**Appendix 4**

**MINUTES OF PRE-PROCEEDINGS MEETING ON [DATE] AND WRITTEN PLAN**

[To be prepared by team manager following meeting and sent to legal for checking]

[Please note this document will be filed in any future court proceedings and therefore this must be a true and accurate reflection of discussions which take place]

[The parts of this document in bold text should in general remain as part of the minutes]

**Attendees**

* **Team manager –**
* **Social worker –**
* **Local Authority legal representative –**
* **Mother –**
* **Father –**
* **Legal Representative for mother –**
* **Legal Representative for father –**

[If either parent did not attend with a solicitor, record their reason for this within minutes]

1. **Parent(s) confirmed they had received the pre-proceedings letter dated [ ] and had had the opportunity to read the same**
2. **Explanation provided by team manager of the purpose of the meeting –** set out here whether the meeting was to confirm the LA would be issuing proceedings immediately or whether the purpose of the meeting was to indicate the LA had such significant concerns that it was considering issuing proceedings unless matters improved within a set period of time
3. **Team manager went through each of the concerns listed in the pre-proceedings letter**
4. **Team manager went through what the LA have done to date in order to assist parent(s)**
5. **Comments made by parent(s) regarding concerns and support provided –**
6. **Expectations of the Local Authority –** set each expectation out as a bullet point so they are clear within the minutes
7. **Comments made by parents regarding expectations of LA –**
8. **Discussion regarding extended family members –**
9. set out a brief summary of the discussion including details provided by parents of any family members
10. **It was explained to parent(s) that the LA may approach extended family members as part of the assessment, even if parents indicate they do not wish the LA to do so if felt in the best interests of the child(ren)**
11. **Parent(s) were informed of the importance of providing details of extended family members at this early stage so as to avoid delay for the child(ren) and of the possibility that the Court in due course may not be prepared to consider late requests for assessment of family members if this would be outside of the child’s timescales**
12. **Written plan -** set out here the plan moving forwards – if proceedings are to be issued straight away, confirm timescales/if we are asking parents to engage in a further period of assessment before we review the position, set out the timescales for this, set out what they are expected to do, eg. Engagement with us/other agencies etc and set out the date for any further pre-proceedings meeting
13. **Any other information**

**Nb. This document, after being checked by legal should be sent to parents and/or their legal representatives with a covering letter asking that they raise any issues they have with the record of the meeting within 7 days of receipt, otherwise it will be presumed the minutes/written plan is approved as drafted**