**Record of Pre-Proceedings Meeting**

**Date of Meeting** *Insert Date*

**Present:** *Insert the names of those attending in the roles set out below*

1. *Representative from Children’s Services (SW & PM) -*
2. *Legal Representative for Children’s Services -*
3. *Parent(s) -*
4. *Legal Representative for the Parent(s) -*
5. *Advocate or family member in support of the Parent(s) -*
6. *Chair (Practice Manager) -*

**Child/Children:** *Complete the information set out below*

* + *Full name*
  + *date of birth*
  + *Currently residing with*
  + *any legal arrangements currently in place*
  + *whether the child is subject to a Child Protection Plan, with date of most recent and next scheduled Child Protection Conference*

**Adults:**

* *details of any other person with Parental Responsibility for the child/children and their involvement with the Local Authority*
* *details of any other significant adults with an interest in the child’s care and welfare and their involvement to date with the Local Authority.*

**The Local Authority’s concerns, and any areas of disagreement:**

Today’s meeting was a formal Legal Meeting within the Pre-Proceedings stage of the Public Law Outline. The purpose was to discuss the Local Authority’s concerns about the care provided to [*child’s name*] by his/her parents, and to set out the plan of work that the Local Authority requires the parents to undertake to aim to avoid care proceedings being initiated.

A summary of the Local Authority’s concerns was set out by the Social Work Pod in the Letter before Proceedings sent to [parents’ names], dated x. [Parents’ names] confirmed today that they had received and read this letter.

Name of parent/s accepted the concerns for xxx, xxx, xxx as listed in the Letter Before Proceedings / did not accept the concerns but agree to continue to work with Children’s Social Care / accepted concerns xxx, xxx, xxx, but did not accept that xxxx.

**Proposed Plan, and any areas of disagreement:**

The proposed plan of work is set out in the Letter before Proceedings and the draft Written Agreement sent to [parents’ names]. In relation to this proposed plan of work, [parents’ names] objected to x aspects of the plan. *Please note if no areas of disagreement were identified.*

[Name of parent/s] signed the revised Written Agreement, a copy of which is attached.

**Agreed Plan, including timescales:** *Complete the table below, to include details of family assessments/for parents to provide details (see section below)*

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Action** | **Who is responsible** | **Frequency & Timescales** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Names of family members to be assessed**

The parent/s today provided the following names and contact details of persons who they wish to be assessed as potential alternative carers for their children, should this later be required:

*(list)*

*Alternatively*

The parent/s had been requested in the Letter Before Proceedings to bring names and contact details of persons who they wished to be assessed as potential alternative carers for their children, however they advised that there are no such persons / they were not able to provide those names to the meeting. As above the parent/s and their legal representatives are asked to ensure that names and contact details are provided within a maximum of seven days.

**Arrangements for Review:**

The Local Authority will review the situation following the completion of the above assessments, and at latest by xx/xx/xx. Following this, the parents and their legal representative will be informed of the outcome, and where appropriate will be invited to a Review Pre-Proceedings Meeting, which [*parents*’ names] should attend with their legal representatives.

Should there be any delay in progress or the parent/s do not engage in the assessments, an urgent review meeting may be called. This may include following a request from the parent/s solicitors for a review meeting, or at the request of the local authority.

The review meeting will consider progress in relation to the plan set out above and decisions will be taken in relation to:

* Ending the Pre-Proceedings process
* Continuation of the Pre-Proceedings process
* Changes needed to the assessments and / or interventions offered
* The Local Authority’s position as to any legal action proposed. Although the intention of the above action plan is to hope to avoid having to go to court, it cannot be guaranteed at this stage that concerns will reduce, and it is still possible that the Local Authority may later need to issue proceedings, should this be the outcome of the assessments, or should concerns for the immediate safety and welfare of the children further increase.

**Record of Meeting made by:** *Insert Practice Manager name or Service Manager’s name*

**Signature:**

**Date:**

***NB this record must be completed and sent to the parents and Newham’s Legal Dept no later than 2 working days after the meeting; record will be forwarded to other legal representatives by Newham Legal***