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| **Week** | **Action** |
| Week 1 – Day 1Day 2 | Legal Services lodge application form C110A – with:* SWET statement
* All current assessments,
* Chronology
* Genogram
* Threshold (Legal to prepare)
* Allocation proposal (Legal to prepare)
* Index of checklist documents (Legal to prepare)
* Court issue case
* Court considers allocation of case (which court?)
* Legal serves application form and evidential documents on the parties
* Court makes standard directions for the filing of LA case summary, case analysis by Guardian, parents’ responses etc
* LA starts CPR and completes draft schedule of kinship carers (to be filed in court)/ identifies all family members/convene FGC/starts viability assessments if not already done so and book adoption medical.
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| 3 (no later than 2 days before CMH | Advocates meeting – arranged by solicitor for the child to consider:* Parties’ position
* Experts (whether “necessary” and if so questions LOI to be drafted)
* Disclosure
* Need for contested ICO

LA case summary filed and draft case management order |
| 4 (by day 18) | **CMH**Court to give detailed case management directions – instruct any outstanding assessments/experts/order adoption medical if no ICOFully timetable and list for IRH (consider timetable for the child and whether extension beyond 26 weeks necessary) |
| 5 | * Stage 2 Viability assessments extended family completed
* Schedule of Kinship carers to be updated and schedule to be sent to legal
* **FCMH** (only if necessary)
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| 6-8 | * Review LPM/care planning meeting to be convened to consider the balance sheet of options as per S7 of the SWET. Meeting to be convened by legal – CPW (child permanence worker) to attend. Draft balance sheet to be updated by the safeguarding SW and circulated prior to the meeting.
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| 9 | * Meeting to review progress of kinship carers and to formulate a support plan – to be convened and drafted by the FFAST Team SW. Support plan to be signed off by HOS for Permanence.
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| 12 | * Expert/SW/Stage 3 Kinship Assessments completed
* schedule of kinship carers to be updated -sent to legal (and filed)
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| 13 | * Final Care Planning Meeting convened by SW (legal to attend) - Minutes and updated balance sheet in S7 of SWET to be completed by SW and sent to all those present and to Locality Head of Service
* Legal complete and send ADM proforma if plan adoption
* CIC review (must take place prior to ADM)
* CPR completed and sent to Agency adviser if plan adoption
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| 14 | CPR/health/expert/assessments sent to ADM  |
| 15 | ADM / LA Final evidence and PO application lodged if appropriate |
| 17 | Parents’ Final evidence filed |
| 19 | Advocates’ meeting/ Guardian’s analysis/LA Case summary |
| 20 | **IRH**/Case management order or finalise if possible |
| 26 | **FH** |