### CONFIDENTIAL

# Multi-agency collaborative panel meeting agenda and minutes

## Meeting details

|  |  |
| --- | --- |
| TIME/DATE |  |
| VENUE |  |
| CHAIRPERSON |  |
| MINUTE TAKER |  |

## Attendance

|  |  |
| --- | --- |
| CORE MEMBER ATTENDEES |  |
| OTHER INVITED STAKEHOLDER ATTENDEES (service providers/  prescribed entities ) |  |
| APOLOGIES |  |

## Standing agenda and minutes

Opening MACP mission statement:

*“This MACP is committed to a shared accountability to be solution focused during our discussions to ensure improved service coordination and prioritised access for young people. We will proactively identify cross-cohort trends to improve service responses, and problem-solve to address local systemic barriers and gaps in service systems. We will generate, action and monitor recommendations made by the MACP, and ensure the timely escalation of matters where appropriate. We will engage in purposeful information sharing to collectively support the goal of reducing of youth offending and the enhancing of community safety ”*

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| --- | --- | --- | --- |
| **NO.** | **AGENDA ITEMS** | **RESPONSIBLE OFFICER** | **COMMENTS AND RECOMMENDATIONS** |
| 1 | Acknowledgement to Country | Chair |  |
| 2 | Previous Minutes and Recommendation and Escalation Progress | Responsible party | * Refer to “Recommendation Summary” and “Escalation Summary” to lead discussions |
| 3 | Oversight of Collaborative Response Cohort “CRC” (monthly SROI list and new referrals) | Chair | * New CRC on the list * CRC no longer on the list; * CRC transfers – in and out of catchment area * New non-CRC referrals |
| 4 | Detailed Case Discussions (nominated CRC YP) | All parties round table | 1. *YP name*  * *Key questions or issues to be discussed* * *YP and family voice* * *Details of discussions at MACP* * *Any recommendations (ensure they are added to the summary)*  1. *YP name* 2. *YP name* 3. *YP name* |
| 6 | Broader system issues and cross-cohort trends | Chair with input from all parties | * Identify and discuss broader system issues and cross-cohort themes/trends * Advise of existing local initiatives/ programs/events/resources to meet local needs * Actively and collectively generate solutions and recommendations to address system gaps (ensure they are added to the Recommendation Summary) * Identified broader system concerns or pressures raised by panel members needing escalation to the regional governance group (ensure they are added to the Escalation Summary) |
| 7 | Housekeeping and other Business | All parties |  |

## Recommendation summary

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| --- | --- | --- | --- | --- |
| **#** | **Recommendation & Responsible lead** | **Date raised at MACP** | **Due date** | **Progress and notes** |
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## Escalation summary

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| --- | --- | --- | --- | --- | --- |
| **#** | **Details of escalation & Responsible lead** | **Date raised at MACP** | **Due date** | **Raised with Directors or Regional Governance group and date** | **Progress and notes** |
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## Attachments

**Attachment 1 –** The Serious Repeat Offender Index (SROI) list which will identify the CRC based on data from the previous month.

**Attachment 2 – Multi-agency collaborative panel young person information forms**for any new referrals.

**Attachment 3 –** Updated **Multi-agency collaborative panel young person information forms**for any or young people nominated for a detailed case discussion.

**Attachment 3 –** Youth Justice Outcomes Framework individual progression reports for young people nominated for a detailed case discussion.

**Attachment 4 –** Youth Justice Outcomes Framework local progression report demonstrating cross-cohort trends.