**LEGAL PLANNING**

**MEETING DOCUMENT**

**REQUEST FOR LEGAL PLANNING MEETING**

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| --- |
| **CHILDREN'S SOCIAL CARE** |
|  [ ]  **CSC to tick if requesting LPM** |
| **Send to** – Generic Legal Gateway Meetings mailbox:**ocecssg.legalgatewaymeetings@lancashire.gov.uk** |

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**LEGAL REPRESENTATIVE PROVIDING LPM ADVICE NOTE**

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| **LEGAL REPRESENTATIVE** |
| [ ]  **Legal Representative to tick if returning Advice**  |
| **Return to** – Generic Legal Gateway Meetings mailbox:**ocecssg.legalgatewaymeetings@lancashire.gov.uk** |

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| **LPM File Ref: 892.****Name:****(Completed by CP Legal)** |

**LEGAL PLANNING MEETING DOCUMENT**

**PART 1 – Request for Legal Planning Meeting - to be completed by CSC**

**Meeting requests should be emails to:**

ocecssg.legalgatewaymeetings@lancashire.gov.uk

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| **REQUEST FOR LEGAL PLANNING MEETING** |
| **Name of Senior Manager authorising LPM** |  |
| **Preferred Meeting Date** |  |
| **Preferred Time Slot** **(Lunch Break – 12.30pm to 1.30pm)** | [ ] 9.30am [ ] 11.30am [ ] 10.30am **(Lunch Break – 12.30pm to 1.30pm)**[ ] 1.30pm [ ] 2.30pm [ ] 3.30pm  |
| **CSC Locality:** [ ]  **NORTH** [ ]  **EAST** [ ]  **CENTRAL**  |
| **Preferred Meeting Venue:**  |
| **It is important that we connect all related cases.****Is this case known to legal or are there any related cases, current or concluded, linked to this matter?**[ ]  Yes *(please give details, below)* [ ]  No ***Details:***  |

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| **C S C T E A M D E T A I L S** |
| **Name** |  |  |  |  |
| **Role** | Social Worker | Practice Manager | Team Manager | Senior Manager |
| **Telephone No** |  |  |  |  |
| **Email**  |  |  |  |  |

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| **C H I L D ( R E N ) & F A M I L Y** |
| **Name** | **DOB** | **SU NUMBER** |
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|  |  |  |
| **M O T H E R** | **F A T H E R (S)** | **PR** **(Yes/No or Unknown)** |
| **Name** | **DOB** | **Name** | **DOB** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**PART 2 – Case Information – to be completed by CSC**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Children's Social Care****CASE INFORMATION** Part 2 of this form acts as CSC's Case Information to Legal.Documents provided by CSC should be current and relevant.

|  |  |
| --- | --- |
| **I have attached the following documents:** | **If not attached, why or when it will be made available** |
| [ ]  Chronology |  |
| [ ]  Genogram |  |
| [ ]  Most recent CP Minutes |  |
| [ ]  Most recent C & F Assessment |  |
| [ ]  s47 Report |  |
| [ ]  Pre-birth Assessment |  |
| [ ]  Schedule of Expectations |  |
| [ ]  Family Group Conference Report |  |

The above document list is not exhaustive.By providing these documents with your request, your Case Information needs only to be short and succinct. |
| **Brief case history:****Impact on the child:****Reason for seeking legal advice at this time - precipitating incident:****Parenting capacity (list strengths) and gap in capacity causing risk of or actual significant harm:****Wishes and feelings of the child(ren) and views of the parents and significant others/extended family:** |
| **Proposed outline Permanence/Care Plan:** |
| **Practice Manager/Team Manager/Senior Manager comment on the request for Legal advice:** |
| **Specific legal advice required:****☐ Step down from Pre-proceedings to Children In Need/Child Protection Plan****☐ Pre Proceedings Protocol to be commenced****☐ Issue Care Proceedings****Please note, legal advice will be given in relation to all legal issues arising from the particular facts provided for this case** |

**Part 3 – To be completed by the Legal Representative.**

**Return as a full document to CP Legal, via the LGM mailbox**

**ocecssg.legalgatewaymeetings@lancashire.gov.uk**

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| **L E G A L A D V I C E N O T E**  |
| **Attendees:**  |
| **Note of discussion:**  |
| **Legal Advice:**  |

**Name of Legal Representative:**

**Date:**

**Part 4 – CSC Case Progression Instruction**

**On conclusion of the LPM and after CSC consideration of the legal Advice above, these are CSC Senior Management Instructions as to progression of this case, as follows:**

|  |  |
| --- | --- |
|  [ ]  Step down from Legal  |  [ ]  CIN/CP PLAN |

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| [ ]  **Pre-proceedings to be commenced** |
| Letter Before Proceedings to be sent | Date:  |
| First Pre-Proceedings Meeting | Date:  |
| Meeting with SW & Family | Date:  |
| Other Meetings | Date:  |

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| [ ]  **Care Proceedings to be commenced** |
| SWET to be filed with Legal | Date:  |

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| Chairs decision:  |
| Name of Senior Manager/HoS:  |
| Date:  |

Save for circumstances in which an urgent application to Court is required, CSC Senior Management instruction, as to the progression of the case, is to be provided to Child Protection Legal Department within 2 working days.