**Public Law Outline (PLO) PRE-PROCEEDINGS CHECKLIST AND GUIDANCE**

***For guidance on Unborn's please refer to the unborn procedure - please click*** [***here***](https://www.proceduresonline.com/northumberlandcs/files/unborn_baby.pdf?zoom_highlight=Unborn+plo+procedure#search="Unborn plo procedure")

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| --- | --- |
| 1. **Check and review the child’s timeline and plan rules.**
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| 1. **Check all assessments are completed.**
 | * Do you have a parenting assessment? what is the outcome?
* Has harm matrix been completed?
* Has a PAMS Been undertaken and considered? If ongoing or complete, timescale for teaching programme
* Has Multi Agency planned work been completed and evidence in the timeline?
* If assessments have been positive what has changed? Or if an assessment is required agree timescales for completion, with which professional is taking on what role.
 |
| 1. **Check that any support the family should have been offered or provided with has been completed.**
 | * If not, this support should be provided before progressing and returning to point 1 if this support has not been offered agree timescales and implement.
 |
| 1. **Gain the views of the Core Group/Care Team, Family, IRO.**
 | * There are various ways to capture the views either through strategy, care team/core group minutes or as a case note or telephone conversation.
 |
| 1. **Has Safety Circles been completed/network identified.**
 |  |
| 1. **Has a Family network meeting been held?**
 | * If not can one be held?
 |
| 1. **Show any progress/outcomes of Network meeting**
 | * Within your core group/care team minutes.
 |
| 1. **Make sure that the chronology is up to date.**
 | * Admin can assist in this task.
 |
| 1. **Make sure that the genogram is up to date.**
 | * Admin can assist in this task.
 |
| 1. **Check to see if any viabilities have been identified on those who could care for the child.**
 |  |
| 1. **Arrange case discussion with Team Manager to discuss if meets the threshold for a legal planning meeting. *Do we need a timescale for this?***
 | * If any gaps are identified put these in place, book another case discussion with your Team manager in timescale agreed within this case discussion.
* Ensure any actions are added to the timeline agreed with Manager.
* Rebook case discussion or if agreed LPM is the next action follow plan below:
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| 1. **Order birth certificates, once received admin will store these in the birth certificate folder for you.**
 | * SWSA or Admin can order birth certificates.
 |
| 1. **If agreement is achieved for a legal planning meeting invite legal, Senior Manager, Team Manager and Admin (who will take the minutes and start off the legal planning template).**
 | * To invite legal to the meeting please use –
* *childcare.lpm@northumberland.gov.uk*
* ***for legal planning meeting requests only.***
* LPM templates are located on Tri.x
* [www.proceduresonline.com/northumberlandcs/#](http://www.proceduresonline.com/northumberlandcs/)
* ***ask admin to start these off for you, if not already.***
 |
| 1. **Admin will complete the child’s/workers details and insert the genogram into the Legal Planning Meeting template.**
 | * Admin to complete Name of Child, ICS No, DOB, Name of Social Worker, Team Manager, Children’s Senior Manager, IRO and the genogram.
* Allocated social worker to complete the rest of the legal planning template including what they are asking the LPM to consider, with an outline of what we are asking from the family within PLO.
 |
| 1. **Legal Planning Meeting to take place.**
 | * Minutes will be produced as a result of this.
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| 1. **Once the minutes have been authorised by your Team Manager please e-mail to legal.**
 | * *Childcare.legal@northumberland.gov.uk*
 |
| 1. **Outcome received or agreed?.**
 | * If threshold not met go to Point 1.
* If threshold is met go to Point 18.
 |
| 1. **Legal Gateway Panel template to be completed by 2 pm the Friday before the next Legal Gateway Panel and emailed toElise Mielnick**
 | * *Elise.Mielnick@northumberland.gov.uk*
 |
| 1. **Attend Legal Gateway panel**
 | * These are held every Tuesday morning, allocated social worker and/or team manager to attend and present
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| 1. **If PLO approved a letter before proceedings will need to be started.**
 | * This can be obtained from Tri.x
* *Enclosing list of solicitors*
* *Immediately following Legal Gateway Panel, Team Manager to book initial Letter before Proceedings meeting and ensure:*
* *Giving the family 10 days' notice to the PLO meeting to give them time to find legal support.*
 |
| 1. **Initial PLO meeting held, Chaired by Team manager and attending by allocated social worker, Legal representative from Local Authority, parents and their Legal Representatives, Admin to take minutes**
 | * Team manager to go over what brought us here today, and the outline of the proposed plan, giving the family the opportunity to share their views
* Agree plan
* Set next review meeting date and time, ideally 6 weeks to review the plan
* Share minutes within 48 hours with all parties.
 |
| 1. **Monitor the plan consistently throughout**
 | * Prior to the review PLO meeting, have a meeting with legal, team manager to review the plan.
* Follow process from step 18 up to either review, end PLO.
* If plan not progressing hold a LPM and take case back to Legal Gateway following steps from point 13 with request to issue, with timescales.
 |
| 1. **At 10/11 weeks**
 | * Review the plan with legal and senior manager to prevent drift.
* Return to Legal Gateway panel to request permission to extend over 12 weeks.
* See point 18.
 |
| 1. **At 12 weeks**
 | * End PLO/ extend PLO/Progress to issue proceedings
* Hold PLO review meeting with all parties.
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