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| **PRIVILEGED: RECORD OF LEGAL PLANNING MEETING PRIOR TO PRE-PROCEEDINGS REVIEW** | | | | | |
| **1.** | **Date of Meeting and week number of timeline** |  | | | |
| **2.** | **Name/s of Child/ren** |  | | | |
| **3. Professionals present and titles** | | | | | |
|  | | | | | |
| **4. Apologies** | | | | | |
|  | | | | | |
| **5.** | **Consideration of progress of pre-proceedings agreement plan**  **from meeting dated      .**  **Complete Section 8 (Pre-proceedings plan) at the end of the document with the progress against agreed actions/expectations.** | | | | |
|  | **Action agreed at Pre proceedings meeting dated xx/xx/xx** | | | **Progress against the agreed action** | |
|  |  | | |  | |
|  |  | | |  | |
|  |  | | |  | |
|  |  | | |  | |
| **6.** | **Additional matters to be asked of parent** | | | | |
|  | **Action to be agreed** | | **By whom** | | **By when** |
| **7.** | **Update on other matters relating to the child, e.g. school, health.** | | | | |
|  |  | | | | |
| **8.** | **Summary of outcome of assessments (if available)** | | | | |
|  |  | | | | |
| **9.** | **Legal advice in the light of the progress of the agreement to date and outcome of discussion *(address threshold, plan in the light of the outcome of assessments, care plan/contact proposals/outstanding evidence/gaps in evidence)*** | | | | |
|  |  | | | | |
| **10.** | **Are there any factors that could cause delay for these children? (E.g. Social Worker availability/capacity within the team?)**  **How is it proposed that these difficulties are addressed?** | | | | | |
|  |  | | | | | |
| **10.** | **Decision made at LPM** | | | | | |
|  | Continue in Pre-Proceedings:  (if beyond 26 weeks express  permission to be sought from  Head of Service).  Initiate Court proceedings:  End Pre- Proceedings | | | | | |
| **11.** | **Actions agreed at LPM** | | **By whom** | | **By when** | |
|  |  | |  | |  | |
|  |  | |  | |  | |
|  |  | |  | |  | |
|  |  | |  | |  | |
| **12.** | **Agreed dates by which papers will be prepared to meet PLO timescales** | | | | | |
|  | Within 5 working days of review LPM: Minutes forwarded to Service  Manager for decision and to Permanence Team. (insert **🗸** and date)  Within 10 working days of review LPM: court papers, statement and  care plan if appropriate  Within 15 working days of review LPM, date for issuing: | | | | | |
| **13.** | **Head of Service agreement and date:**  ***(send to Head of Service every time)*** | | | | | |
|  |  | | | | | |

**Record of Legal Planning Meeting Prior to Pre-Proceedings Review**

**Section 8 – Pre-proceedings plan (to be coped from initial agreement) this should form the basis of the next Pre-proceedings review**

**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 and Young People’s Service:** *(Be specific).*

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