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| **Timescale** | **Wiltshire Pre-Proceedings Timeline**  **Actions** |
| **-2 Week** | Request form for a Legal Planning Meeting (LPM) completed by social worker, audited by Team Manager (TM) and then onto Head of Service Safeguarding and Assessment (HOS) for authorisation for Legal Planning Meeting to take place. (In the absence of HOS the Service Manager S&A will authorise)  HOS if agreeing LPM will send copy to legal services, TM, (TM to ensure copy placed on child’s carestore), Care Proceedings Case Manager (CPCM) and [OCSSMT@wiltshire.gov.uk](mailto:OCSSMT@wiltshire.gov.uk) (OCSSMT to add decision to Edge of Care Spreadsheet for tracking)  No LPM will take place without a form being completed and submitted to legal services unless urgent legal advice is required for an Emergency Protection Order.  On receipt of authorised LPM form, Social Work team send an electronic legal bundle to Kate Furnival (cc to socialcareparalegal) for a solicitor to be allocated the case. Legal services to advice of name of allocated solicitor.  Legal Services and TM to arrange LPM within 3/5 working days from authorisation being received. |
| **-1 week** | Legal Planning Meeting Held  If outcome of LPM is to progress to pre-proceedings, seek specialist assessment, or Instigate Proceedings TM to email children’s service buyers (CSB) on day of LPM for a slot on agenda of next Edge of Care Panel (EOC). LPM request form, genogram and most recent single assessment to be sent to CSB as relevant papers for EOC Panel. (*Where possible LPM minutes available at EoC panel for chair only.)*  LPM minutes to be completed by team administrator (using template)  Within 2 working days team administrator will send minutes of LPM to TM for approval and to Legal Services. Legal Services will provide any amendments within 2 working days. Within a further 2 working days TM will finalise minutes, with copies sent to legal services, team administrator (place on child’s carestore) and care proceedings case manager. Where possible LPM minutes available at EoC panel for chair only.  Where the outcome of the LPM is that the case does not meet threshold for pre-proceedings, CPCM will highlight the case to the relevant Service Manager for review. |
| **Week 0** | Day 1- Edge of Care Panel ratifies LPM recommendations. *(edge of care ratifying LPM recommendations is start of pre-proceedings)*  By working day 3 Social Worker will prepare draft pre-proceedings letter and draft Pre-Proceedings plan and send to Legal Services for suggested amendments before sharing with parents. (See template PPM letter).  By working day 4 Social Worker to hand deliver pre-proceedings letter and pre-proceedings plan to parents (include a list of children’s panel approved solicitors, leaflet re family group conference service). Social Worker to explain the letter to parents if there are concerns about literacy or level of understanding. |
| **Week 2** | Initial Pre–Proceedings Meeting to take place. PPM to be chaired by TM. . The parents and Social Care will be represented by solicitors.  Team administrator to minute meeting (see template). |
| **Week 3** | Minutes of the pre-proceedings meeting and pre-proceedings plan to be completed by Social Worker, approved by TM and sent to legal services for comment. Once finalised minutes and pre-proceedings plan will be sent to parent’s solicitor by legal services and a signed version will be obtained and returned to social worker. (A copy to be placed on child’s Carestore.) Minutes also to be sent to Care Proceedings Case Manager.  Any viability assessment to be completed by Social Worker.  Family Group Conference referral to be sent to Daybreak FGC service. (with parent’s consent)  Any letters of instruction for assessments to be prepared and solicitors for parents invited to comment.  Medical records (with parent’s consent) and police disclosures to be applied for by legal services.  Tests (hair strand, DNA, learning capacity) to be applied for by legal services. |
| **Week 7 – 8** | Planning discussion (meeting or telephone) to take place between Care Proceedings Case Manager, Team Manager and Social Worker to discuss progress and check all is on track. (This discussion could include Contact & Assessment Team Manager if relevant). |
| **Week 12 – 13** | Further LPM to be held chaired by TM. To check progress and consider outcomes/agreed actions for review PPM.  To include consideration of long term fostering/adoption/instigating proceedings/closing case/continuing in PPM.  If permission is required to issue care proceedings, this is to be gained prior to the review pre-proceedings meeting by attending EOC Panel. |
| **Week 14 – 15** | Review pre-proceedings meetings to be held to be chaired by TM.  Assessments of family members and expert reports to be available and discussed.  Decisions from LPM held in week 12/13 shared with family.  Minutes to be prepared and circulated as per previous PPM. |
| **Week 20** | LPM to be held chaired by Team Manager as above, to determine final decision. (*close case, instigate care proceedings, seek permission to extend Pre-Proceedings beyond 26 weeks*)  If final decision is to instigate care proceedings or to extend beyond the 26 weeks in pre-proceedings TM to contact CSB for a slot on the next immediate EOC Panel. Expert reports and assessments and PPM minutes to be provided as documentation for panel.  Care Proceedings Case Manager will send out an email reminder that the case is now at 20 weeks and if an extension is required, they will need to seek permission from Head of Service at Edge of Care panel as soon as possible.  Where the case is being stepped down from the pre-proceedings process, the case will be reviewed by the relevant Service Manager to ensure further oversight and approve the plan for once it is stepped down.  Once the Service Manager has approved the plan for stepping down, Review Pre-Proceedings Meeting to be held and the parents to be advised of the decision to end pre-proceedings.  Where cases are stepped down, the social worker will send out a formal letter advising that the pre-proceedings process has now ended. |
| **Week 22** | Final Pre-Proceedings meeting to be held, chaired by TM.  Family to be advised of LA’s final plan.  Minutes to be prepared and circulated as per previous PPM.  At the point at which it has been agreed to issue care proceedings, all necessary court documentation to be provided to the solicitor within two weeks, unless needing to be issued more urgently, and to have already been checked by Assistant Team Manager and care plan agreed by Team Manager. |
| **Week 26** | Proceedings issued or case closed. If case extended beyond 26 weeks in pre-proceedings this will only be with permission of HOS via EOC and timescales will be set from EOC for review PPM and case will be kept under review by CPCM at a frequency directed by HOS. |