**Initial/Review/Final (delete as appropriate) Pre-proceedings Meeting Minutes**

**Date of meeting:**

**Details of children:**

|  |  |
| --- | --- |
| **Name of child** | **Date of birth** |
|  |  |
|  |  |
|  |  |

**Attendees:**

**Apologies:**

**What was set out by the Local Authority in the meeting?**

**What was set out by the parent(s) in the meeting?**

**Are there any areas of disagreement?**

**At reviews and final meetings, what has been completed and what is outstanding?**

**Agreed actions and timescales for next phase of work with the family:**

|  |  |  |
| --- | --- | --- |
| Action | By Whom | By when |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Names and contact details of family members put forward for family group conference and possible connected person’s assessments.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **D.O.B** | **Relationship to child** | **Contact details** | **FGC/assessment/both** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Next Pre-proceedings meeting:**

**Date:**

**Time:**

**Location:**