|  |  |
| --- | --- |
| **Week** | **Action** |
| Week 1 – Day 1  Day 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. |
| 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 ICO  Fully 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) |
| 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. |
| 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. |
| 12 | * Expert/SW/Stage 3 Kinship Assessments completed * schedule of kinship carers to be updated -sent to legal (and filed) |
| 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 |
| 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** |