**Agenda items for a Review Pre-Proceedings Meeting**

* Introductions
* Setting out any special requirements (interpreter, sign language interpreter, presence of an advocate)
* Outline the purpose of the meeting and establish ground rules and specify roles
* Review the concerns that lead to the PLO so parents focused on why meeting being held. Refer to previous meeting with copy of the previous minutes. Check the minutes were provided to parents.
* Update from Social Worker on the plan - what is going well, what is outstanding etc
* Update from the parent and specifying or clarifying any areas of agreement and disagreement
* Review of any assessments (if completed in time for review). Do not just read out the recommendations of the assessment. Give parents 5 minutes if required to review the recommendation. Discuss the recommendations and how they can be incorporated into the plan/if they already are what needs to be done.
* (NB - if it has been agreed at Legal Gateway that the plan is to issue proceedings and the child(ren) will be removed/baby will be removed on birth, then parents are to be told that papers will be prepared and copy given to them/their solicitor in due course)
* If issuing, need to go through plan of what parent/s should continue to do in interim period
* If not issuing, review of the PLO plan
* Break away (if necessary) for both parent and the LA to take advice from their respective lawyers
* Views from parent as to their thoughts on the continued plan/agreement
* Focused discussion on the next steps. Can an agreement be reached on the plan/agreement as it stands in draft or can revisions/amendments be agreed now to avoid proceedings. Set clear timescales.
* Date of next meeting if applicable