



HIGHLANDS & ISLANDS  
**MULTI-AGENCY PUBLIC PROTECTION  
ARRANGEMENTS**

2017/18

# MAPPA ANNUAL REPORT

Multi Agency Public Protection Arrangements

We are pleased to present the Annual Report 2017/18 on the operation of the Multi Agency  
Public Protection Arrangements (MAPPA) in the Highlands & Islands area

## FOREWORD

On behalf of the responsible authorities and agencies with a Duty to Cooperate across the Highlands and Islands area I am very pleased to present our Multi Agency Public Protection Arrangements (MAPPA) Annual Report for 2017-18. The fundamental purpose of MAPPA is public protection and the reduction of serious harm. The protection of children, adults at risk of harm and communities from violent and sexual offenders is a key priority for all agencies involved across the Highlands and Islands.

Working together through Multi Agency Public Protection Arrangements (MAPPA) to manage offenders convicted of such crimes is vitally important. Within this report there are statistics listing the number of MAPPA offenders living within our communities as well as describing work that is undertaken by the involved agencies to ensure our communities remain safe. It is important to emphasize that serious sexual and violent offending consistently represents only a small proportion of all recorded crime, however we appreciate its impact, and in terms of public confidence it is significant.

This is the first annual report which reflects the delivery of MAPPA under the four recently instigated Highlands and Islands Community Justice Partnerships. Highland and Islands MAPPA is subject to the same oversight structures as in previous years with the Strategic Oversight Group retaining responsibility for performance monitoring and quality assurance. Each Strategic Oversight Group meeting brings together individuals with a wealth of public protection experience, who work together to ensure a high quality MAPPA service is delivered across the Highlands & Islands.

This is my last year as Strategic Oversight Group Chair and would like to welcome Jon Humphreys Service Manager, Criminal Justice for Orkney Health and Care as the new chair of the Highlands and Islands group. I am confident that the effective and efficient delivery of MAPPA in Highlands and Islands will continue into this new era.

I hope you find this report interesting and informative.

**Detective Superintendent Colin Carey**  
**Police Scotland & Chair of the Highlands & Islands Strategic Oversight Group**

## WHAT IS MAPPA?

Multi-Agency Public Protection Arrangements (MAPPA) are a set of statutory arrangements of which the primary purpose is to maintain public protection and the reduction of serious harm. The protection of children, adults at risk and other members of the public are paramount. It is a structure by which registered sex offenders, mentally disordered restricted patients and other offenders who, by reason of their conviction, pose a risk of serious harm to the public are managed through the effective sharing of relevant information, and the assessment and management of that risk.

MAPPA was introduced in 2007 under requirements of the Management of Offenders (Scotland) Act 2005, and is delivered under National Guidance. Legislation defines the Responsible Authorities and those with a Duty to Co-operate (DTC).

The Responsible Authorities within the Highlands & Islands are:

- ❖ Highland Council
- ❖ Orkney Islands Council
- ❖ Western Isles Council
- ❖ Shetland Islands Council
- ❖ Police Scotland
- ❖ Scottish Prison Service
- ❖ NHS Highland
- ❖ NHS Grampian
- ❖ NHS Orkney
- ❖ NHS Eilean Siar
- ❖ NHS Shetland
- ❖ The State Hospital for Scotland

These agencies are responsible for the assessment and management of risk presented by offenders who are subject to MAPPA. The NHS Boards and The State Hospital are Responsible Authorities in respect of Restricted Patients only, and are deemed DTC Agencies in respect of Registered Sex Offenders.

The National Duty to Co-operate (DTC) agencies include:

- Scottish Children's Reporter Administration
- Department of Works & Pensions.
- Electronic Monitoring Providers, i.e. G4S
- Registered Social Landlords

- any person/organisation providing services to, or on behalf of a Responsible Authority

The DTC agencies are required to accept, provide and reciprocally share appropriate information to support the risk management planning of any offender subject of MAPPA.

### HOW DO THE Multi Agency Public Protection Arrangements Work?

MAPPA in Scotland has always been utilised to coordinate the management of those offenders in the community required to notify under the Sexual Offences Act 2003, commonly referred to as Registered Sex Offenders, and those offenders deemed Restricted Patients under Mental Health legislation.

On 31 March 2016 the Scottish Government enacted Category 3 of MAPPA, thereby bringing a further group of offenders known as “Other Risk of Serious Harm Offenders” under the arrangements. This group of offenders is defined as being those who have been convicted of an offence, and by reason of that conviction are required to be subject of supervision in the community by any enactment, order or licence; **and** are assessed by the Responsible Authorities as posing a high or very high risk of serious harm to the public at large; **and** the risk is assessed as requiring multi agency management at MAPPA Level 2 or 3 (see below). This “extension” of the scope of MAPPA has seen the Responsible Authorities and Duty to Cooperate Agencies utilise their established experience and processes to managing those few individuals who are assessed as presenting the greatest risk to our communities.

Offenders eligible for MAPPA are identified and relevant information is shared across those agencies involved, or likely to have a contribution in their management. The nature and level of the risk of harm they pose is assessed and actions are raised within a multi-agency risk management plan in order that those risks can be monitored and minimised to protect the public. Convicted sex offenders are now subject to more checks than ever before. The sex offenders register ensures monitoring is in place and agencies can continue to work together to protect the public from known sex offenders living in the community

The practical operation of MAPPA is performed within pre-set meeting structures at local authority level. Offenders subject of MAPPA will be managed at one of 3 MAPPA Management Levels:

**MAPPA Level 1: Routine Risk Management** - In the vast majority of cases, the offender will be managed under the routine arrangements applied by the agency or agencies with supervisory responsibility, i.e. by the Police alone, or jointly with Criminal Justice Social Work. In the case of a Restricted Patient, the NHS will be lead agency. Level 1 is not applicable to MAPPA Category 3 Offenders, who once identified will only be managed under Level 2 or 3 Review processes.

**MAPPA Level 2: Multi Agency Risk Management** - This process is implemented where Risk Management Planning requires the active involvement of multiple agencies required to manage and actively reduce the risk of serious harm posed by an offender or where that management is complex and resource intensive. A number of factors will be considered in determining if an offender requires Level 2 management, this decision being the responsibility of the MAPPA Coordinator on receipt of a Referral and in consultation with the Responsible Authorities who consider the risk of serious harm thresholds are met. Those managed at Level 2 will be subject of regular MAPPA Review Meetings through which a Multi-Agency Risk Management Plan is formulated, implemented and monitored.

**MAPPA Level 3: Multi Agency Risk Management Panel (MAPPP)** - From time to time, as with offenders managed at level 2, cases arise that present such a high level of risk to the public, or where the level of resources required to effectively manage the offender in the community are substantially beyond what could be considered normal. These offenders are often referred to as “the critical few” and, whilst managed under the same processes as Level 2 albeit more frequently, more senior representatives of the agencies involved will be actively involved in the formulation, implementation and monitoring of risk management plans.

Wherever possible, once prisoners have completed their prison sentence they are resettled back in the community. An offender will be subject to certain licence conditions on release, depending on their length of sentence and on their offence.

We work closely with offenders to ensure they gain access to help and support to tackle their criminal behaviours. This might be providing assistance with finding accommodation, helping with employment or offering treatment for drug, alcohol or mental health problems, including sex offender programmes to address the offending behaviour. This also means imposing tough controls. Offenders who are assessed as presenting a high risk of harm to the public are subject to very strict supervision and monitoring to help reduce that risk. This will inevitably mean that they have to live in approved and manageable accommodation and may be subject to Electronic Monitoring (Tagging) for a period of time. They may also be restricted from visiting certain places, having contact with certain people and must report regularly to the police or their supervising criminal justice social worker as well as receiving random unannounced visits to their home address. However, it is recognised that the vast majority of offenders do not receive custodial sentences and instead are dealt with through the court system by way of a community based disposal/order under the supervision of criminal justice social work (CJSW).

In terms of risk or actions required to manage such, MAPPA will strive to manage offenders at the lowest possible level relating to assessed risk, therefore, to reflect change in this level of risk offenders can move either up or down levels.

## THE OVERSIGHT OF MAPPA

The operation of MAPPA has been directed and overseen by the Highlands & Islands Strategic Oversight Group (HIMSOG). This Group consists of senior representatives from each of the Responsible Authorities, with representatives of the Duty to Co-operate agencies attending as appropriate or necessary. The group meets three to four times each year (or on an emergency basis) and has operated to a specific Business Plan for the period 2017-2019 overseeing the transition from the Northern Community Justice Authority area to newly created local Community Justice Partnerships. . This has served to reinforce the remit of the group and provides a business structure, the key areas being:

- Business Planning, management and resource allocation
- The Publication of an Annual Report
- Significant Case Review
- Training
- Adherence to updated National MAPPA Guidance and other relevant protocols
- Quality assurance and the Review of the Performance of MAPPA

MAPPA has been well established across the H&I area with the reporting year seeing continued refinement of the operation of MAPPA, with on-going review of practice and process in an effort to improve our ways of working. It also reviews reports on levels of MAPPA activity and monitors local and national trends in numbers of offenders and levels of meetings held.

In addition to operating under National MAPPA and related guidance, the Highland and Islands area has in place Memoranda of Understanding and Information Sharing Protocols that assist in the operation of MAPPA. These documents are reviewed regularly in order to take account of any changes in guidance or legislation, and to ensure that identified best practice is being adopted.

## 2017/18 OVERVIEW

2017/2018 has seen further development of MAPPA processes, refining systems and raising awareness to build on the existing strengths of our local MAPPA networks and procedures. In this difficult financial climate and resultant increasing demands on existing resources which we all face, the continued commitment and cooperation from all the agencies has been outstanding. This illustrates our collective determination to ensure that this important area of work is not compromised in any way.

- ✚ The new model of Community Justice in Scotland commenced in April 2017, this seeing the disestablishment of the Northern Community Justice Authority, and with the coordination and oversight of Community Justice now resting at Local Authority level with governance involving the Community Planning Partnerships. Community Justice Partnerships were established to deliver community justice and one year Plans for 2017 – 18 were delivered. Local Annual Reports will be submitted to Community Justice Scotland by 30 September 2018 detailing progress. The 2018 0 21 Plan focuses on 3 key outcomes: (1) mental health and wellbeing; (2) better access to diversionary and early intervention services; and (3) improved employment opportunities.
- ✚ The Strategic oversight of MAPPA has moved to a structure aligned to the Grampian and the Highlands & Islands areas respectively, each area now having a MAPPA Strategic Oversight Group. The operation of MAPPA at local level has seen no notable changes. The Responsible Authorities have continued to work together, and with the Scottish Government, to ensure that the transition from the previous model to the current structure has had no adverse implications upon the recognised benefits of MAPPA and its wider public protection.
- ✚ It is now for the recently formed Highland & Island MAPPA Strategic Oversight Group to determine the work to be undertaken on behalf of the Highland & Islands chief officer groups after the current transitional business plan. Whilst this will to a considerable extent be structured around previous business Plans that have worked well, the HIMSOG will continue to respond to change and maintain the ethos of continuous improvement that had been held by the NCJA MAPPA SOG for the past decade.
- ✚ In the reporting period, we have been reviewing our working practices in relation to the management of offenders at MAPPA level 1. As this group makes up the vast majority of the MAPPA caseload, we needed to reassess our approach to satisfy ourselves that we are managing cases robustly and effectively. This has included the implementation of a performance management framework to enable accurate measurement and reporting of how we are doing

- ✦ Ongoing training for staff involved in risk assessment and risk management is vital. Over the reporting year additional key staff from numerous agencies involved in the MAPPA sphere have been trained in the National Risk Practice Training, this will serve as a further means by which we can strengthen our inter agency links.
- ✦ The implementation of Category 3 “Other Risk of Serious Harm Offenders” into MAPPA from April 2017 was successfully achieved. Specific criteria surround the inclusion of these individuals, and the numbers have been fairly low, ensuring that focus and resource is applied to those who present the greatest risk of serious harm to our communities. During the reporting year there **have been 6 offenders** considered as requiring management in this format.
- ✦ In March 2018 Operational Guidance on disclosure to Department for Work and Pensions came into operation. This operational guidance details the relevant processes for disclosure of information between the Responsible Authorities (RA) and the Department for Work and Pensions (DWP) in respect of those offenders posing risk to the general public and/or DWP personnel subject to MAPPA and includes other potentially dangerous persons. The overall aim is to assist offenders back into work or into a suitable training environment or educational opportunity without compromising the safety of the wider public and/or DWP personnel.
- ✦ In response to the Thematic Review of MAPPA 2015, Environmental Risk Assessments (ERA’s) have been reviewed. When considering allocation of proposed accommodation for Registered Sex Offenders, information on the offender, proposed property and location and nearby households is collated and shared across Responsible Authorities. This informs the Responsible Authorities’ decisions on housing the offender in a way to minimise risks to the community. The purpose of the review was to ensure national consistency of the data and information which is considered and shared when carrying out an ERA across all Responsible Authorities and to provide clear guidance on the information that must be checked when assessing the suitability of accommodation when housing registered sex offenders in local communities.
- ✦ The level of further sexual or violent offending committed by Registered Sex Offenders across the Highlands & Islands has remained very low year on year since MAPPA began in 2007, although any further offending is of concern to the Responsible Authorities and our communities. It is recognised that, on occasions, offenders managed under the MAPPA will commit, or attempt to commit, further serious crimes and, when this occurs a process of Case Review is initiated within MAPPA. The level of review undertaken will be determined by the nature and seriousness of alleged further offending and is intended to examine the actions or processes employed by the agencies involved to ensure that all reasonable actions had been undertaken and to capture any potential for learning that may

enhance future work. In response to one particular instance of serious further offending during this year's reporting period, the HIMSOG directed that an Initial Case Review be undertaken by the Lead Agencies. It was determined that all necessary measures and processes had been in place and that no Significant Case Review was required.

## The Year Ahead

- ✚ The National MAPPA Website goes live. The platform was established to provide better links between the Scottish Government, responsible authorities and agencies who have a duty to co-operate. The website contains public information such as:
  - Accessing national MAPPA guidance and updates
  - A place to share ideas, views and solutions
  - A place to ask for advice and guidance
  - A Place to share best practice
  - Receive answers to frequently asked questions
  - Find links to local and national agencies.
  - Access publicly available resources (MAPPA guidance, document sets and annual reports)
  
- ✚ Consultation on future developments of electronic monitoring – The HIMSOG are alive to views being sought by the Scottish Government on how electronic tagging should be expanded – to help further reduce reoffending levels and keep communities safe. Potential new uses for tagging, including new technology to monitor alcohol consumption and voluntary schemes for persistent offenders, are being considered as part of a major expansion of electronic monitoring, which would see new legislation being introduced. The expansion would further enhance the tools already at use within MAPPA and could see tagging used as a condition of a community payback order, giving added security of restricting a person's movement while carrying out a sentence involving unpaid work in the community. Changes being explored include: Global Positioning System (GPS) tracking technology in addition to the current radio tagging.
  
- ✚ An expert group instigated by the Justice Minister and Solicitor General for Scotland has been established to look at trends in sexual crime, particularly cyber-enabled offences involving young people. The move follows the publication of research the Cabinet Secretary had previously commissioned, which found that around half of all recorded sexual crimes between 2013-14 and 2016-17 has been due to growth in sexual 'cyber-crime'. It also found that the average age of both perpetrators and victims is substantially lower when the

internet is used as a means to commit such offences. MAPPA will await the outcome of this group's findings, and establish a new 3 year business/development plan for the HIMSOG, prioritising achievable Strategic Objectives by analysis of business practices.

- ✚ Draft a further 3 year business/development plan for the HIMSOG, prioritising achievable strategic objectives by the analysis of current business practices.
- ✚ Highland Public Protection Partnership review of governance and accountability structures across all Public Protection thematic groups and committees, particularly as it relates to the Chief Officer Group structures. This Review recognises the critical importance of partnership working in Public Protection and will seek to enhance and improve the current governance model which includes MAPPA Strategic Oversight Group, Child and Adult Protection Committees, Violence Against Women (VAW) Partnership and the Highland Alcohol & Drug Partnership. It is recognised that many risk and public protection issues are often complex and cut across these themes and it is critical to ensure strong operational and strategic links.
- ✚ National coordinators group will undertake to update and improve existing chapters of the National MAPPA Guidance, such as:
  - Training (Develop a set of national training materials for MAPPA Chairs / Training Needs Analysis)
  - Quality assurance (Create universal system for each MAPPA Area to undertake)
- ✚ MFMC update – in April 2017 Highland criminal justice social work took the decision to bring the nationally accredited Moving Forward: Making Changes sex offender programme in-house; it had previously been delivered by the Aberdeenshire Joint Sex Offender Project (JSOP). The newly created team became operational in December. This is more cost effective and improves service delivery for this very high profile group of offenders. As Orkney, and the Western Isles are unable to provide the MFMC programme due to low numbers, Highland has agreed with to provide support, advice and guidance, and, where practicable, the spot purchase of services on a case-by-case basis.
- ✚ With the ever-aging population, the numbers of elderly sexual offenders in the Highlands & Islands are also on the rise. The courts and criminal justice system are increasingly faced with older individuals who have offended sexually (some with historical offences). Many of these individuals pose a much lower risk to the community. Still, an individualized approach to manage the risk of older offenders is

required through MAPPA, as some may have particular risk factors relevant for their treatment and future stability, such as dementia or other mental health issues. Further, this population often has particular physical health issues and requires special consideration when being placed in the community. Assessment, treatment, and risk management in this particular population of sexual offenders are discussed. A strategic objective in the HIMSOG is likely to be closer engagement with the health and social care sector in order that care and risk plans are well-informed, aligned and robust.

- ✚ The MAPPA Extensions in relation to the category 3 referrals for the serious violence offenders across Scotland has been limited to specific individuals within the Highlands & Islands who both meet the criteria and risk of serious harm. The strategic oversight group and MAPPA co-ordinator are content those being referred are the “critical few”. The Risk Management Authority (RMA) have completed a national audit process confirming that all the individuals referred met the required criteria which suggested that the guidance issued has been effective locally. The HIMSOG will continue to analyse national trend information where and when available.

### Some Core Statistics

The following tables display the levels at which offenders across the NCJA have been managed during the reporting year:

MAPPA Levels		Highlands & Islands
Level 1	Registered Sex Offenders	265
	Restricted Patient	5
Level 2	Registered Sex Offenders	22
	Other Risk of Serious Harm Offenders	2
	Restricted Patient	0
Level 3	Registered Sex Offenders	3
	Other Risk of Serious Harm Offenders	0
	Restricted Patient	0

Number of Registered Sex Offenders on Licence /Order	111
Number of Sexual Offence Prevention Orders in Force	32
Number of Risk of Sexual harm orders (RSHO's) in Force	4
Number of 'Wanted' RSO's	0
Number of 'Missing' RSO's	0

These statistics represent totals as of 31 March 2018 and it should be noted that all MAPPA offenders are assessed and reviewed regularly throughout the year in relation to their potential risk to cause serious harm to others. One of the principles of MAPPA is that offenders are

managed commensurate to the risk they pose. MAPPA is a tiered framework based on three interconnected levels of risk management and offenders move between these levels of management depending on the identified risks which again can change with changing circumstances. This is a dynamic environment where effective risk assessment and information sharing is vital.

Restricted patients are persons detained in hospital under a compulsion order with a restriction order. This means they have usually committed an offence punishable by imprisonment but as a result of mental disorder are not imprisoned but ordered to be detained in hospital for treatment, without limit of time. They are dealt with through a programme of treatment and rehabilitation - the aim being to prevent recurrence of offending by dealing with the mental disorder.

	Highlands & Islands
Number of Offenders Convicted of a further Sexual or Violent offence.	1
Number of RSO's returned to custody for breaching licence / order	4
Number of RSO's subject to Formal Disclosure	0
Number of SOPO's imposed by the courts	2
Number of Registered Sex Offenders reported for breaching their notification requirement	4
Number of RSO's convicted of breaching SOPO prohibitions	0
Number of Foreign Travel orders	0
Number of Registered Sex Offenders notified to Jobcentre Plus	41

Number of registered sex offenders within the H&I area on the 31 <sup>st</sup> March 2018 (in community and in custody)	290
Number of Environmental Risk Assessments undertaken in the reporting year	110

The number of registered sex offenders per 100,000 population still remains within a comparative range across Scotland.

The increase and proactive identification of internet offenders by authorities ranging from online child sexual exploitation, possession of and distribution of indecent images of children, on line grooming and live streaming have predominately led to an increase in RSOs both locally and nationally year on year.

### MAPPA Contact

The MAPPA coordinator is employed on behalf of all the responsible authorities and plays an essential role in the coordination, support and administration of the strategic functions on behalf of the Highlands & Islands Strategic Oversight Group.

#### HIGHLANDS & ISLANDS

Ron Lyon,  
MAPPA Coordinator  
c/o Public Protection Unit  
Police Scotland 'N' Divisional HQ  
Old Perth Road  
Inverness  
IV3 3SY

01463 720855

[Ron.lyon@scotland.pnn.police.uk](mailto:Ron.lyon@scotland.pnn.police.uk)

Further statistics and national information on the subject of MAPPA can be found on the Scottish Government Website at <http://www.scotland.gov.uk/Topics/Justice/public-safety/offender-management/offender/protection>

## 10 Years of MAPPA Annual reports in the Highlands & Islands 2007/08 – 2017/18

What do we know and what have we learned:

- The MAPPA processes have developed to have strong cohesive and ever-improving partnerships with dynamic and forward thinking within. MAPPA has shown innovation and a model for other public protection partnerships such as MARAC. The positive Thematic Review of MAPPA was a basis for celebration whilst knowing complacency is not an option, and the focus remains on continuous improvement, self-evaluation and quality assurance. Planning for the future and using our data to inform future service delivery and design is clear and central to each annual report. Internet offenders, ageing population and the increasing number of youths reported for sex crimes have been such considerations over the years.
- Risk Assessments and Risk Management planning for offenders whether deemed to be of Low risk or Very High risk has developed and improved incrementally over the Annual Report period. Training, knowledge and learned experiences from all over Scotland has readied experienced staff here in the Highlands & Islands and the paramount message throughout the reporting periods is the Highlands & Islands remains a safe environment to live. Statistically incidents of serious further offending by individual offenders being managed under MAPPA within the Highlands & Islands have reflected the lowest re-offending rates in Scotland.
- The sad reality is that most sexual offences against children are committed by people who are known to them including family members. ‘Stranger danger’ can exist of course and children need to be made aware of this without frightening them. The majority of professional or voluntary occupations that have an involvement with children or vulnerable adults require a high level of vetting through a “Disclosure Scotland” check but nothing should replace the duty of a responsible parent or carer to maintain vigilance. The public information and awareness campaign **Stop It Now!** has a helpline for concerned members of the public or from people who worry that they might commit sexual offences. ([www.stopitnow.org.uk](http://www.stopitnow.org.uk) 0808 1000 900)

## Explanations of Terms Used

**Registered Sexual Offenders (RSOs)** – those who are required to notify the police of their name, address and other personal details and notify any changes subsequently. Failure to comply with the notification requirements is a criminal offence which can carry a term of imprisonment.

**Restricted Patient** – This is an offender defined under the Management of Offenders etc. (Scotland) Act 2005 Section 10, 11 (a-d)

**Breach of licence** – offenders released into the community following a period of imprisonment for a registerable sexual offence will be subject to a licence with conditions (under Criminal Justice Social Work supervision). If these conditions are not complied with, breach action will be taken and the offender may be recalled to prison. It perhaps would be a mistake to see the number of breaches as “failed cases” – rather they reflect decisive action taken to protect the public when offenders are not complying with the requirements of their licence.

**Sexual Offences Prevention Order (SOPO)** – A Court may make a SOPO at the time of dealing with certain sexual offenders or when the police make a special application on account of the offender's behaviour in the community. A SOPO can place restrictions and obligations on the offender and will require the subject to register as a sexual offender. If the offender fails to comply with the requirements of the order, they can be taken back to Court and may be liable to up to 5 years' imprisonment.

**Risk Of Sexual Harm Order (ROSHO)** – Place restrictions and obligations on someone who is behaving in such a way which suggests that they pose a risk of sexual harm to a particular child or to children generally. The person's behaviour need not constitute a criminal offence, and s/he need not have any previous convictions. If the person fails to comply with (i.e. breaches) the requirements of the order, they can be taken back to Court and may be liable to up to 5 years' imprisonment. A conviction for breach of the order also renders the person subject to the sex offender notification requirements.

**Notification Order** – requires sexual offenders who have been convicted overseas to register with police, in order to protect the public in the UK from the risks that they pose. Police may apply to the court for the order in relation to offenders in or intending to come to the UK.

**Foreign Travel Orders** – prevent offenders with convictions for sexual offences against children from travelling abroad where it is necessary to do so to protect children from the risk of sexual harm.

**Formal Disclosure** – if a decision is made to formally disclose, then a letter of disclosure will be drafted on behalf of the Divisional Commander of the relevant Police Division. This letter should be served by the police personally on the person to whom the disclosure is to be made. The disclosure should be limited to the information necessary to minimise the risk. Officers serving this letter should ensure that they do not disclose any further information other than what is stipulated in the letter. Although no further information should be disclosed, advice and guidance on how the individual should respond to the information in order to protect themselves or others and in particular whether any further action is undertaken. This procedure will only be advanced as a last resort and will be completed in consultation with partner agencies. There are various other forms of disclosure available in the management of offenders.

**Missing Offenders** – An RSO should be considered as missing when the current whereabouts of the offender is unknown and police enquiries to establish their whereabouts have been unsuccessful and as a result the risk management process may not be achievable and there exists a requirement to trace the individual and address the risk he/she may pose and establish if further offences have been committed. Those offenders who have left the territorial jurisdiction of the United Kingdom and whose location abroad is known are not considered as missing. The requirement to comply with the registration process is suspended whilst offenders are out with the UK. Where appropriate, consideration should be given to establishing whether the offender has committed an offence relative to notification of his/her foreign travel. In this situation if an arrest warrant is issued relative to such an offence the offender should be regarded as Wanted.'

**Wanted Offenders** – Where it is known that an offender is actively avoiding police in response to police enquiries to trace that individual relative to offences they may have committed, or in relation to other matters for which it is required that they be interviewed. This may include those occasions where an offender is the subject of an arrest warrant.

**MARAC** – Multi Agency Risk Assessment Conference (MARAC) is a local, multi-agency victim focused meeting where information is shared on the highest risk cases of domestic violence and abuse between different statutory and voluntary sector agencies.