



Ministry
of Justice



HM Prison &
Probation Service

Policy name: Multi-Agency Lifer Risk Assessment Panel (MALRAP) Policy Framework

Reference: N/A

Re-Issue Date: 23 May 2024

Implementation Date: 30 May 2024

Replaces the following documents (e.g. PSIs, PSOs, Custodial Service Specs) which are hereby cancelled:

MALRAP policy is covered within PSI 36/2010 – updated chapter 4 of the Indeterminate Sentence Manual. The Manual (PSO 4700) has been cancelled, with the exception of Chapter 12 – Compassionate Release. This Policy Framework now covers the MALRAP which remains a mandatory requirement.

Introduces amendments to the following documents (e.g. PSIs, PSOs, Custodial Service Specs): None

Action required by:

<input type="checkbox"/>	HMPPS HQ	<input checked="" type="checkbox"/>	Governors
<input checked="" type="checkbox"/>	Public Sector Prisons	<input type="checkbox"/>	Heads of Group
<input checked="" type="checkbox"/>	Contracted Prisons	<input type="checkbox"/>	Contract Managers in Probation Trusts
<input type="checkbox"/>	Probation Service	<input type="checkbox"/>	HMPPS-run Immigration Removal Centres (IRCs)
<input type="checkbox"/>	HMPPS Rehabilitation Contract Services Team	<input type="checkbox"/>	Under 18 Young Offenders Institution
<input type="checkbox"/>	Other providers of Probation and Community Services	<input type="checkbox"/>	

Mandatory Actions:

All groups referenced above must adhere to the requirements section of this Policy Framework, which contains all mandatory actions. Whilst this Framework sets out the actions the Police Service undertake, the Framework does not bind the Police Service in any way as it is an internal policy document of the Ministry of Justice.

For Information:

Governors¹ must ensure that any new local policies that they develop because of this Policy Framework are compliant with relevant legislation, including the Public-Sector Equality Duty (Equality Act, 2010). All groups must ensure that when handling personal data, they must have comprehensive and proportionate arrangements for collecting, storing, and sharing information, as set out in [PSI](#)

¹ In this document the term Governor also applies to Directors of Contracted Prisons.

[3/2018](#)- The Data Protection Act 2018, General Data Protection Regulation, The Freedom of Information Act 2000, Environmental Information Regulations 2004. For any data protection enquiries please contact InformationmgmtSecurity@justice.gov.uk.

Audit/monitoring:

HMPPS Prison Group Directors and Director of HMPPS in Wales will monitor compliance with the mandatory requirements set out in this framework. HMPPS contract management will hold providers to account for the delivery of mandated requirements as required in the contract.

Resource impact: No impact is expected as this is a pre-existing established process for the management of mandatory lifers. There is a change to the membership of the MALRAP meeting under OMiC, it has been confirmed that the resource implications for the Probation Service and Prisons are resourced within the Offender Management in Custody (OMiC) model.

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Approved by OPS for publication: Michelle Jarman-Howe, Joint Chair, Operational Policy Sub-board, February 2019

Revisions

Date	Changes
23 May 2024	<p>The revised version of the Framework includes a number of changes to policy and process since the last publication. The main changes are:</p> <ul style="list-style-type: none"> • Changes in “Outcomes” in line with policy framework purpose • Removal of LISP 2 Annex • Removal of involvement of PPCS • Changes in mandatory attendees in-line with OMIC framework • Changes to attendees responsibilities in-line with OMIC framework • Update to MALRAP terms of reference in-line with OMIC framework

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Purpose

- 1.1 His Majesty's Prison and Probation Service (HMPPS) have an agreement with the National Police Chiefs' Council (NPCC) that allows for the provision of information by the Police Service, regarding prisoners serving life sentences for offences of murder in England and Wales: mandatory lifers. In line with this Protocol, the police will provide a summary of evidence, often in the form of a report to HMPPS, which can be used to inform HMPPS' assessment of the risks posed by prisoners. In addition, the Protocol calls for the Police Senior Investigating Officer (SIO) to attend the MALRAP, in order to discuss the circumstances of the offence, the prisoner and the police investigation.

Outcomes

- 2.1 To establish safeguarding information regarding any relationships, domestic abuse, childcare responsibilities, and information pertaining to the prisoner's potential Person Posing a Risk to Children (PPRC) status.
- 2.2 To help formulate risk assessment and risk management plan, including any public protection restrictions that may be required to manage the risk in custody.
- 2.3 To help inform Prisoners sentence planning.
- 2.4 To alert Prison staff to emerging risks that can affect the operational delivery, health and safety and stability within the establishment.

Requirements

- 3.1 A MALRAP must be convened on prisoners with mandatory life sentences for murder.
- 3.2 The police should forward a copy of the summary of evidence to the holding prison within two months of the date of sentence. Once received, the document must be marked "Official-sensitive – not to be disclosed" by HMPPS staff and kept within a location that establishment deems appropriate such as VISOR, N-Delius, or the Source Planning Document (SPD). The report must be strictly controlled, and only HMPPS staff acting in accordance with their duties in connection with the prisoner may have access to it.
- 3.3 The Prison Offender Manager (POM) must contact the police Senior Investigating Officer (SIO) to convene the MALRAP. The meeting should take place as soon as possible following receipt of the summary of evidence, and **no later than 16 weeks after sentencing**. The meeting can be conducted face to face or remotely via video conference. If the police summary of evidence is not forwarded to HMPPS, then this may be presented verbally by the SIO at the meeting with the report being forwarded as soon as practicable.
- 3.4 HMPPS Psychology services should be invited to all MALRAP meetings. Prison Offender Manager and Psychologist must discuss beforehand to see if attendance of a psychologist would add value at this early stage of the prisoner's sentence. The attendance of Psychology Services could assist in interpreting evidence into risk formulation, which could lead to more robust risk assessments and risk management planning. It may also identify early signs of Personality Disorders, Learning Disabilities, Mental Health concerns and Neurodiversity.

- 3.5 The Prison Offender Manager will invite the Victim Liaison Officer (VLO) to attend the meeting. The VLO details can be found by contacting the Victim Liaison Unit (VLU) or by requesting details from the SIO. In cases where the victim(s) family do not wish to engage at this stage, the VLO would still be in a position to make valuable contributions to this meeting. The MALRAP meeting will provide the VLO with the opportunity to share important information, even where the victim(s) have chosen not to engage. Therefore, by attending the MALRAP there would be clarity that this information had been passed on. It would also be helpful to have an understanding on whether there was a reason for the victim(s) decision not to engage. It is worth noting that a victim(s) can ask to engage in the scheme at any point in the sentence and having the VLU involved from the start would benefit the gathering of relevant information to inform risk management and safeguarding processes within the prison.
- 3.6 The following staff must attend the MALRAP:
- Head of Offender Management Delivery – Senior Probation Officer(chair);
 - Prison Offender Manager;
 - Prison Case Administrator (Secretariat) and
 - Police Senior Investigating Officer(s).
- 3.7 The terms of reference for the meeting, including the meeting protocol and the deliverables are listed at Annex A.
- 3.8 Following the meeting, a summary of the meeting and outcomes must be recorded by the prison and any sensitive information stored securely. The record of the meeting must be prepared by the Prison Offender Manager, setting out the MALRAP's conclusions, any risk factors, and areas of concern. The record of the meeting can be in the format that the prison deems appropriate for example: minutes, transcript, audio recording or video recording. The report should be marked "Official-sensitive – not to be disclosed" and placed within a secure location that the establishment deems appropriate such as VISOR, N-Delius, or the SPD.
- 3.9 The summary of the MALRAP meeting **must not be disclosed** to the prisoner as the information contained within the document is very sensitive. The MALRAP policy is published in the public domain, prison staff are able to disclose the policy framework found on Gov.uk to individuals in custody and notify them that a MALRAP meeting has been held if it is appropriate to do so.

Constraints

- 4.1 Prison staff must not disclose material supplied by the Police outside the meeting. If a request is made for this information, permission must be sought from the Chair to decide if it is essential that information is shared with another agency. The Chair will then consult all those whose information is contained in the minutes and decide what information can be shared (information shared will be on a need-to-know basis and must be proportionate and necessary).
- 4.2 Prison staff must not produce their own version of a MALRAP confidentiality statement for the meeting. Prison staff must use the MALRAP confidentiality statement available on EQUIP via this [link](#).
- 4.3 Minutes of the meeting must not be disclosed to the prisoner.

Guidance

- 5.1 Routinely the MALRAP meeting is hosted by the reception prison, the meeting can be convened at the Long-Term High Security Estate (LTHSE) establishment rather than the reception prison if this is more appropriate and can be accommodated within the 16 week timeframe. Under offender flows, the prisoner can move establishments after 10 days. If the prisoner has spent the majority of that 16 weeks in the reception establishment and not moved to LTHSE, then the expectation would be on the reception establishment to convene the MALRAP meeting. If the prisoner is moving 8 weeks or less from sentencing date, then the expectation would be for the LTHSE to convene the meeting.
- 5.2 When convening MALRAP, POM should give consideration to any adjustments required under the Equality Act 2010. Where appropriate, reasonable adjustments should be made to ensure the meeting is accessible to all attendees. This information should be requested as part of the invite to the MALRAP meeting. Staff must take into account any issues such as English not the primary language (including British Sign Language or other communication styles), Learning Disabilities or Neurodiversity that may prevent the attendee from understanding what is required of them. There is a potential for unconscious bias in decision making, therefore it is recommended that HMPPS staff who are involved with MALRAP meetings undertake Diversity and Inclusion Training.
- 5.3 The MALRAP will help inform the OASys risk assessment, safety planning and safeguarding planning within the prison and is a crucial element of the risk assessment process and enables police officers involved in the criminal investigation to review and exchange information about the prisoner. It also highlights areas of concern at an early stage of an individual's sentence. (Please see Annex A).
- 5.4 Whilst there is currently no such protocol in place to provide the same information for discretionary lifers, good practice is to convene a MALRAP in these cases in order to gain as much knowledge to inform the risk assessment as possible.
- 5.5 One of the most valuable outcomes of a MALRAP is the receipt of information which may not have made it into the reports that HMPPS routinely receive following a prisoner's conviction/sentence. Such information might include details of concerns the police had while investigating the case, around a prisoner's behaviour or views on or around a particular group of individuals. For example, racist or misogynistic views or behaviour will be of significant relevance to how prisoners are managed in prison, in terms of the risks they pose to staff and other prisoners.
- 5.6 You may also want to consider widening the attendance of MALRAPs to include other staff that may gain from joining the meeting, outside of the mandatory attendance. Whilst you always have the option of sharing outcomes with other prison departments, some may wish to join the discussion, for example prison security departments, Prison Psychology Services and Mental Health In Reach Team.
- 5.7 You may wish to consider the use of IT systems such as Microsoft Teams to make MALRAP meetings more accessible and assisting in permitting the meeting to take place more swiftly.
- 5.8 The agenda that is set out in Annex B gives useful tips on the layout of the MALRAP meeting.

Annex A MALRAP (Multi-Agency Lifer Risk Assessment Panel) - Terms of Reference:

Purpose of Meeting:

The MALRAP is the forum for the provision of information to be shared by the Police Service regarding prisoners serving life sentences in England and Wales i.e. mandatory lifers. In line with His Majesty's Prison and Probation Service (HMPPS) agreement with the National Police Chiefs' Council (NPCC), the police will supply a summary of evidence about the offence which can be used in completing future Offender Management risk assessments. The Protocol also provides for the police Senior Investigating Officer (SIO) to attend a meeting to discuss the circumstances of the offence, the prisoner and the police investigation.

The MALRAP is a crucial part of the risk assessment process and enables officers involved in the investigation to review and exchange information about the newly sentenced prisoner and to highlight areas of concern at an early stage of sentence.

Purpose of meeting is to:

- Ensure the protection of the public by the exchange of information, experience and expertise amongst criminal justice agencies;
- Share relevant information, including victim details;
- Inform the assessment of risk of serious harm as the basis for sentence management;
- Ensure all key personnel are identified at the earliest possible stage; and
- Allow for consideration to be given to whether crime detection or prevention strategies will be appropriate for the case.

Membership:

Required Members of the MALRAP:

- Head of Offender Management Delivery – Senior Probation Officer (Chair);
- Prison Offender Manager;
- Prison Case Administrator (Secretariat); and
- Police Senior Investigating Officer(s).

Desirable Members of the MALRAP:

- Psychologists (optional; prison offender manager and Psychologist may discuss beforehand to see if attendance of psychologist would add value at MALRAP);
- Security Department;
- Programme treatment Manager; Other specialist staff working with the prisoner; or
- Victim Liaison Officers.
- HMPPS Neurodiversity Support Manager

Meeting Protocol:

The police summary of evidence should be received within 2 months of the prisoner being sentenced and the MALRAP convened as soon as possible following receipt of this information. If the information is not forthcoming, the MALRAP should be arranged in any event and take place no later than 16 weeks after the prisoner has been sentenced, in order to support and the Start OASys assessment due at 16 weeks post sentence.

The Prison Offender Manager should arrange the meeting and send an invite to the police SIO and HMPPS psychologist, via the regional functional mailbox. HMPPS Psychology will determine, with the Prison Offender Manager, if they are able to attend and if their attendance adds value.

The Head Of Offender Management Delivery will chair the meeting which may be held at the prison in person or remotely via Microsoft Teams.

The purpose of information gathering at the MALRAP is:

- To identify, agree and record the previous areas of concern about behaviour individual prisoners have exhibited;
- To identify any safeguarding concerns that may affect the health and safety of the prison/ prison staff or concerns that may interfere with Public Protection;
- To identify, exchange and record information relevant to the protection of victims, vulnerable witnesses, or other known persons, who may be at risk from specific life sentenced prisoners, both during custody and following potential release; and
- To identify, exchange and record information relevant to the current risk management of individual life sentenced prisoners throughout their time in custody and identify actions.

Deliverables:

Minutes of the meeting will be marked as 'Official-sensitive – not to be disclosed' and placed in the custody Source Planning Document (SPD) or VISOR or N-Delius, whatever the prison deems appropriate. The MALRAP should inform part of the OASys process.

Information sharing:

All documents, including the police summary of evidence, should be marked 'Official-sensitive – not to be disclosed' and placed in the SPD or VISOR or N-Delius, whatever the prison deems appropriate. The MALRAP should inform part of the OASys process.

The documents must be strictly controlled and only prison staff acting in accordance with their duties in connection with the prisoner may have access to the material.

Annex B Agenda

1. Introduction of MALRAP members
2. Information Sharing:

Police

- Summary of the offence.
- The circumstances leading to the commission of the offence, including relevant background of the prisoner/s, including community ties, relationship with the victim.
- The review of the investigation, summary of interview with the lifer/s and witnesses.
- Links with the co-accused or others linked to the offence, which may have an impact on the custodial management.
- Issues forming part of the prosecution case or issues raised at court.
- Details of media coverage including any ongoing interest.
- Details of any victims, vulnerable witnesses, or other person potentially at risk from the prisoner.
- Has the family engaged with a Family Liaison Officer/Officer in Charge?
- Details of any other risk factors which are evident to the Police.
- Details of relevant previous convictions.
- Details of the prisoners known associates, family members, etc.

Prison Offender Manager

- Prisoner's reactions to life sentence.
- Prisoner's attitude towards the offence, victim, and motivation to address their offence.
- Prisoner's behaviour with staff and other prisoners.
- Any security issues relating to custodial management.
- Has the prisoner been screened on to the OPD pathway and their current status - e.g. had a consultation or formulation, in assessment for treatment service?

Psychology (attendance optional)

- Information concerning the prisoner's behaviour and risk factors.
- Future involvement in case.

3. Summary of Previous Behaviour Concerns

4. VLO (attendance optional) /Victim Issues:

- Has the family opted into the Victim Contact Scheme?
- Is the family eligible to receive a Victim Summary Report (VSR)/Serious Further Offence (SFO) Review?
- Any on-going concerns about further repercussions for the victim and if deceased - for their family?
- Any measures to safeguard them? E.g. consider monitoring the prisoners' correspondence / phone calls intermittently?
- Has the family received a VSR/SFO Review?

5. Any further issues / information

6. Closure of meeting