

**Final Evidence filed within timescales** – any delays in filing final evidence require the Legal Advisor to be aware immediately, to be able to inform the Court if necessary. The Court Progression Officer will need to be informed for tracking purposes.

**Final Evidence completed by the Social Worker with the agreed care plan from the Final Care Planning Meeting.**

* IRO Views to be gathered
* Final Evidence to be Quality Assured by PM
* Final Evidence to be provided to legal – five working days before filing date.
* Final Care Plan to be signed off by Service Manager – with agreed final care plan agreed at FCPM, any changes from those agreed must be agreed by Head of Service.

**Final Care Planning Meeting held – meeting to be chaired by Head of Service for the service.**

Minutes of the meeting to be taken by PLO Meeting Bookings Embedded Co-ordinator and sent via Mosaic to Head of Service for sign off.

**STEP SIX**

**STEP FIVE**

**STEP FOUR**

Head of Service Reviews Final Care Planning Meeting Minutes and approves

PLO Meeting Bookings Embedded Co-Ordinator finishes the form on Mosaic.

**STEP THREE**

**Social Worker ensures Legal Workflow is up to date and sends Final Care Planning Meeting action to ‘Gateway Duty’.**

Social Worker ensures that all evidence within care proceedings is within documents on the child’s file (mosaic), including all assessments, statements, court orders.

**STEP TWO**

**STEP ONE**

**Final Care Planning Meeting to be held three weeks prior to Final Evidence filing date** – SW Team requests final care planning meeting to be arranged via PLO Meeting Bookings, advising of who needs to attend.

PLO Meeting Bookings – arranges Final Care Planning meeting, books date and sends out invites.

Final Care Planning Meeting (FCPM)