**Process for Legal Planning Meeting (LPM), pre proceedings meeting and Legal Gateway (LGW).**

A Legal Planning Meeting should be held to discuss the way forward in a particular case, where an application for a legal order may be required.

The SW team can request that a LPM takes place by emailing Panel Business Support and booking a slot. The required paperwork must be sent to Panel Business Support by 12 noon on a Friday, or the meeting will be postponed.

The SW team will present their case, legal advice will be provided and then a decision will be made as to the next steps in the case.

If a decision is made to enter pre proceedings, the PLO toolkit should be consulted for next steps and all relevant documents and templates for pre proceedings.

If a decision is made that it is necessary to issue a Public Law application, without first undertaking pre-proceedings, the case must be presented to Legal Gateway. A draft SWET and care plan is required in advance of that Panel

For clarity:

**Cases should be presented to Legal Gateway for the following decisions :-**

1. Decision to end pre-proceedings whether this is through issuing care proceedings or a step-down plan
2. An application for a public law order in relation to a child / children
3. An application for a free standing DOL authorisation
4. Decision to make an application to extend a Supervision Order
5. All Section 20 placements at 6 weeks, 12 weeks and 6 monthly thereafter

**Cases should be presented to a Legal Planning Meeting to obtain legal advice on threshold. If threshold is met, the following can be made :-**

1. Decision to enter into pre-proceedings
2. Decision to apply to discharge a care order
3. Decision to revoke a placement order