**Minute of Legal Planning Meeting**

*This document is legally privileged do not share without legal / director approval.*

Meeting Date–

Reason for not going to gateway panel is …….

**Outcome of Panel**:

1. **Pre proceedings process**
2. **Move straight to proceedings for ….. child(ren)**
3. **Seek urgent hearing / EPO**
4. **APR resources approved**

|  |  |
| --- | --- |
| Subject Children name / DOB  |   |
| Mother –  |   |
| Father - |   |
| Other children of the family:  |  |
| Child’s living arrangements (at date of meeting) |  |
| Family time arrangements (at date of meeting) |  |
| Legal status of each child  |  |
|  |  |

In attendance:

|  |  |
| --- | --- |
| Service Manager |  |
| Solicitor / Lawyer |  |
| Legal Assistant  |  |
| Minute Taker for Legal  |  |
| Social Worker  |  |
| Team Manager  |  |

Documents provided for the LPM are:

1.

**Information provided by the sw at the meeting :**

*This should only include additional information not captured on the request form*

**Information provided by the IRO at the meeting :**

*Copy email if relevant*

**Legal Advice provided:**

1. Threshold.
	1.
	2.
2. Consider advice on: S.20/ immediate removal – what is precipitating event or is it a culmination of neglect/ EPO / private law options?
	1.

1. Advice on the proposed plan
	1.

**PLAN FOR THE FAMLY**

It has been agreed that …

*Summarise the plan in a few sentences. Where the plan is to sidestep pre proceedings process there must be a reason given for this.*

*Include decisions on contact / placement / assessment of parents and alternative carers*

Action plan:

*Delete / add as appropriate*

*Pre proceedings process*

1. Date letter to parents is
2. Date of the pre proceedings meeting (include the minute taker in consideration) is
3. Social worker to provide parenting assessment plan by
4. Pre pre proceedings meeting with legal is on
5. Assessment of parents by
6. Testing by
7. Third party evidence by
8. Review of pre proceedings process by
9. Expected completion of pre proceedings process by

*Proceedings process*

1. Date for the paperwork to issue to legal is
2. Date letter to parents is
3. First hearing sought by
4. The social worker should speak to the parents about the plan by
5. Social worker to provide parenting assessment plan by
6. Assessment of parents by
7. Testing by
8. Third party evidence by
9. Expected completion of proceedings process by

Financial recommendations:

*Where a decision is made about finances the costs and details of the approval together with a brief reason for the approval should be provided.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Request made | Recommended Outcome  | Cost  | Time scale  | Reasons for decision  |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please record the following information:

|  |  |
| --- | --- |
| 1. Has the social worker obtained the child’s birth certificate?
 |  |
|  |  |
| 1. Can parents attend a PLO meeting together?
 |  |
|  |  |
| 1. Are there issues of disclosure which Legal need to be aware of?
 |  |
| 1. Is there a reason why the social worker cannot serve PLO letter / issue papers? Is process service needed
 |  |
| 1. Are there any capacity issues for parents? Do they need an advocate? Is there an adults social worker?
 |  |
| 1. Are any of the children Gillick competent? Do they need referral for Coram Voice?
 |  |
| 1. Additional checklist documents?
 |  |
| 1. Assessments are needed because:
2. Drug testing – segmented? Which drugs? Hair / nail? Do parents accept drug taking up to this point? Are they being tested? Do we trust parents?
3. Alcohol testing? Hair / bloods (Peth or liver function) / scram
4. Psychological / psychiatric?
5. Capacity / cognitive functioning?
 |  |
| 1. Additional evidence needed:
 | Children’s schools  |  |
|  | Police evidence  |  |
|  | HV report / records  |  |
|  | School reports  |  |
|  | Medical reports / GP report  |  |
|  | Family service report  |  |
|  | Drug service report  |  |
|  | Nelson Trust  |  |
|  | Women’s Aid  |  |
| 1. Referrals to be made by the sw?
 |  |

If you have any questions please come back to the allocated lawyer. Any corrections should be by email and tracked changes to all who attended the meeting.

Completed by:

Dated: