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| **Day 1 - Request for LPM*** Following Team Manager’s decision to seek legal advice, Social worker completes LPM request and send to PLO Case Manager for approval.

 * Where PLO Pre-Proceedings is a desired outcome from the LPM, the SW will attach a completed draft pre-proceedings letter to the LPM request

 * The draft agreement with parents forms part of the revised pre-proceedings letter and must be completed at this stage.
* Authorisation by HoS/PLO Manager to the LPM will also give agreement to commencing the PLO pre-proceedings process, if that is the confirmed advice from Legal Services and the draft letter/actions.
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| **Week 1 - At the LPM*** Legal Services confirms advice. If advice is to commence PLO pre-proceedings, the draft pre proceedings letter will be finalised and agreed at the LPM;
* Date of the initial pre proceedings meeting to be set at the LPM *(nb parents are entitled to a full 2 weeks’ notice);*
* *Where sufficient notice of a pre proceedings meeting has been given, this will only be changed in the event of unavoidable circumstances. SW/TM will need to ensure they have diarised the meeting. Parents’ representatives will need to make someone from their office available if they cannot cover personally;*
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| **Week 2 - Following the LPM****Legal:*** Legal will send the final version of the pre proceedings letter to the parents within 2 working days of the LPM; copy to be attached to the LPM minutes.
* LPM advice to be completed and copied to HoS, PLO tracking manager and legal team leader within 5 working days of LPM;
* Agreement by HoS/PLO tracking Manager to the advice also gives agreement to Hair Strand Testing (3 months, 2 drugs max) and cognitive testing where advised. There is no need to refer back to social care for further agreement. All other expert assessment will require specific approval from HoS/PLO Tracking Manager.
* Expert assessments – Legal to obtain 3 quotes and the cheapest quote within timescales will be instructed. Provisional dates for appointments and draft Letter of Instruction, if required, to be brought to the pre-proceedings meeting.

**HoS/PLO Tracking Manager:*** Where other, additional expert assessment is advised, Hos/PLO Tracking Manager to agree and respond re costs within 3 working days of receipt of LPM minutes.

**Social Care:*** The SW will make arrangements for the parenting assessment to be started and a draft schedule of visits is to be sent to Legal Services 2 days before the initial pre-proceedings meeting;
* The SW will prepare referrals for any IVAs of family members to be carried out and FGC if this has not already been carried out;
* The SW will prepare necessary referrals for other assessments advised at LPM (e.g. paediatric assessment, sibling assessment, risk assessment), prior to pre-proceedings meeting and bring proposed dates to the meeting;

**Social care & Legal*** Case discussion to take place 2 working days before PLO meeting. Social care to confirm whether parents are legally represented.
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| **Week 3 - At the Pre Proceedings Meeting*** The pre-proceedings meeting will agree the actions required by parents and social care and set a clear timetable, *not to exceed 6 months maximum;*
* The final pre-proceedings agreement will be produced at the meeting by the minute taker and signed by those present as a record of the meeting;

 * The parents must be given a copy of the final pre-proceedings agreement before leaving the meeting to ensure they have a clear understanding and record of all relevant dates;
* The dates for the review pre-proceedings meetings will be agreed at the first meeting *and cannot be changed except in exceptional circumstances.*
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| **Weeks 4-8 - After the Pre Proceedings Meeting****Legal*** Within 3 working days of the pre-proceedings meeting, confirm instruction of experts and appointment dates. Send the Letter of Instruction to expert if required.

**Social Care*** Within 3 working days of the pre-proceedings meeting, finalise any arrangements for and continue with assessments and send referrals for IVAs and FGC if still outstanding.
* Ensure future pre-proceedings meetings are diarised, meeting rooms and minute taker booked.
* Consideration of case at PLO tracking meeting.
* Update legal with any significant developments.
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| **Week 9 - Review Pre Proceedings Meeting*** Case discussion to take place between social care and legal 2 working days before the review pre-proceedings meeting.
* Review of assessments completed to date and progress.
* Has the risk level changed?
* Has there been any improvement in the children’s situation?
* Are parents able to demonstrate a foundation for sustained change?
* Are any further assessments necessary?
* Is any further assessment of family members required e.g. move to full assessment?
* Is PLO pre-proceedings still a proportionate response/is a further period justified?
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| **Weeks 10-14 - After the review Pre Proceedings Meeting****Social Care*** Continue with any outstanding assessments
* Consideration of case at PLO tracking meeting
* Update legal with any significant developments
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| **Week 15 – Review LPM*** Social care to request review LPM; required if they wish to consider issuing to be timetabled after completion/receipt of the parenting and any expert assessments.

* To consider whether threshold is still evidenced and whether it is proportionate to issue proceedings

**Legal*** To complete review LPM minutes within 3 working days

**HoS/PLO Tracking Manager:*** To confirm decision within 2 working days of receipt of LPM minutes. PLO cannot end without authorisation from HoS/PLO Tracking Manager
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| **Week 16 – Review/Final PLO Meeting*** Review of assessments completed and progress to date
* Parents to be advised as to whether the LA intend to issue proceedings or step down from PLO
* In EXCEPTIONAL circumstances, a further period of pre-proceedings may be agreed up to a MAXIMUM of 24 weeks. Extension of Pre-Proceedings will require HoS/PLO Tracking Manager approval.
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