1. Purpose

1.1 The Cardiff and Vale Human Trafficking Multi Agency Risk Assessment Conference (HT MARAC) has been established to provide a forum where suspected or known cases of human trafficking can be discussed, in confidence, with an open exchange of information so that a multi-agency plan of action can be developed. To achieve this all organisations involved will sign up to an Information Sharing Protocol (WASPI) The aim of this information-sharing protocol is to increase effectiveness and co-operation between agencies through the Cardiff and Vale Human Trafficking MARAC to result in better service provision, greater protection for victims and better outcomes for individuals who have been trafficked.

2. Aim & Objectives

2.1 The overall aim of the HT MARAC is to provide a structure where professionals can refer known or suspected victims of trafficking or share situations where there may be suspicious activity so that a multi-agency group can explore, investigate, discuss, gather intelligence about whether an individual has been trafficked and to plan a multi-agency response and develop an action plan to increase the safety, health and wellbeing of the victims. Information is therefore shared to assess risk and to identify, manage and reduce risks.

2.2 The specific objectives of the HT MARAC are to:

- To bring together representatives from all relevant public and third sector organisations forum where cases can be discussed, with an open exchange of information to ensure appropriate plans of action are put in place for victims of human trafficking & to promote and ensure effective joint working

- To be a central place which holds information related to victims of human trafficking in Cardiff & the Vale and to have a repository function

- To be accountable for the safety of known or suspected victims of trafficking and to hold each member organisation accountable for delivering on agreed actions

- To gather intelligence and information which will support the successful convictions of perpetrators of human trafficking & slavery

3. Membership

3.1 For the purposes of the HT MARAC key organisations have been identified within the Information Sharing Protocol and will be called upon as and when necessary and will be case dependent
3.2 Key organisations, from the public and third sector, will accept responsibility for their role in the HT MARAC process and will actively participate and commit their organisation to appropriate actions which will facilitate positive outcomes for victims.

4. Chairing

4.1 The HT MARAC meetings will be chaired by Detective Chief Inspector of Public Protection & CID of South Wales Police and in his absence, the appointed Deputy.

5.4 For the HT MARAC meetings, the Chair will be responsible for:

- Working with the Bawso HT MARAC Co-ordinator to set the MARAC meeting agenda and prepare for the meeting
- Ensuring that the correct organisations are invited as attendance at the HT MARAC will change depending on the nature of the case
- Chairing and facilitating the HT MARAC & arrange follow-up meetings
- Updating the group on emerging locality trends and intelligence
- Coordinating organisational actions
- Reviewing meeting notes before they are circulated to the wider group

Bawso will provide the secretariat function, and will be responsible for:

- Completing a HT assessment when referrals are made and speaking directly to the HT MARAC Chair to take direction on whether a meeting is required
- Setting up a HT MARAC within 7 days of referral, unless the case is urgent and needs more immediate management
- Create the agenda with the Chair and ensure that this and supporting papers are circulated before a MARAC meeting takes place. Consideration of secure e-mail and how papers are circulated is paramount and must comply with the WASPI agreement

6. Meetings

6.1 HT MARAC meetings will be case led, and called, by the Chair, as and when required.

7. Conduct

7.1 Meetings are to be conducted in the spirit of mutual respect and recognition of the sensitivities of the cases discussed. Therefore, it is essential that confidentiality of the cases discussed is maintained.
HT MARAC Operational Management Group

Purpose

To ensure that Human Trafficking MARAC operates effectively and all processes are managed, an Operational Management Group has been established. The purpose of the group is to be responsible for the development of the HT MARAC process and raise the issues concerning victims of human trafficking in Cardiff and the Vale at both the LSCB & Cardiff Partnership Board. The purpose is to promote effective joint working and to challenge the right agencies, service providers and strategic partnerships to improve the provision of support for victims of trafficking in Cardiff and the Vale. The purpose of the operational management group is also to raise awareness about the wider ramifications and implications of trafficking in our society and to support criminal justice agencies to bring perpetrators to justice. This group will be time limited and once the Human trafficking MARAC Process is embedded successfully in practice – this group will no longer need to exist.

Aim & Objectives

- To provide strategic direction for the locality work undertaken by the Human Trafficking MARAC and to link the operational work with wider strategic aims and objectives and priorities

- To discuss local priorities and inform the development and delivery of the Human Trafficking MARAC

- To consider local area intelligence, monitor changes and identify trends

- To review the progress of the HT MARAC process, the quality and outcomes of the action plans, providing support and challenge as necessary

- To support the aim of the Cardiff Ant-Human Trafficking Forum and support awareness raising of human trafficking across the community as well as public and third sector services, and ensure that a victim centred approach is taken.

- To be ensure that organisations adhere to the All Wales Information Sharing Protocol as well as the Human Trafficking WASPI
Membership

Membership of the Operational Group will include: South Wales Police, CPS, UKVI, Safer Wales Ltd, Bawso, New Pathways, Cardiff County Council and Cardiff & Vale UHB

Chairing

The Operational Management Group will be chaired by the Cardiff Partnership Board Anti-Human Exploitation Workstream Lead Officer and in their absence, the appointed Deputy.

The Chair will be responsible for:

- Working with Operational Management Group members to set the agenda for meetings
- Facilitate group member involvement in the development & delivery of the Human Trafficking MARAC action plan;
- Review the delivery and progress of the programme of work and ensure that priorities identified are addressed
- Promote partnership working and engaging with partners on major issues as appropriate.
- Ensuring information from the Human Trafficking Operational Group is circulated on a regular basis.
- Supporting the effective running & the on-going monitoring of the quality of the HT MARAC processes attending the HT MARAC meeting
- Working closely with & supporting the Chair of the HT MARAC

Secretariat

- Secretariat support for the HT Operational Management Group will be provided by the Anti-Human Exploitation Officer who will create the agenda with the Chair and ensure that this and supporting papers are circulated before a HT MARAC Operational Group meeting takes place. Consideration of secure e-mail and how papers are circulated is paramount if victims are to be discussed and must comply with the WASPI agreement

Meetings

The HT Operational Management Group will meet every 6 weeks to provide an update in relation to human trafficking work in Cardiff and the Vale, as well as to discuss the outcomes of case led MARAC meetings and the learning from each situation