



# Completing the Marac data form

Please read these notes through in detail before completing the Excel spreadsheet of the Marac Data Form. The Marac data form should be completed by the Marac Administrator after every Marac meeting.

## Why should I complete the Marac data form?

We believe that by tracking the impact of your Marac through data collection you will benefit in a number of ways:

- Understand how the Marac is performing - looking at key performance indicators of volume, multi-agency referrals and diversity of the Marac cases
- Receive analysis from SafeLives with comparison data using most similar forces, region and national data
- Track the impact you have on the victims' safety, through the repeat victimisation rate
- Look at the range of agencies making Marac referrals, thereby promoting accountability and consistency between agencies
- Monitoring the diversity of referrals compared to the local population
- Evidence the needs of your local population to support funding applications and commissioning of services.

SafeLives will analyse and return your data quarterly, and it also develops a picture of Maracs at a national level. This enables SafeLives to work proactively with the National Marac Steering Group to identify and address common issues at a strategic level, and develop policy to support you in your work.

## When / how do I submit the data?

The Marac Data Form needs to be submitted to SafeLives at the end of each Quarter:

- 1) Please submit data up until the end of March before 15th April.
- 2) Please submit data up until the end of June before 15th July.
- 3) Please submit data up until the end of September before 15th October.
- 4) Please submit data up until the end of December before 15th January.

**The data should be emailed to [marac@safelives.org.uk](mailto:marac@safelives.org.uk).** You will always receive an email acknowledgement of receipt from SafeLives – if you do not, please call 0117 403 3220 to confirm receipt.

## Where do I get the Marac data form from?

Marac data sheets can be emailed to you. If you **change the frequency** of your Marac then please let us know and send your form to us. We will make the necessary changes and return it to you.

## Completing the spreadsheet

You only need to enter information onto the first tab of this Excel spreadsheet. You may find this 'Results' page useful to see the rolling totals and percentage repeats however please do not input anything within the Results page.

## What does each column mean and what do I put in it?

<p><b>Date held</b></p>	<p><b>If you are a new Marac:</b> Put the date of your first Marac in the date held column.  <b>If you are an existing Marac but submitting data for the first time:</b> Put the date for the first Marac for which you have continuous records. For example, if you have been running for 3 years but only started collecting data in January, then enter the date of the January Marac and follow with subsequent meetings.</p> <p>If, for any reason, a Marac is not held please enter the date on which it should have been held and then enter '0' across the whole row.</p>
<p><b>Number of cases discussed</b></p>	<p>This is the total number of cases that were discussed at that Marac meeting – this includes new cases, repeat cases and cases where the victim is aged 16 – 17 years.</p>
<p><b>Number of repeat cases</b></p>	<p>This is the number of cases seen at this Marac which come under the definition of a 'Repeat' as clarified below:</p> <p><i>NB: There is no difference between the meaning of this version and the definition released by the Home Office or Analysis of Policing and Community Safety (APACS).</i></p> <p>SafeLives defines a case at Marac as one between the same victim and perpetrator(s), where the victim has been identified as meeting the Marac threshold for that area. A repeat Marac case is one which has been previously referred to a Marac and at some point in the twelve months from the date of the last referral a further incident is identified. Any agency may identify this further incident (regardless of whether it has been reported to the police). A further incident includes any one of the following types of behaviour, which, if reported to the police, would constitute criminal behaviour:</p> <ul style="list-style-type: none"> <li>• Violence or threats of violence to the victim (including threats against property); or,</li> <li>• A pattern of stalking or harassment; or,</li> <li>• Rape or sexual abuse</li> </ul> <p>Where a repeat victim is identified by any Marac agency, that agency should refer the case to the Marac, regardless of whether the behaviour experienced by the victim meets the local referral threshold of visible high risk, escalation or professional judgement. To identify repeat victims of domestic abuse regardless of to whom it is reported, all Marac agencies should have the capacity to 'flag and tag' their files following the latest referral so that they are aware if a service user/client experiences a repeat incident.</p> <p>Incidents that occur more than 12 months after the last Marac referral do not constitute a repeat incident but instead would constitute a new referral to Marac.</p>
<p><b>Number of children in the household</b></p>	<p>The number of children in the household is counted as the number of children normally expected to be in the house on a regular basis and who would therefore be affected by domestic abuse. Those in long term care would be excluded, and short term included.</p> <p>A child is defined as anyone age 17 or under who is not themselves referred as a victim or the person causing harm.</p> <p>If a woman is pregnant this would not be recorded as an additional child.</p> <p>Children from both new and repeat cases should be counted in this column.</p>
<p><b>Referring Agency</b></p>	<p>Please record here which agency made the referral of each case to the Marac.</p> <p>This should be equal to the total number of cases discussed, the Cross Check of Referrals column, located at the far right hand side of the table checks this. This number should be zero, if it is not there are either too many or too few cases under the referring agencies.</p> <p>If you have a case where the referral came from two agencies at the same time, please note it as 0.5 of a referral in each column.</p> <p>If you have a Marac to Marac referral, please record this as the original referring agency. This would include cases where agencies who complete the RIC and identify it meets Marac threshold but refer to Marac through a different agency.</p>

	<p>If you have any agency which refers to Marac regularly but is not listed on one of the columns, please put it in the 'other' column and then let us know in an email when you send in the data collection sheet.</p> <p><b>Specific definitions of agencies:</b></p> <ul style="list-style-type: none"> <li>• <b>Idva</b> – This includes Idvas from charitable and statutory organisations</li> <li>• <b>Childrens Social Care</b> – Also known as Children and Young People's Services</li> <li>• <b>Primary Care Services</b> – This normally includes referrals from Community Based Health Services, e.g. Midwives, Health Visitors, School Nurses, GPs, etc. Dentists, Ophthalmologists and Pharmacists are also part of Primary Care.</li> <li>• <b>Secondary Care / Acute Trust</b> – This includes all hospital based services, e.g. Accident &amp; Emergency, Obstetrics, Elderly Medicine, Sexual Health (GUM) Clinics etc.</li> <li>• <b>Education</b> – Please include referrals from Schools or Education Welfare Officers</li> <li>• <b>Housing</b> – This includes Housing and Homelessness organisations – both voluntary &amp; statutory</li> <li>• <b>Mental Health</b> – This includes community and hospital based mental health Services and mental health charities.</li> <li>• <b>Voluntary Sector</b> – This includes other specialist DV services and any non-statutory body that is not included elsewhere on this spreadsheet (e.g. if the Idva who refers is from a voluntary agency, it is still recorded under 'Idva' rather than under 'Voluntary Sector') This also includes specialist BME / LGBT organisations from the voluntary sector.</li> <li>• <b>Substance Abuse</b> – This includes referrals from both voluntary and statutory Substance Abuse Agencies.</li> <li>• <b>MASH</b> – Referrals directly from a Multi Agency Safeguarding Hub should be recorded under MASH.</li> <li>• <b>Other</b> – This includes any agency or organisation making a referral to Marac not included in the list above.</li> </ul>
<p><b>Number of cases from black and minority ethnic community</b></p>	<p>For the purposes of this spreadsheet any victim discussed at Marac who is non-white British is defined as being from a Minority Ethnic Community. Within Northern Ireland victims discussed at Marac who are White/Irish are not defined as being from a Minority Ethnic Community.</p>
<p><b>Number of LGBT cases</b></p>	<p>This is the number of cases where the victim identifies as Lesbian, Gay, Bisexual (LGB) or Trans. For further information on cases involving LGBT people please visit the <a href="#">Policy and evidence library on the SafeLives website</a>.</p>
<p><b>Number of cases where victim has a disability</b></p>	<p>This is the number of cases where the victim has a disability in line with the <a href="#">Equality Act 2010</a>. A <a href="#">guidance tool for accurate recording of disability cases is available on our website</a>.</p> <p>This can be identified by either the victim themselves or a professional who has met with or worked with them.</p>
<p><b>Number of male victims</b></p>	<p>This is the number of victims who are male, regardless of whether the perpetrator is male or female.</p>
<p><b>Number of victims aged 16 - 17</b></p>	<p>This is the number of cases where the victim is aged 16 – 17 years old at the time the case was referred to Marac.</p> <p>The Home Office has produced a <a href="#">definition of domestic violence and abuse and guidance on using the new definition</a> to support local areas.</p>
<p><b>Number harming others aged 17 or below</b></p>	<p>This is the number of individuals aged 17 or below behaving in harmful ways towards the victim in line with the <a href="#">definition of domestic abuse</a>.</p> <p>This should be based on the age of the individual when the case is referred to Marac.</p>

## SafeLives will use the information provided to calculate the following:

<b>Cases per 10,000 adult female population</b>	<p>This indicator identifies the number of cases being referred to a Marac as a proportion of the local adult female population.</p> <p>These figures are another way of expressing the number of cases heard each year and can be used to make comparisons between Maracs as well as comparing with the target volume of cases for your Marac. The expected level of 40 cases per 10,000 of the adult female population has been established from work carried out by SafeLives in analysing the prevalence of high risk victims including both those who report and do not report to the police.</p> <p>This indicator uses population information from the Office of National Statistics, unless SafeLives have previously been informed of differences. If you feel that this information is inaccurate, please contact <a href="mailto:marac@safelives.org.uk">marac@safelives.org.uk</a> with the population figures for your Marac area.</p>
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Please contact us if you have any questions or queries about collecting Marac data or changing your Marac data sheet, either by phone: 0117 3403 3220 or email [marac@safelives.org.uk](mailto:marac@safelives.org.uk).