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| **REVIEW LEGAL PLANNING MEETING MINUTES** **(Including privileged legal advice)** |
| **Date of Meeting** |  |
| **Name(s) of Child(ren)** |  |
| **Pre-proceedings start date (obtain from Legal):** | **Pre-proceedings end date (obtain from Legal):** |
|  |  |
| **1a.** | **Chair – attendees and titles (including Business Support)** |
|  |
| **1b.** | **Chair - apologies** |
| N/A |
| **2.** | **Social Worker / Team Manager – update / additional information since last meeting**  |
|  |
| **3.** | **Chair - review of actions from last meeting:** |
| **Actions (Business Support insert from last minutes):** | **Current position (Social Worker / Legal):** |
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| **4.** | **Legal advice in the light of the information shared and the proposed care plan (original or updated): Threshold and what evidence requirements remain outstanding** |
|  |  |
| **5.** | **Chair – Head of Service decision made at Review LPM** |
| **Outcome** | **Dates/Details** | **Cross (X)** |
| **Continue pre-proceedings** |  |
| Date extended to (if required): |  |
| Full reasons for extension: | Insert at paragraph 6 |
| **End pre-proceedings**  |  |
| At RPPM or by letter: |  |
| Schedule of Expectations by: |  |
| **Issue Care Proceedings** |  |
| Evidence to Legal by: |  |
| **Actions agreed at Review LPM** **(inserting/deleting rows)** | **By whom** | **By when** |
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| **Chair – Head of Service approval of minutes**  |
| **Name:**  |
| **Date:**  |