**Pre-Proceedings Meeting Agenda**

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| Name(s) & DOB of the Children:  |  |
| Date of the Meeting:  |  |
| Venue of the Meeting: |  |

1. **Introductions**

Check who was invited and whether the persons with PR have approached a solicitor to represent them.

Set out any special requirements e.g. advocate, interpreter.

Check that those with PR and their solicitors have copies of the pre-proceedings letter.

1. **Purpose of the meeting**

Refer to the information sent with pre-proceedings letter. *Children’s Services has concerns about the welfare and safety of X. Therefore the meeting will come to an agreement about what needs to happen to protect your child/ren from harm and avoid initiating care proceedings.*

1. **Duty of LA:**

*The LA has a duty to safeguard your child/ren, to promote your child/ren living with their family and to balance this against the need to keep them safe. The LA therefore hopes that the meeting may avoid the need to go to court by working in partnership with your family.*

1. **Discussion about the PLO letter**

Including concerns, strengths and the plan of support to improve outcomes for your child/ren; note areas of agreement /disagreement. [*Be alert to capacity of the parent. Flag any significant connection with another country/ nationality/immigration issues. Consider tracing of and involvement of the absent parent- is there a risk in doing so?*].

1. **What is the plan?**

Discussion about what assessments are necessary. Ask the parent and their solicitor to think about who they would like to do the assessment and give them a draft Letter of Instruction to consider in the consultation break. Request signed consents for disclosure of child’s and parents’ medical records from their GP (again, invite the parents to consider this in the consultation break).

1. **Family Members**

Discussion on parallel planning and interim placements or permanence options. Identify friends/family members to be assessed. Has an FGC already taken place? If not, reasons for this should be recorded in the meeting minutes and names should be taken from the parent for a referral to be made. Ensure you have information about FGCs to share with the family at this point.

1. **Establish a Working Together Agreement**

You should have a draft ready for the parents and their solicitor to consider in the consultation break. The WTA should include the specifics of the plan, what parents/carers need to do and what the timescales are. It should also include what the Local Authority plans to do to support the parents and the plan.

1. **Break to discuss matters with your legal representative**
2. **Following consultation:**
* **Agree and sign working together agreement**
* **Obtain signed consent for disclosure of child and parent medical records**
* **Agree letters of instruction, experts and instructing party**
* **Agree other actions and timescales**
1. **Date of Review Pre-Proceedings Meeting**

This should be no later than 6 weeks and MUST be set at the initial meeting. If a further review is required this must be held within a further 6 weeks. The pre-proceedings process should not go beyond 12 weeks and any extension to the 12 weeks must be approved by the Court Progression Manager and Service Manager with oversight of pre-proceedings and care proceedings.