**Initial Pre-Proceedings Meeting and Agreement:**

**(PLEASE ENSURE ALL GUIDANCE NOTES ARE REMOVED PRIOR TO SENDING OUT THIS DOCUMENT).**

*This document should be prepared at the very latest 5 working days prior to the PPM (and sent to Legal for comment). Please ensure there is consistency with existing documents e.g. Core Assessment, Request for LPM and the Child’s Plan.*

*Following the meeting the parents and legal representatives, including GCC Legal Services, should be sent a copy of this agreement and the Pre-Proceedings timeline.*

**Date of meeting:**

**Who attended:**

**Mother:**

**Represented by:**

**Father:**

**Represented by:**

**Other Person with Parental Responsibility:**

**Represented by:**

**Social Worker:**

**Line Manager:**

**Represented by:**

**In respect of child (ren):**

**Date of Birth:**

**Apologies:**

**The Local Authority has taken legal advice and is considering starting Care Proceedings for [insert the child/ren’s names]. This means that we may go to Court and if the Court decides that this is best for them, [insert the child/ren’s names] could be taken into care.**

1. **PRECIPITATING EVENTS: Summary of the Local Authority’s concerns? Briefly outline the key issues.**

|  |
| --- |
| **Local Authority Concerns:** |
| 1.  2.  3. |
| **[Insert mother’s name] response:** |
| 1.  2.  3. |
| **[Insert father’s name] response:** |
| 1.  2.  3. |

1. **SUMMARY OF CHILDREN’S SERVICE INVOLVEMENT: What has been tried so far – including initial referral, written agreements, CP Plan, any previous proceedings/pre-proceedings?**
2. **PREVIOUS ASSESSMENTS CONDUCTED.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Assessments** | **Date** | **Outcome** |
|  | Viability of relatives |  |  |
|  | Sibling Assessments |  |  |
|  | Psychological |  |  |
|  | Mental Capacity |  |  |
|  | Parenting |  |  |
|  | Sibling Attachment |  |  |

1. **These are the ways we believe the children will be harmed if there is no change:**
2. **The Local Authority has agreed that if you can make lasting changes to the care you give to your children it may not be necessary to go to Court to ask a Judge to consider whether the children need to live away from you to keep them safe, this could potentially be a permanent decision, such as your child being adopted. The list below is what you need to do and what Children’s Services will do** *(The list should relate to the concerns above, and be Specific, Measurable, Achievable, Realistic and Timely (S.M.A.R.T).*

Please fill in Section 8 at the end of this document.

1. **Additional comments by the parents and response to the agreement (**in bullet points**)**
2. **Key Standard Questions:**
   1. **Has there been a family Group Conference? Date and outcome. If not convened please provide reason.**
   2. **Which relatives are the parents putting forward as a contingency?**
   3. **Do the parents agree to other relatives being contacted?**
   4. **Do the parents consent to their medical evidence being disclosed?**
   5. **What further updating information is available, if any?**
   6. **When is the date and time of the next meeting?**

**Section 8. Pre-Proceedings Plan (this is to be copied into all future reviews)**

**A. What you need to do to avoid going into Court:** *(This list should be those fundamental issues for which a breach of the agreement would precipitate Proceedings).*

|  |  |  |
| --- | --- | --- |
| **What you need to do:** | **When you have to do it by:** | **Update on action agreed:** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

**B. Additional expectations of what you need to do:** *(Include actions/expectations for the parents that are not a crucial part of the agreement - i.e. would not necessarily lead to Care Proceedings if breached).*

|  |  |  |
| --- | --- | --- |
| **What you need to do:** | **When you have to do it by:** | **Update on action agreed:** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

**C. Actions by Children’s Service:** *(Be specific).*

|  |  |  |
| --- | --- | --- |
| **What we will do:** | **When we will do it by:** | **Update on action agreed:** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

Signed: \_

For Gloucestershire County Council : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lawyer: .........................................................................................................

Mother : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Solicitor: .........................................................................................................

Father: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Solicitor: ……………………………………………………………………………