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| --- | --- | --- | --- | --- | --- |
| Type of decision / review | Responsible HoS | Contributors / attendees | Meeting / frequency | Case progression role | Comments |
| New admissions to care – unplanned s20 (only in an emergency and exceptional circumstances) | HoS LAC (Chair) | HoS LAC, Legal, ECHo manager, TM/SW | Placement Panel fortnightly (Tues pm) | No | Operational HoS agrees s20 on day of admission **in emergency situation only,** case presented to next available Placement Panel (first Panel slot) |
| New admissions to care – planned s20 | HoS LAC (Chair) | HoS LAC Legal, ECHo manager, TM/SW | Placement Panel fortnightly (Tues pm) | No | First Panel slot of the next available Panel |
| Review of case progression: s20 | HoS Safeguarding & Review | HoS S&R, Legal, TM/SW | Monthly virtual review | Yes | Cases of concern highlighted to HoS with case responsibility to prevent drift |
| Review of case progression: permanence and long term matching | HoS Safeguarding & Review (Chair) | HoS S&R, LAC managers, Fostering manager | Meeting every other month | Yes | Supported by an action plan and tracking by IROs for backlog and regular Mosaic reporting |
| Review of case progression: Placement Orders | HoS CP & Court / HoS LAC | Early Permanence team | Monthly meeting | Yes (Chair) | Cases of concern highlighted to HoS with case responsibility to prevent drift  |
| Review of case progression: unborns | HoS MASH/Assessment, HoS CP & Court | HoS MASH/Assessment, HoS CP & Court, Legal, Midwifery, Early Permanence team | Monthly meeting | Yes (Chair) | Case Progression Officer tracks fortnightly, obtains updates prior to monthly meeting and liaises with SW/TM re actions following monthly meeting, Case Progression Officer oversight recorded on Mosaic casenotes |
| Decision to commence PLO | Case responsible HoS | 3 way supervision discussion HoS, SW / TM  | As required | No | HoS to record case supervision on Mosaic |
| Commence PLO\* | HoS CP & Court | HoS CP & Court, TM/SW and Legal, *FSW,* *Early Permanence team, Fostering manager* | LPMs every Weds am | Yes | HoS CP & Court to facilitate joint decision making for cases in CWD / Assessment, Case Progression Officer to highlight relevant cases to Early Permanence team |
| Review PLO | HoS CP & Court | HoS CP & Court, TM/SW and Legal, *FSW,* *Early Permanence team, Fostering manager* | LPMs every Weds am | Yes | HoS CP & Court to facilitate joint decision making for cases in CWD |
| Exit PLO or end PLO and issue proceedings (including IPPM)\* | HoS CP & Court | HoS CP & Court, TM/SW and Legal, *FSW,* *Early Permanence team, Fostering manager* | LPMs every Weds am | Yes | HoS CP & Court to facilitate joint decision making for cases in CWDIncludes s37 reports as required for consideration to issue |
| Immediate issue | Case responsible HoS  | HoS, TM/SW and Legal | Telephone / email | No | Notification from HoS to Case Progression Officer to arrange LPM to be held as soon as possible |
| Review of care proceedings | Case responsible HoS | HoS, TM/SW, Legal, *Early Permanence, Fostering manager, LAC manager* | RPPM arranged as required | Yes | Review Permanence Planning Meetings scheduled by Case Progression Officer in line with court timetabling |
| LAC reduction: discharge of Care Orders, SGOs, PWP | HoS LAC | Dedicated monthly meeting with relevant operational TMs |  | No | HoS LAC reports monthly to AD and DCS and detailed report to Legal monthly |

\*Subject to revised protocol during Covid-19 lockdown. *Attendees in italics are invited as required.*

**Where decision making arrangements are designated to a named Head of Service post and they are not in work, the named Head of Service providing cover will be responsible for the relevant decisions.**