

**A HELPFUL GUIDE TO GETTING**

**LEGAL ADVICE!**

Urgent cases

If police powers have been executed and/or your service manager believes an EPO or urgent ICO is necessary

1. Contact Legal Support on 01202 451178 or Tracy Shenton on 01202 454692 to ascertain which solicitor may be available;
2. Complete and send the attached urgent instructions form to [tracy.shenton@bcpcouncil.gov.uk](mailto:tracy.shenton@bcpcouncil.gov.uk) and cc it to [legal.supportstaff@bcpcouncil.gov.uk](mailto:legal.supportstaff@bcpcouncil.gov.uk)



Threshold for PLO and/or legal proceedings

If you need advice on whether a matter needs to go into the PLO pre proceedings process, or any application needs to be made to court, you will need to discuss this with the Case Progression Manager and, if appropriate, this will need to be presented to the Legal Gateway Meeting on a Tuesday.

1. You will need to complete the form for LGM (see below) and submit it to the LGM co-ordinator (currently Amanda King) by 4pm on Monday. The form needs to be signed off by your Team Manager AND your Service Manager
2. You will present the case to LGM with assistance from your Team Manager
3. If LGM decides the matter does need to go to PLO or go into proceedings, the matter will be allocated to a solicitor. You will be told who this is, and you should deal with that solicitor direct.



General Queries

We will be running a duty scheme for general queries that don’t fall within the urgent and threshold categories set out above (for example, working agreements, issues re section 20 etc).

1. Send an email to [csc.legal@bcpcouncil.gov.uk](mailto:csc.legal@bcpcouncil.gov.uk) setting out a summary of the issues and the question(s) on which you need legal advice
2. Please ensure the child(ren)’s name(s) are in the subject heading of the email
3. If you need the advice by a certain time, please also put that in the subject heading
4. With any new instructions, we need at least the following information:
5. Full names and dates of birth of the children
6. Full names and dates of birth for the mother and father (or fathers!)
7. Whether the father has PR for each of the children
8. Whether the children are on CPPs; if so, what category
9. What are the issues/concerns? (e.g DA/drugs/neglect etc)

You may find this form helpful:

