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| (Recipient Name)(Address1)(Address2)(Address3)(Postcode) | **London Borough of Merton****Merton Civic Centre****London Road****Morden SM4 5DX*****Direct Line:*** ***My Ref:*** ***Date:***  |

Dear XXXX,

**Letter of Instruction: Type of Assessment, Name of Parent, dob.**

Thank you for agreeing to provide a parenting/cognitive/psychiatric/psychological assessment of name of parent. There is a deadline for you to provide your report and I would ask that you file the parenting/cognitive/psychiatric/psychological assessment by date.

I would be grateful if you would inform me if, for any reason, you anticipate not being able to keep to the timetable. It would be helpful if you could consider the questions under ‘Your Instructions’ in this letter and let me know immediately if any of those questions (or their wording) appear problematic to you. I am the lead social worker for the purpose of this instruction and should you have any questions please refer to me in the first instance.

There are no live court proceedings in this matter as the local authority has not yet made an application to the court. However, the local authority has considered and continues to keep under review whether to make an application to the court concerning the children in this case. As such the matter is at the ‘pre-proceedings’ stage, which means that the local authority is continuing to work with the parents and the family to try to narrow the issues and possibly avoid court proceedings.

(name of parent/carer) is aware of your instruction and has consented to you undertaking a (type of) assessment. His/Her/their contact details are as follows:

Mobile: XXXXX

Address: XXXXX

Space at Merton Civic Centre can be made available for you both to meet.

**Concerns**

Please set out the key family relationships and which family members the person being assessed lives with. *XXXXXXX is father to XXXXXX (dob: XXXXXX) & XXXXXXX (dob, XXXX)*

*and step father to XXXXX (dob. XXXX). XXXX lives with all three children and their mother, XXXXXX (dob XXXXX) All three children are subject to pre-proceedings due to concerns pertaining to risk of physical harm, domestic abuse, neglect and parental alcohol and substance misuse as set out in further detail below. We are worried about:*

* List the concerns – please include as much as possible dates of incidents and the source of the information, police report, direct work, conviction, allegation.

Enclosed with this letter are the following documents.

* *Below are examples, please include any documentation which helps to tell the family’s/child’s story. As well as the below, CIC review minutes and the social work report for that meeting could be helpful as could the genogram, CIN minutes and CGM minutes.*
* Social Work Chronology
* Review Child Protection Conference minutes dated XXXXXXX
* Initial Child Protection Conference minutes, dated XXXXXXX
* Child and Family Assessment dated XXXXXXX

If, having considered the documents enclosed, you consider that you require any further documents, please contact me and I will consult the other persons who have agreed to this instruction or their legal representatives. I will also send you copies of any relevant documents received after the date of this letter.

**Basis of your instructions**

You are being instructed to provide an expert opinion. This letter has been shared with and agreed by XXXXX solicitors.

The local authority solicitor for this matter is XXXX and his/her/their contact details are:

XXXX

Lawyer, Social Care & Education Team

South London Legal Partnership

Merton Civic Centre, London Road, Morden, SM4 5DX

Direct Telephone: 0208 XXXXX

Email: XXXXXX@merton.gov.uk

**Your instructions**

1. Insert questions here: The Law Society Guide will guide the drafting of questions – it can be found online or I have a copy I can send.

Please avoid expressing a view regarding the factual disputes in this case, as this is of course the province of the court if court proceedings do start at some stage. Where appropriate, it would be of assistance if you could express your opinion on the basis of alternative findings of fact.

**Payment of your fees**

Your fees will be met by the local authority. Please ensure that your invoice contains a breakdown of the work done. Please send me an estimate of the cost of your assessment within the next 7 days if you have not already done so.

Kindly confirm receipt of this letter and its enclosures.

Yours sincerely

XXXXXX

Team Manager