|  |  |  |
| --- | --- | --- |
| Our Ref | : |  |
| Date | : |  |
| Contact | : |  |
| Direct Dial | : |  |
| E-mail | : |  |

**MEMORANDUM**

**To:**

**Copies:**

**From:**

**Subject:**

Dear

I write further to the Legal Planning Meeting which took place on ……….. to discuss your concerns relating to…………….. NNC/ WNC Legal input to the meeting was to establish whether threshold was met to initiate proceedings.

Those present at the meeting were -

## **Documents Read Prior to Meeting**

## **Documents Provided Since the Meeting**

**Family Details**

Children

| **Name** | **DOB** | **Age** | **Address** | **Previously PLO/ Proceedings?** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |   |  |

Parents

| **Name** | **Relationship** | **PR** | **DOB** | **Address** |
| --- | --- | --- | --- | --- |
|  |  |  |  | -  |
|  |  |  |  |  |

**Background**

Summary of Concerns

**Advice**

Threshold

Advice Specific to this Case

**Next Steps -**

|  |  |  |
| --- | --- | --- |
| **Task** | **Date** | **Responsibility** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

I hope this advice is of assistance however if you have any queries, please do not hesitate to contact me.

Kind regards