessment

Once offenders have been identified as MAPPA offenders, the next stage is to assess the risk they pose. This could be the risk of reconviction, the risk of reoffending, or the risk of serious harm. A range of assessment tools are available for this purpose.

The Responsible Authority agencies and the MAPPA Co-ordinator are permanent members of these meetings (although it may not be possible for the MAPPA Co-ordinator to attend every meeting).

DTC agencies are invited to attend for any offender in respect of whom they can provide additional support and management. The frequency of meetings depends on the level of management deemed appropriate for each offender.

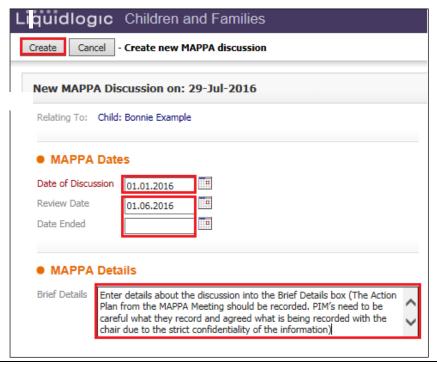## 5.   Recording A MAPPA Discussion Within LCS

- Click on the "Risks" sidebar.

- Click on "Add a new MAPPA discussion"

- Enter in the "Date of Discussion" (this is the date of the MAPPA discussion.

- Enter either a "Review Date" (this is the date of the next agreed MAPPA meeting) or

- Alternatively, add in the "Date Ended" (if there are no further MAPPA discussed planned).

- Enter details about the discussion into the "Brief Details" field.   (The Action Plan from the MAPPA Meeting should be recorded.

  PIM's need to be careful what they record and have agreed what is being recorded with the chair due to the strict confidentiality of the information).

- Click on "Create"

- The entry will display as below.

- The "MPA" flag appears.

5.1.   Updating The MAPPA Discussion

- If you need to update a MAPPA entry, click on the MAPPA Discussions row entry within the "Risks" sidebar (see above).
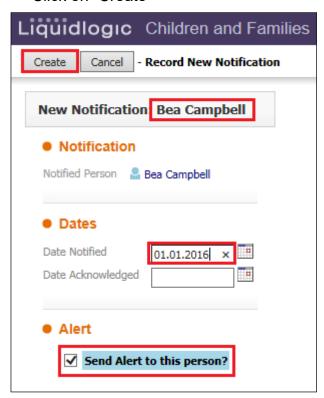

- Click on "Update MAPPA Record".
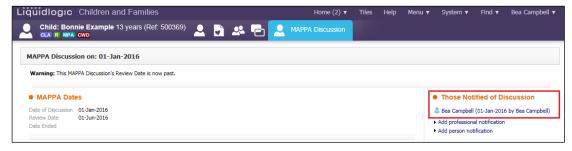- Make any necessary changes to the text/fields.

5.2.   Sending A Professional Notification

- Whilst in update mode, If you wish to send a notification, click on "Add professional notification" (this will display the LCS Address Book).
- Select who you wish to notify (e.g. another PIM).

- Their name appears in the "Record New Notification" screen.
- Enter in the "Date Notified"
- Ensure that the checkbox for "Send Alert to this person?" is ticked.
- Click on "Create"

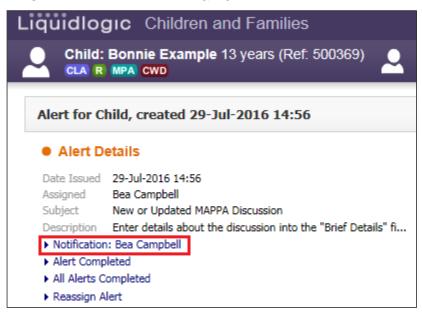- Those notified are displayed in the top right hand corner.

5.3.   Viewing The MAPPA Notification From Your Worktray

- From your worktray, click on the task.

5.4.   Acknowledging The Notification

- Click on "Notification: <name>"

- Click on "Acknowledge notification" in the top left hand corner.

- You can then click "Alert Completed" to remove from the worktray.

5.5.   Viewing The Notification Acknowledgement

- If you view the MAPPA record again, if an acknowledgement has been sent, a tick will appear to the right of the person's name.
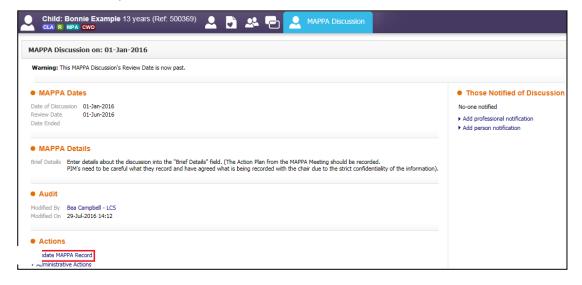
6.   Creating A Subsequent MAPPA

6.1.   End Dating The Previous MAPPA

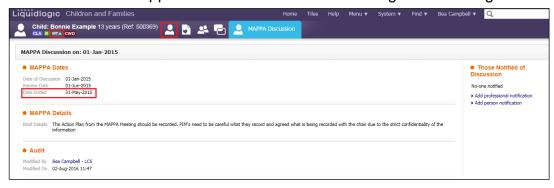- Click on the MAPPA Discussions row entry within the "Risks" sidebar.
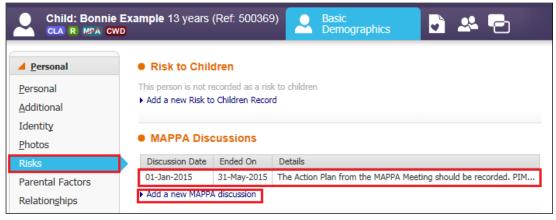

- Click on "Update MAPPA Record"

- Enter in the "Date Ended" as the day before the next MAPPA meeting.

- Click on "Update".
- The screen will appear as below with the "MPA" flag struck through.

- Click on the "Demographics" icons. The following screen will appear showing the MAPPA discussion has ended.

- Click on "Add a new MAPPA discussion" and repeat the process for a new entry – entering the new MAPPA discussion date.

- Either enter in another "Review Date" or if this is the last MAPPA Discussion, enter the "Date Ended"

- Update the "Brief Details" section with an update on the Action Plan.

- Click on "Create"

- The screen appears as follows

- Click on the "Demographics" icon.

- The "Risks" tab will now display as below.