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**COMPLEX CASE DISCUSSION/ LEGAL PLANNING MEETING**

**AGENDA - RECORD**

1. **Child’s/Children’s Name:**

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| **Name** | **Gender** | **DOB/EDD** |
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1. **Date of Meeting:**
2. **Present at Meeting:**

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| **Name** | **Role** | **Chair** |
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1. **Key Issues:**
* Parental difficulties and capacity/ harm to the child
* Risk and protective factors including family strengths
* The children’s lived experience, impact on child and likely future impact
* The work completed with the family to date
	+ Support that could be offered to improve things including a referral to FDAC
	+ Parental and child engagement and capacity to change
	+ The engagement of wider family - impact of or need for Family Group Conference/ Family Meeting
	+ Is the legal threshold for care proceedings met and is increased intervention proportionate?
* Whether the child’s safety requires immediate removal
* Are pre proceedings more appropriate than an immediate court application?
* What needs to change and what do the parents need to do?
1. **Decision options at complex case discussion and LPM**
* Progress to Legal Clinic or Legal Planning Meeting (LPM) where threshold met
* Referral for or consultation with for Family Drug and Alcohol Court (FDAC)
* Referral for or consultation with Family Group Conference Service
* Need for advocate and interpreters
* Other actions, including family meetings, viability assessment, any other specialist assessment
1. **Decisions Following LPM**
2. **Remain on current plan:**

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| **Action** | **By Who** | **Timescale** |
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1. **Decision to progress to PLO Pre-Proceedings:**

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| **Action** | **Notes** |
| Date social worker will send PLO letter to Legal Services |  |
| Date PLO letter will be sent to parents |  |
| Date of 1st PLO meeting with parents (2 weeks from receiving the PLO letter) |  |
| If parents can’t meet together:* Date of 1st PLO meeting with Mother
* Date of 1st PLO meeting with Father
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| Frequency of PLO meetings with parent/s |  |
| Date of SM mid-way Review (8 weeks after 1st PLO meeting with parents - i*f parents have separate meetings, then 8 weeks is counted from the day both parents have had their 1st PLO meeting*) |  |
| Date PLO should end (16 weeks from 1st PLO meeting with parents - *if parents have separate meetings, then 16 weeks is counted from the day both parents have had their 1st PLO meeting*) |  |
| Do we need any expert assessments? If not why not? |  |
| Timetable to issue (where decision made to issue) |  |

1. **Decision to issue**
	* Where is it proposed that the child will live through the duration of the proceedings?
	* Are there any key dates or significant events in the life of the child that will need to be taken into account and planned for? *e.g. birthdays, cultural/ religious events, school calendar…*
	* When will the child spend time with their family and other people in their network? How will this be supported?
	* What are the key questions that need to be considered to enable the Court to come to a decision regarding the long-term care plan for the child?
	* What assessments will be needed to help answer the questions above?
* Parent
* Child
* Sibling relationships
* Viability and full assessments of kinship network - which family members will be prioritised and why?
* Is there a need for expert or specialist multi-disciplinary assessment to help answer these questions that cannot be provided by the Local Authority? If so, how will these be resourced?
* What are the timescales for Issue?
* Statement
* Care plan
* Letter of intent to issue
* Issue on Portal
1. **Next Steps**

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| **Action** | **By Who** | **Timescale** |
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