

L.B. Hillingdon - Adoption Plans for children - Agency Decision Making Process

HOS for Specialist Service (Elizabeth Souter) will liaise with Michelle Smith (DCS PA) to request an ADM once all assessments are complete



At least 48 hours before ADM meeting the following paperwork must be sent to Michelle Smith :

- **CPR - QA'd and signed by SW, Team Manager and Head of Service for Specialist Service - copy should have been shared with parents and parents offered independent advice via PAC- UK (CPR must contain a photograph of the child and parent, where it is not possible to obtain this an explanation should be provided in the CPR)**
- **All Family and Friends/SGO assessments/Viability assessments**
- **Any additional expert reports**
- **SW child and family assessments**
- **Child's most recent LAC medical**
- **Legal Advice Memo to ADM**



- **Meeting between the ADM, allocated SW for the child, Family Finder, Team Manager and any other officer who might assist the ADM decision making**
- **ADM decision sheet will be ready and placed on the child's records within 7 working days of the meeting taking place**

Process for ongoing review and rescinding an Agency Decision Maker Adoption Decision

- All children on Placement Orders will be reviewed every 3 months chaired by the AD and/or DCS to monitor adoption/permanence progress for each child awaiting adoption.
- SW, Line Manager, Adoption Worker, HOS will attend the panel and present the child and adoption progress made (minutes from most recent PPM and verbal update from team around the child on permanence progress and any concerns impacting on achieving/progressing permanence)
- Panel chaired by AD/DCS will decide if adoption plan is no longer a viable option for the child and consider if Permanency Plan for adoption should be changed to alternative permanence options.
- Once the panel decide adoption is no longer the option, there should be a LAC review to alter the child's care plan to reflect this change (in some cases LAC Review may need to be brought forward to avoid delays)
- Panel will meet monthly and each child will be presented at 3 monthly intervals.



- Following LAC review, LPM will held chaired by the designated HOS (Elizabeth Souter), LPM paperwork will be completed prior to LPM taking place
- Following LPM, Legal Adviser will prepare a Legal Memo (legally privileged) to ADM prior to next Panel
- In advance of Panel SW will send paperwork including:
 - Original ADM decision form
 - Proposed new care plan -(use court template care plan)
 - LAC Review Minutes



- The decision to rescind an Adoption recommendation will be written and signed off by the ADM and placed on the child's file.
- Where a Placement Order is in place, a court statement and care plan should be filed within 4 weeks.