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| **REVIEW PRE-PROCEEDING MEETING MINUTES** |
| **Date of Meeting** |  |
| **Name(s) of Child(ren)** |  |
| **1.**  | **Team Manager – Introductions / Attendees** |
|  |
| **2.** | **Social Worker – update since last meeting, summary of engagement in pre-proceedings process** |
|  |
| **3.** | **Team Manager - review of what needs to be done as agreed at last meeting (from Pre-Proceedings Plan)** |
| **What needs to be done** | **Comments** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **4.** | **Legal respresentative for parent – questions / comments** |
|  |
| **5.** | **Legal representative for local authority – questions / comments** |
|  |
| **6.** | **Team Manager – confirmation of position and decision from any RLPM held** |
|  |
| **Team Manager – approval of minutes** |
| **Name:**  |
| **Date:**  |