

GCC ICS

Tel:

Fax:

Legal Planning Meeting Minutes

Details of Child: Lisa (Test) Simpson (Ref: 5108238)

Family Name	(Test) Simpson	Given Names	Lisa
		Case Number	5108238

Date & Venue of Legal Planning Meeting (LPM)

Date convened	
Family name	(Test) Simpson
Venue / Team	

Welcome, attendance & apologies

Role / Position	Name	Contact Details (office, email & telephone)	Attended
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Chair's introduction, Details of children & young people to be considered, and Details of Parents / Carers

Chair's introduction

Chair outlines the LPM agenda and arrangements for the meeting. Legal Planning Meetings (LPM) are convened to consider the evidence, threshold and appropriate action in respect of:

- Issuing Care Proceedings
- Commencing Pre-Proceedings under the PLO
- Discharging a Care/Placement Order or Discharging, Varying or Extending a Supervision Order
- Any other matter where a court application may be required / is being considered eg: Secure Accommodation Order

Details of children & young people to be considered

Name / ID Number	Address (Home & Placement)	DoB / Age	Gender	Ethnicity	Religion	Disability	Immigration
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Birth certificates are available?	
Birth certificates need to be obtained?	

Details of Parents / Carers

Name	Address	PR	Relationship	DoB / Age	Gender	Ethnicity	Religion	Disability	Immigration
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Are there any Mental Capacity Issues to be considered?

Documentation

	Yes / No
Head of Service and Team Manager's Recommendation	
Social Work PLO Summary	
Single Assessment	
Chronology	
Genogram	
SWET	
Existing Plan(s) for each child	
Child Protection Strategy Meeting Minutes	
Most recent LAC Statutory Review of Arrangements Minutes	
Previous Care Proceedings – final evidence / fact finding	
Other assessments e.g. parenting assessment, cognitive assessment, drug/alcohol service assessment, connected person viability assessment	
Jones Risk Assessment	
Other	

If other, please state

Summary of concerns & reasons for convening LPM

The allocated Social Worker, with appropriate support from the Team Manager, will verbally present the case to address the following points with reference to the available documentary evidence:

- Any specific incident or scenario requiring emergency legal advice preceding the LPM (eg: in relation to Police Powers of Protection / Emergency Protection Order).
- The nature and level of current concerns about the significant harm suffered, or likely to be suffered, by each child / young person. This should include the impact on each child.
- The nature and level of concerns about the parent / carer including their parenting skills, capacity to change and / or any additional needs which require consideration (eg: support, treatment or intervention).
- The family background and any historical concerns, including any previous care proceedings.
- Any additional information provided by the child's previous / current foster carer or residential key worker.
- The evidence the social worker and team manager believe supports the need for LPM and proposed next steps.

For Discharge of Care/Placement Order / Variation or Discharge of Supervision Order - as above and also to include:

- Reason for discharge of CO – permanence plan with rehabilitation to those with parental responsibility or permanence plan with care provided by identified others under CAO / SGO.
- Reason for variation of SO - extension or discharge required.
- The evidence the social worker and team manager believe supports the need for their proposed action.

Summary outline of concerns:

To be prepared in advance by the Social Worker and Team Manager using the Jones Risk Assessment model of approach and the risk assessment principles.

In completing this section, the social worker and team manager must indicate, with evidence, whether they believe the threshold criteria for a Care Order [s31(2) of the Children Act 1989] to have been reached. These are that

The Court may only make a Care Order (or Supervision Order) if it is satisfied:

- a. That the child concerned is suffering, or is likely to suffer, significant harm; and
- b. The harm, or likelihood of harm, is attributable to;
 - i. The care given to the child, or likely to be given to him if the Order were not made, not being what it would be reasonable to expect a parent to give him; or the child being beyond parental control.
- c. And will have regard to the welfare checklist:
 - i. The ascertainable wishes and feelings of the child concerned (in light of age and understanding);
 - ii. The child's physical, emotional and or education needs;
 - iii. The likely effect on the child of any change in his circumstances;
 - iv. The child's age, sex, background and any characteristics which the court considers relevant;
 - v. Any harm which he has suffered or is at risk of suffering;
 - vi. How capable each of his parents and any other person the court considers relevant, is of meeting the child's needs;
 - vii. The range of powers available to the court under the Children Act 1989;
 - viii. There will be a focus on how the parent's behaviour is impacting on the child, significant harm and the projected probability and likelihood of change within the child's timescales.

What decisions are the social worker and team manager recommending to the LPM?

What harm are we most worried about? What is the evidence for this?
Consider harm, danger, complicating factors, grey areas

If the harm occurs or continues, what would be the impact on the child? What is the evidence for this?
Consider both short and long term harm, using what we know about the child's experience and research.

What makes this harm more or less likely? What is the evidence for this?
Consider existing strengths/protective factors and risk factors.

What do we need to do to make harm less likely?
Consider safety goals, next steps and threshold criteria

Summary of threshold criteria discussion: (NB: see section 13 regarding the requirement for a written Legal advice memo to be prepared by the Solicitor and sent to the Chair within 2 days of the LPM)

Or

For Discharge of Care Order only– threshold was established in order for the Care Order to be made.

Discussion now needs to consider current assessment of those with pr and their views on the application to Discharge and the proposed plan for the child.

Record of Discussion

Legal Advice

Additional evidence / assessment, including expert witnesses

What additional evidence or assessments are needed	What is the proposed remit of any instructions / referrals and the areas to be addressed?	Who should complete the assessment or provide the evidence?	What are the likely timescales for completion of the assessment?	Who will write the letter requesting the evidence or make the referral?	When will the request letter referral be completed?	Resource panel approval received/required
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Consideration of suitable care and living arrangements / other resource plan / proposed pre-proceedings agreement

What is the proposed Care Plan for the child/ren?

What will the parallel or twin track plan be?

What is the proposed placement for the child/ren?

What consideration is given to the child/ren's individual characteristics, including their ethnicity, culture, language, religion and disability / SEN?

What consideration has been given to convening a Family Group Conference?

Have all connected people (family and friends) been identified for assessment as a suitable carer(s) on an interim or permanent basis?

If a connected person/people is/are being considered what consultation has taken place with the parent(s) and what are their views about this?

What checks and viability / full assessment have been undertaken in respect of the identified connected person/people?

What proposals are being made for the child/ren to see their parents/important people in their life?

Where appropriate, what date is the case going to be presented to the Agency Decision Maker (ADM)?

Consultation with the ADM must take place in advance of any new court applications where the plan is no longer adoption.

LPM Outcome

No.	Yes / No	Summary of rationale for outcome option decision Please provide details
1. The threshold is not met, the PLO does not apply and there is insufficient evidence to issue proceedings. Other services may be provided or NFA will be taken.		
2. The threshold is met, the PLO applies and an 'in principle' recommendation is made to initiate proceedings dependent upon the outcome of pre-proceedings action. This includes a Letter before Proceedings to parents to establish an agreement about what needs to be done to avoid court.		
3. The threshold is met but pre-proceedings action is inappropriate and an application for a Care or Supervision Order is required to safeguard the child without delay		
4. For Discharge Care/Supervision Order: Application is appropriate		
5. For Discharge Care/Supervision Order: Application is not appropriate		
6. Other – this may include consideration of DOL / Wardship, discharge of Placement Order etc		

Action

1. **Action to be taken:** Initiate PLO Tracker with LPM outcome

By Whom: Note Taker

Target date: Within 1 working day of LPM.

2. **Action to be taken:** If appropriate, set date / time for Pre Proceedings Meeting, subsequent reviews and final pre proceedings meeting with parents

By Whom: Head of Service / Team Manager

Target date: Letter Before Proceedings (week 1 after LPM) PPM (week 2) 1st Review (week 8).

3. **Action to be taken:** Prepare draft Letter before Proceedings

By Whom: Social Worker and TM & to be reviewed by SM

Target date: Immediately following the LPM.

4. **Action to be taken:** Check and hand deliver Letter Before Proceedings

By Whom: SW & Lawyer who attended LPM

Target date: Within 5 working days of the above.

5. **Action to be taken:** Draft Pre-Proceedings Agreement to be sent to Legal Services solicitor in advance of Pre Proceedings Meeting

By Whom: Social Worker and TM

Target date: 24 – 48 hours before Pre Proceedings Meeting.

6. **Action to be taken:** If the decision is to issue Care Proceedings or discharge a Care Order then required SW evidence court papers: statement and care plan to be sent to Legal / Papers to be issued with Court

By Whom: SW and TM / Lawyer

Target date: Within 5 working days of LPM / Within 10 days of the LPM.

Action	By who	By When
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Chair's sign off and authorisation

Date LPM record sent to Chair
(to be within 5 working days of LPM)

Chair's Name

Date of distribution of LPM Record by Admin
(to be within 5 working days of LPM)