**Agenda items for a 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
* Outline duty of the LA to protect children, duty (where possible) to promote the child living with the family, balance of that against need to protect and promote welfare of the child. Explaining why it may be that a court application is necessary but that the LA hopes that the meeting may avoid the need for that.
* Explain the concerns of the LA and referencing ‘what we are worried about’ section of the PLO Plan
* Initial views and opinions of the parent and specifying or clarifying any areas of agreement and disagreement
* Discuss what can be done to help improve the child’s situation on the part of the parent including any assessment outcomes and gaps identified
* Discuss what services have been provided to the family by the LA and can be provided to help i.e. promoting the idea of collaborative working between family and the LA in the best interests of the child
* Discuss the suggestion/outcome of the Family Group Conference/Family meeting
* Identification of alternative carers (this will be a revisit to the concept as it will have been discussed previously within the assessment process).
* Lead into a discussion of the proposed PLO plan for the child including the need for any further assessments.
* Break away (if necessary) for both parent and the LA to take advice from their respective lawyers
* Initial views from parent as to their thoughts on the plan/agreement
* Focused discussion on the plan. 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