



Operational Guidance – MAGPan

Prior to panel

All information referred for MAGPan consideration should come via a completed MAGPan information sharing form (Appendix 1). The referrals should be sent to the generic e-mail address **LBC Multi Agency Gang Panel** (internal) or magpan@luton.gcsx.gov.uk (external).

The deadline for the information sharing form will be 10 working days before the next MAGPan (Appendix 2). Any information form received after the deadline will be rolled forward to the following MAGPan.

MAGPan will be held the second Friday of every month (Appendix 2).

The vice chair (Luton Youth Offending Service), seconded police officer to Luton Youth Offending Service and serious youth violence co-ordinator provided by You Turn Futures Project will have responsibility for monitoring the referrals sent to the generic MAGPan e-mail address.

Each information form will be subject to intelligence checks completed by the seconded police officer. The intelligence checks will include interrogating Police, YOS and social care databases.

For those referrals where there is intelligence an initial risk assessment will be completed by the seconded police officer in preparation for the appropriate MAGPan.

For those referrals with no police, YOS or other corroboration intelligence an initial risk assessment will not be completed. However, they will be discussed at the next MAGPan for information purposes.

The above procedure covers all completed information sharing forms including those for 18 – 25 year olds.

The agenda, minutes and action points from the previous MAGPan and any new referrals will be sent, via secure e-mail, to all panel members 1 week before the next panel

The vice chair (Luton Youth Offending Service), seconded police officer to Luton Youth Offending Service and serious youth violence co-ordinator will meet a week prior to the MAGPan to discuss and prepare for the upcoming panel.

There is an expectation that partner agencies will review the names of all new referrals prior to the panel to enable an effective panel where intelligence can be shared.

At the Panel

Under the agenda items 6 and 7 any new referrals will be discussed as follows:

1. Those referrals with police intelligence and an initial risk assessment completed
2. Those referrals with no police intelligence and therefore no initial risk assessment completed

The panel will consider each referral based on intelligence/information from around the table from partner agencies.

If the panel agrees that a referral should be accepted at MAGPan a time slot will be booked for the following MAGPan for the referrer to be invited to attend and present their referral to the panel. (Appendix 3 and 4)

Once accepted at panel, the panel will identify a lead agency that will be expected to work with the young person. This includes:

- Completing the MAGPan risk assessment for subsequent panels
- Complete a targeted intervention plan for that young person which will be reviewed at the subsequent panels.
- Feeding back to the panel on the progress of the person at the review panel.

At the first panel when a young person is accepted at MAGPan a review date will be set for one month's time.

During this month a risk assessment and intervention plan will be completed by the lead agency. When the lead agency presents at the review MAGPan a record will be made of the risk assessed (low, medium or high).

A review date and time for subsequent MAGPan's will be set according to the level of risk assessed (Appendix 5)

Level or Risk	Review period
Low	3 months time
Medium	2 months time
Low	1 months time

Reviews will be discussed under agenda item 8.

When young people are being reviewed at MAGPan the panel will decide if they need to remain open. Review dates will continue to be booked in line with their assessed level of risk.

If the referral is not accepted at MAGPan the referral name will be put on a 'one to watch list' (Appendix 6) and the referrer will be written to thanking them for their referral (letter to be written by serious youth violence co-ordinator) (Appendix 7).

All referrers should receive a response within 1 week of their referral being heard at MAGPan.

Action points from the MAGPan will be circulated that day.

Appendix 2

2017 MAGPan dates and referral deadlines

MAGPan 2017 dates – 9.30am start time	MAGPan referral deadline
13.01.2017	02.01.2017
10.02.2017	30.01.2017
10.03.2017	27.02.2017
14.04.2014	03.04.2017
12.05.2017	01.05.2017
09.06.2017	29.05.2017
14.07.2017	03.06.2017
11.08.2017	31.07.2017
08.09.2017	28.08.2017
13.10.2017	02.10.2017
10.11.2017	30.10.2017
08.12.2017	27.11.2017

Appendix 3

Invitation schedule for referrers being invited to present their referrals (Agenda item 6 and 7)

Date of MAGPan	Time slot (10 minute slots between 10am and 10.50am)	Name of referrer	Name of young person	Invited (y/n)	Confirmed attendance
	10am				
	10.10am				
	10.20am				
	10.30am				
	10.40am				

Appendix 4



Address

Date

Dear *****,

Thank you for your referral to MAGPan, your referral was heard at panel on *****. Following discussion at panel we would like to invite you to attend the next panel and present your referral. You have been scheduled to present on:

Friday ***** at *****

MAGPan is held at Luton Youth Offending Service, The Albany, Cardiff Road, Luton, LU1 1PP.

I would be grateful if you could confirm your attendance by calling 01582 547900 and asking for Alison Owens. If Alison is unavailable please can you leave a message with reception confirming your attendance.

Following your presentation to the panel, members will make a decision whether your referral is accepted at MAGPan. Should the referral be accepted a lead agency will be assigned to the young person.

I look forward to seeing you at the next MAGPan on *****.

Yours sincerely,

MAGPan Chair

Appendix 5

Review schedule (agenda item 8)

Date of review MAGPan	Time slot (10 minute slots between 10.50am and 11.30am)	Name	Assessed risk	Lead Agency
13.01.2017	10.50			
	11.00			
	11.10			
	11.20			
	11.30			
10.02.2017	10.50			
	11.00			
	11.10			
	11.20			
	11.30			
10.03.2017	10.50			
	11.00			
	11.10			
	11.20			
	11.30			
14.04.2017	10.50			
	11.00			
	11.10			
	11.20			
	11.30			
12.05.2017	10.50			
	11.00			
	11.10			
	11.20			
	11.30			
09.06.2017	10.50			
	11.00			
	11.10			
	11.20			
	11.30			
14.07.2017	10.50			
	11.00			
	11.10			
	11.20			
	11.30			
11.08.2017	10.50			
	11.00			
	11.10			
	11.20			

	11.30			
08.09.2017	10.50			
	11.00			
	11.10			
	11.20			
	11.30			
13.10.2017	10.50			
	11.00			
	11.10			
	11.20			
	11.30			
10.11.2017	10.50			
	11.00			
	11.10			
	11.20			
	11.30			
08.12.2017	10.50			
	11.00			
	11.10			
	11.20			
	11.30			

Appendix 7



Address

Date

Dear *****,

Thank you for your recent completed sharing of information form to MAGPan, your referral was heard at panel on *****. Following discussion at panel it was felt that there was not enough intelligence/evidence at this stage to accept your referral onto MAGPan.

However, the information that you have submitted may form part of future intelligence. Therefore, if you do have further information in the future please do not hesitate to submit this to MAGPan.

Yours sincerely,

MAGPan Chair