Appendix 2

**AGENDA/GUIDANCE FOR PRE-PROCEEDINGS MEETINGS**

**(Meetings to be chaired by Team Manager)**

1. Introductions
2. If parent(s) have not attended with solicitor, ascertain reason for this so that it can be noted
3. Confirm parent(s) have received the pre-proceedings letter and had the opportunity to read the same & consider with their legal representative (if they have decided to instruct someone)
4. Explain the purpose of the meeting eg. To give notice that the LA will be commencing care proceedings or to give notice that concerns are that serious we will do so unless the situation improves
5. Go through the concerns the LA have and give parents an opportunity to respond
6. Go through what the LA expects from parents eg. If we are not issuing at this stage but having an assessment period, be very clear as to what we expect them to do and what the LA will do in terms of support. Set out clear timescales if there is to be a further assessment period and then a review.
7. Give parent(s) an opportunity to ask any questions or say anything they wish to say
8. Discuss wider family – obtain details of all extended family so that the LA can make its own enquiries and also specifically ask whether there is anyone parents wish to put forward to be considered as carers/support. The opportunity should be taken to make it clear that the LA may approach members of the extended family as part of the assessment, even if parents indicate they do not wish us to do so as the LA will need to be able to demonstrate that every effort has been made to consider kinship options. Parents should also be made aware of the importance of providing the LA with information as early as possible given the new PLO timescales and the real possibility that the Court may decide to discount any names given late on in proceedings
9. Consider/discuss the need for any other type of assessment eg. Capacity/expert and whether parent(s) will agree to engage if such assessment is deemed necessary
10. Confirm that a written plan of action/minutes will be produced and circulated within 7 days of meeting