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| **Action** | **Responsible** | **Timeframe**  | **Review**  |
| 1. Family plan to be developed on CF and to be completed at SAP stage
 | Zoe/CF/CIN managers | Within 6 weeks |  |
| 1. Viabilities-these should be completed during the Child Protection period and formulated into a contingency plan.
 | Zoe/CP chairs to monitor and escalate where appropriate | To start immediately |  |
| 1. Parenting Assessment must be completed by the 6 month CP review, CP chairs to escalate if not completed.
 | SW/CP chairs | Escalations to start immediately |  |
| 1. Marion to attend CINR CINW, CIC TM to talk through expectations of a LAM form, key points and assessments, Emma Doyle to support
 | Marion/Emma | Scheduled to attend in March 2018 |  |
| 1. Expectations of LAM documents- following a LAM the completed documentation with DM comments and Legal advice to be returned to worker within 10 working days,
 | Marion/Zoe/Emma | To start immediately  |  |
| 1. Solicitor to provide overview to review LAM at the 3 month review when in PP to enable clarity about progress from a legal perspective.
 | Allocated solicitor | To start immediately |  |
| 1. LAM screening tool to be completed by the PM and SW at 12-months CP plan. Send to DM and Marion when completed with rational for information, CP chair to request to see this ready for 12 month review.
 | PM/SW | To start immediately |  |
| 1. Marion to see oversee the LAM screening tool and to make any comment which would assist this process.
 | Marion | Within 2 weeks |  |
| 1. PP meeting date to be set at LAM within 2 weeks. Emma to escalate to Zoe and Marion if not taken place.
 | Legal/SW/PM | To start immediately |  |
| 10. Case management meetings at 13 weeks to be arranged and attended by Zoe, Allocated solicitor and PM and Emma, PM to bring the order and timetable to forecast any issues. | Zoe/Legal/Emma/PM | To begin from Jan 2018 |  |
| 11. Both legal and PMs to escalate any issues of delay if no resolution at practice level. | Legal/CSC | Immediately |  |
| 12. Legal to send order through as soon as received so timetabling can take place asap. | Solicitor allocated to the case | To start immediately  |  |