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| **PRIVILEGED: RECORD OF LEGAL PLANNING MEETING** | | | | | |
| **1.** | **Date of Meeting** |  | | | |
| **2.** | **Name/s of Child/ren** |  | | | |
| **3. Professionals present and titles** | | | | | |
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| **4. Apologies** | | | | | |
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| **5. Documents provided**  **If plan is to go into Pre-proceedings:**  Basic Information sheet Yes/No *(delete as appropriate)*  Single Assessment Yes/No *(delete as appropriate)*  Chronology Yes/No *(delete as appropriate)*  Genogram Yes/No *(delete as appropriate)*  Jones Model assessment of risk *Yes/No (delete as appropriate)*  **If plan is to issue care proceedings**  Single Assessment Yes/No *(delete as appropriate)*  Chronology Yes/No *(delete as appropriate)*  LPM SWET Yes/No *(delete as appropriate)*  Genogram Yes/No *(delete as appropriate)* | | | | | |
| **6.** | **Record of any additional information/clarification of any issues not included in the LPM papers.**  **As a guide the following areas need to be clearly and succinctly recorded in the LPM minutes:**   * **Why the child has been brought to LPM,** * **Key areas of significant harm the child has suffered/is at risk of suffering,** * **And the impact on the child,** * **Research base,** * **Interventions/what support has been offered and effectiveness,** * **Rationale for view of capacity to change within the child’s timescales.** * **Has a Family Group Conference been held**   **Clear record of the interim plan and a clear justification of this, particularly in relation to whether interim removal is sought or not sought.** | | | | |
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| **6.1** | **Where were the children born? (This information is needed in order to obtain Birth Certificates).**   * **Who holds Parental Responsibility for the child/ren?** | | | | |
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| **6.2** | **Are the children accommodated? If so:**   * **On what date were the children accommodated?** * **What is their accommodation status? (E.g. Section 20).** | | | | |
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| **6.3** | **Have there been previous Pre-Proceedings or Care Proceedings in relation to this family, this includes older children. If so:**   * **Over what period did these previous Pre/Care Proceedings run?** * **What was the outcome?** | | | | |
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| **7.** | **Legal advice in the light of the information shared and the proposed LA’s care plan, is the threshold for proceedings met and if so prepare draft reasons. Please highlight any gaps in the evidence in RED in the reasons.** | | | | |
|  | Pursuant to  s 31 CA1989 it is contended that:   1. There are reasonable grounds for believing that the children are suffering or are likely to suffer significant harm 2. And that the harm or likelihood of harm is attributable to the care or likely care to be given to them by their parents.   The facts supporting this are: | | | | |
| **7.1** | **If the plan is to immediately issue care proceedings please clarify justification for bypassing Pre-Proceedings.** | | | | |
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| **7.2** | **If the plan is removal of the children please provide Legal advice as to the likelihood of the Court accepting this interim care plan.** | | | | |
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| **8.** | * **Are expert assessments required, and if so clearly set out the rationale for this. (HOS agreement is needed). The question of why can this not be assessed by the Social Work Team needs to be explicit and provide clear explanation of necessity of an expert assessment.** * **Is there a need for consultation with named CYPS Clinical Psychologist with a lead for Family Court Work?** | | | | |
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| **9.** | **Decision made at LPM** | | | | |
|  | No legal action:  Further evidence to be sought:  Initiate pre-proceedings:  Initiate Court Proceedings:  Request for FDAC Service  Family Group Conference | | | | |
| **10.** | **In the light of the legal advice, Team Manager to confirm at this meeting the LA’s Interim Care Plan.**  **Detail contact arrangements, if relevant.**  **Set out details of Pre-Proceedings Agreement, if relevant. Please use the appropriate Timeline as an aide memoire.** | | | | |
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| **10.1** | **Legal advice on the interim contact proposals, if relevant.** | | | | |
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| **11.** | **Are there any factors that could cause delay for these children? (E.g. Social Worker availability/capacity within the team?)**  **How is it proposed that these difficulties are addressed?** | | | | |
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| **12** | **Details of whether there has been a referral to the Family Group Conference Service. Please specify the date and outcome. If no referral has been made please explain the reasons as to why and agree a date to make a referral if appropriate. *(Please note this Service should be offered and reoffered to families).*** | | | | |
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| **12.1** | **Name and address of any family and friend carers who have been identified as viable or likely to be? If so forward a copy of these minutes to the Family and Friends Fostering Team Manager for information. The Safeguarding Team Social Worker to complete the Stage 1 viability and if this is positive to make a referral for a Stage 2 viability by week 4.** | | | | |
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| **13.** | **Should a referral be made or early information given for adoption planning? (if yes, these notes to be sent to the team manager of the Permanence Team)** | | | | |
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| **14.** | **Agree who else should receive a copy of these minutes for information or action. e.g. Family and Friends Fostering Team/ LAC team where a plan is likely for long term foster care/FDAC/ Permanence Team)** | | | | |
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| **15.** | **Actions agreed at LPM** | | **By whom** | | **By when.** |
|  | **NB reminder to obtain HOS agreement where removal is planned and to refer to CYP Comms for placement finding within 2 days of LPM.** | | | | |
|  | Update Single Assessment | |  | |  |
|  | Obtain Police information | |  | |  |
|  | Obtain Health records | |  | |  |
|  | Parenting Assessment | |  | |  |
|  | Kinship Schedule | |  | |  |
|  | Viability Assessments (please specify): | |  | |  |
|  | DNA Test | |  | |  |
|  | Hair Strand Test | |  | |  |
|  | Cognitive Assessment | |  | |  |
|  | Litigation Capacity Assessment | |  | |  |
|  | Convene a Family Group Conference | |  | |  |
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| **16.** | **Agreed dates by which papers will be prepared to meet PLO timescales** : | | | | |
|  | **Required papers** | | | **Date agreed** | |
|  | Within 1 day – Actions agreed and outcome to be recorded in LCS (LL) by HOS | | |  | |
|  | Within 2 days of LPM – Lawyer updates the LPM spreadsheet | | |  | |
|  | Within 4 days - Minutes circulated to all in attendance | | |  | |
|  | Within 6 days of receipt of LPM- HOS amend minutes and sign off final decision – forward to locality HOS | | |  | |
|  | Within 7 days of LPM Locality HOS uploads LPM minutes onto LCS (LL) | | |  | |
|  | Within 5 working days of LPM: Letter of pre-proceedings/final notification letter: | | |  | |
|  | Date of Pre-proceedings Meeting within 15 working days of LPM | | |  | |
|  | At least 1 day prior to PPM - Draft Agreement to be sent to Legal by TM | | |  | |
|  | Within 5 working days of LPM: court papers: statement and care plan to be sent to Legal | | |  | |
|  | Withi10 working days of LPM, date for issuing: | | |  | |
|  | **Within 5 days of the LPM – checklist documents where the decision is to issue proceedings: ✓ to indicate papers required in each case.**   * health, education, home office docs ------------------------------------- * immigration tribunal documents -------------------------------------------- * s7 and s37 reports ------------------------------------------------------------- * Previous court orders with judgements and reasons-------------------- * Records of key discussion with the family -------------------------------- * Key local authority minutes and records for the child ------------------ * Pre-existing care plans(e.g. child in need plan, looked after   children plan and child protection plan) ----------------------------------- | | | | |
| **17.** | **Head of Service agreement and date:** | | | | |
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| **This template works alongside the Pre-Proceedings and Court Proceedings Timelines.** |