PLO Process Flowchart

Step 1

- **Solutions and Safe Pathways Forum -** Chaired by a HOS on a rota basis each month. To promote a collaborative approach to care planning for children and families who have multiple/complex needs, including ensuring that all options to help the parents to achieve the necessary changes are being explored, thorough consideration is being given to enabling the child to live within their extended family if there is a risk that they cannot remain in their parents' care, and that decisions are being taken within the child's timescale.

Step 2

- **Legal Advice Meeting** – The Legal Advice Meeting is an essential part of the process for dealing with public law children's cases under the Public Law Outline. These are chaired by a Head of Service. Its purpose is to consider all the information available and decide if the legal threshold is met to commence pre-proceedings, or to issue care proceedings. Prior to the meeting the social worker completes a summary document and attaches the most recent single assessment, chronology, and Family Programme. The meeting will consider the assessments required within the PLO process.

Step 3

- **Letter before proceedings** - A template letter and schedule of expectations is produced by the social worker and agreed by the solicitor. This template is stored within SharePoint with good practice examples available to workers. This should be quality assured by the TM sent to JLT by day 3. THis is to be delivered by hand to the family within 7 working days of the LAM.

Step 4

- **Initial PLO meeting** – Initial PLO meetings aim to take place no later than 15 days from the date of the Legal Advice Meeting where the decision was made to enter a period of pre-proceedings.

Step 5

- **Assessments -** Expert and Viability assessments identified no more than 15 working days since the initial PLO meeting. If there are challenges with the identification/agreement of experts this should be highlighted to the responsible HOS.

Step 6

- **Review PLO meeting** – Ideally takes place no later than 6 weeks after initial meeting

Step 7

- **Senior legal tracking meeting-** held quarterly to review all children subject to PLO. This is chaired by the Assistant Director and is attended by Heads of Service, Joint Legal Solicitors and Team Managers.
- **Monthly Tracking Meeting -** Chaired by HOS, attended by JLT and TMs, tracks all actions and progress on PLO cases.

Step 8

- **Step up/Step Down-** When Legal Advice Meeting to be held at the end of the PLO process or when there is a need for a decision around issuing public law proceedings.