



**WOKINGHAM  
BOROUGH COUNCIL**

## Guidance on Care Planning Meetings

## Document Control Information

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Owner: Jasmine Grimshaw, Service Manager, Corporate Parenting

Version	Date	Description
Version 1	Feb 2020	Guidance note on Care Planning Meetings. Produced by Jasmine Grimshaw (Service Manager, Corporate Parenting).
Version 2	Feb 2021	Guidance note reviewed by Service Manager. Minor adjustment made to considerations detailed before agreeing a proposed Care Plan (support plan added).
Version 3	May 2022	Guidance reviewed.

## Guidance on Care Planning Meetings

For cases in care proceedings a Care Planning Meeting is held prior to the final plan being filed with the court. The purpose of the Care Planning Meeting is to review the outcome of the Social Work assessment and the assessments filed within the proceedings in order to formally agree the local authority Care Plan for the child.

The allocated Social Worker has responsibility for arranging this meeting once the local authority assessment is completed and any expert assessments have been received.

This will usually be **two weeks** before the final Care Plan and statement needs to be filed.

This meeting will be chaired by a Service Manager.

The attendance for the meeting will be as follows:

- Case holding Social Worker
- Team Manager
- Fostering representative
- Adoption Manager (if required)
- Parenting assessor
- Contact Centre Manager
- Any other relevant persons.

The meeting will agree proposals for the final Care Plan; this will include the order to be sought and other arrangements, such as placement to secure permanency. Agreement to the proposed Care Plan will be made after consideration of the following:

- Conclusion of parents' assessments
- Conclusion of connected persons' assessments/Special Guardianship Order and support plan
- Any issue relating to permanence outside the family
- Proposed contact arrangements including transitional arrangements if the intention is to reduce or stop contact
- Local Authority final evidence.

At this stage the Care Plan should be formulated but not filed.

This meeting will be minuted and attached to the child's file on Mosaic. If the plan is for adoption the minutes of this meeting will be attached to the Child Permanence Report (CPR) for the Assistant Director to assist in making recommendations of permanency.