

Appendix 3

Process for requesting legal planning meetings

- To request a Legal Planning Meeting, the social worker needs to first complete the Legal Gateway Form with all required information. The most recent version of the form is available on Tri.x. An LPM cannot be allocated without a completed form.
- The following information is essential on all LPM forms to enable the lawyer to fully prepare for the meeting:-
 - Genogram
 - Name and date of birth of the child/ren
 - Parents names and whether the Father has PR
 - The worries/why legal advice is being sought
 - What is it you want to achieve/want legal advice on/proposed plan (for example, PLO, issuing, something else?)
- Legal Planning meeting requests should be sent to Childcare.LPM@northumberland.gov.uk. This email address is monitored at regular intervals by the Principal Lawyer, the Senior Lawyer and a Legal Officer. If they are sent to this email address, there is no need to cc another member of the legal team into the email unless immediate action is needed.
- NB – please do not send LPM requests to the general childcare legal inbox (childcare.legal@northumberland.gov.uk) as this is not monitored by the same members of the legal team and is predominantly used for Court orders and generic emails. If the requests are sent to the wrong email address, this may lead to a delay in the email being picked up.
- When sending an LPM form please make sure that it is attached in a format where it can be easily accessed, for example attached as a copy (if the form is only shared with childcare LPM this doesn't allow whoever is picking up the email to access the form).
- LPMs are generally allocated to a solicitor within 2 working days, and a meeting set up thereafter. If an LPM is required sooner than this, then please make sure that the email is marked as urgent and brief reasons for the urgency are set out in the body of the email so that it can be dealt with accordingly. If this is not marked as urgent then it may not be picked up as urgent.