

## Presenting to Legal Gateway - Terms

1. All paperwork for Legal Gateway Meeting's (LGM) on Wednesday should be with the Service Leader to quality assure by 1pm on the Monday prior to LGM.
2. The Service Leader will send all the paperwork to the PA to the Head of Service by 12pm on the Tuesday prior to LGM and inform the PA of any LGMs that do not have the correct paperwork and therefore need to be cancelled.
3. Paperwork must include the Legal Gateway Meeting workflow on Mosaic, an up to date assessment that sets out the current concerns and reason for LGM, an up to date chronology and a 3 generation genogram.
4. It is expected that the Team Leader will have already checked the paperwork and approved the assessment before it is passed to the Service Leader.
5. The agenda will be sent out at 2pm on the Tuesday prior to LGM and the Social Worker and Team Leader will be informed if any session is cancelled at this point due to incorrect paperwork.
6. Attendees at each LGM are expected to have had oversight of the paperwork prior to the meeting.
7. The Team Leader and Social Worker should present the case together. Where a Team Leader is not available, the Service Leader will sit with the Social Worker.
8. The Team Leader is expected to have provided preparatory support to the Social Worker prior to the LGM so that they can clearly and succinctly present why they are at LGM, what the main concerns are, what the views of all significant adults and children are, and what their plan is.
9. Where you are requesting PLO, the PLO letters should be brought to the LGM where possible. Preparing this will support in thinking about the plan. PLO letters need to be given to parents within 24 hours of the LGM and the PLO meeting should take place within 7 days of the LGM.
10. Where a family has been in PLO and you are returning for a decision (step down, issue proceedings or other), it is expected that you will have completed an appropriate assessment, have details of the Family Group Conference, and will have completed Viability Assessments of family/friends who could be alternative carers.
11. Where you are seeking to agreement to issue care proceedings you should have completed, where possible, Viability Assessments of wider family and have clear assessments on non-resident parents' capacity to care.
12. Where LGMs are convened on an emergency basis, where possible, all expectations above should be complied with.

13. Where demand exceeds the capacity of the Wednesday meeting, LGMs will be set up at other times in the week. The same timescales should be adhered to, taking into account the change of day.

# Public Law Outline Pre-Proceedings Timeline

