

# Pre-Proceedings – PLO - Process Map

## March 2019

**Best Practice Notes to Practitioners & Managers**

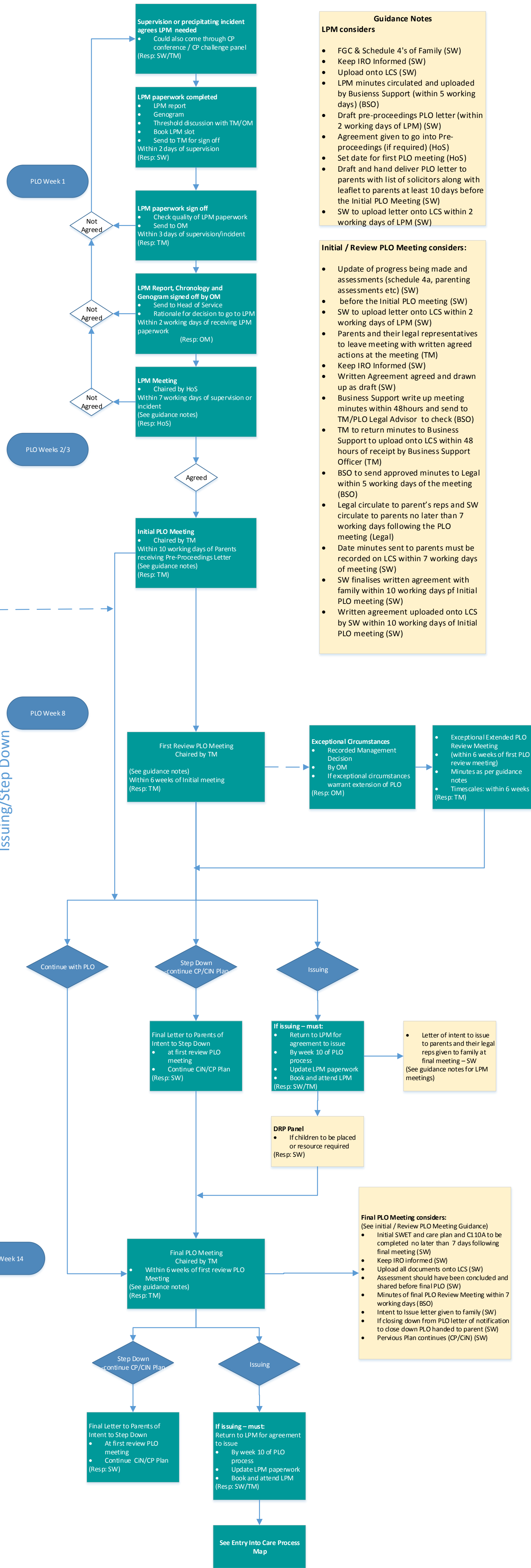
If level of risk escalates or there are immediate safeguarding concerns then seek immediate OM or GH advice and consider legal advice regarding protection of child(ren).

Book into Legal Planning Meeting at next available slot.

Ensure all key decisions are recorded with a rationale on a child(ren)'s file.

**Best Practice Notes to Practitioners & Managers**

There may be rare occasions after the Initial PLO Meeting that proceedings are required. SW must attend with intent to issue



- Guidance Notes**
- LPM considers**
- FGC & Schedule 4's of Family (SW)
  - Keep IRO Informed (SW)
  - Upload onto LCS (SW)
  - LPM minutes circulated and uploaded by Business Support (within 5 working days) (BSO)
  - Draft pre-proceedings PLO letter (within 2 working days of LPM) (SW)
  - Agreement given to go into Pre-proceedings (if required) (HoS)
  - Set date for first PLO meeting (HoS)
  - Draft and hand deliver PLO letter to parents with list of solicitors along with leaflet to parents at least 10 days before the Initial PLO Meeting (SW)
  - SW to upload letter onto LCS within 2 working days of LPM (SW)

- Initial / Review PLO Meeting considers:**
- Update of progress being made and assessments (schedule 4a, parenting assessments etc) (SW)
  - before the Initial PLO meeting (SW)
  - SW to upload letter onto LCS within 2 working days of LPM (SW)
  - Parents and their legal representatives to leave meeting with written agreed actions at the meeting (TM)
  - Keep IRO Informed (SW)
  - Written Agreement agreed and drawn up as draft (SW)
  - Business Support write up meeting minutes within 48 hours and send to TM/PLO Legal Advisor to check (BSO)
  - TM to return minutes to Business Support to upload onto LCS within 48 hours of receipt by Business Support Officer (TM)
  - BSO to send approved minutes to Legal within 5 working days of the meeting (BSO)
  - Legal circulate to parent's reps and SW circulate to parents no later than 7 working days following the PLO meeting (Legal)
  - Date minutes sent to parents must be recorded on LCS within 7 working days of meeting (SW)
  - SW finalises written agreement with family within 10 working days of Initial PLO meeting (SW)
  - Written agreement uploaded onto LCS by SW within 10 working days of Initial PLO meeting (SW)

- Exceptional Circumstances**
- Recorded Management Decision
  - By OM
  - If exceptional circumstances warrant extension of PLO
- (Resp: OM)

- Exceptional Extended PLO Review Meeting**
- (within 6 weeks of first PLO review meeting)
  - Minutes as per guidance notes
  - Timescales: within 6 weeks
- (Resp: TM)

- Final PLO Meeting considers:**
- (See initial / Review PLO Meeting Guidance)
- Initial SWET and care plan and C110A to be completed no later than 7 days following final meeting (SW)
  - Keep IRO informed (SW)
  - Upload all documents onto LCS (SW)
  - Assessment should have been concluded and shared before final PLO (SW)
  - Minutes of final PLO Review Meeting within 7 working days (BSO)
  - Intent to Issue letter given to family (SW)
  - If closing down from PLO letter of notification to close down PLO handed to parent (SW)
  - Previous Plan continues (CP/CIN) (SW)