Children and Young People’s Service

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| **FINAL CARE PLANNING MEETING MINUTES**  |
| **DATE OF MEETING** |  |
| **CHILD’S NAME** |  |
| **DOB** |  |
|  **DATE OF FINAL HEARING** |  |
| **DATE FOR FILING FINAL EVIDENCE**  |  |
| **ATTENDEES:**  |  |
| Brief summary with dates of key issues in the case, including completed assessments (internal/ external) and any significant events to inform final care planning. *(All assessments must have been received and read prior to the meeting)* |
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| **Outcome of viability assessments and confirmation that all relatives have been considered in line with the genogram (*attach the Balance Sheet in S7 of Final SWET and the Schedule of Kinship Carers and ensure dates are included)*** |
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| **Other key evidential issues e.g. quality of contact; contentious issues between parties/experts and are there any gaps in the evidence. Address whether the court timetable is being met.** |
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| **Sibling Issues which impact on the plan.** |
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| **Views of parties to the proceedings:** |
| **Children**: |  |
| **Mother:** |  |
| **Father :** |  |
| **Guardian:** |  |
| **Any other interested party (please specify)** |  |
| Local Authority’s Proposed Plan, including detailed planning for support plan for carers and child. |
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| **Proposed Contact Arrangements:** |
| **Relationship to child** | **Proposed arrangements for future contact post final order? Details of the arrangement e.g. – direct, letterbox, frequency any other** | **How will these contact arrangements meet the child’s needs?** |
|  |  | **Benefits** | **Detriments** |
| Birth Mother |  |  |  |
| Birth Father |  |  |  |
| Siblings |  |  |  |
| Birth parent’s Current Partners |  |  |  |
| Maternal Grandmother |  |  |  |
| Maternal Grandfather |  |  |  |
| Paternal Grandmother |  |  |  |
| Paternal Grandfather |  |  |  |
| Other (state name) |  |  |  |
| **Actions: e.g any outstanding assessments, confirm adoption medical, date CPR to be sent to Safeguarding team manager and to Agency Advisor, ADM proforma legal advice to agency advisor.** |
| Actions | By whom | By when |
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