

Title/Status-	GUIDANCE- Agenda for Pre-Proceedings/Intent to Issue
New document or revised	Revised
Date legal review	
Date approved SMT	October 2021
Responsible Head of Service	Fieldwork
Date next review due	September 2024

Leicestershire Procedure for Agenda for Pre-Proceedings/Intent to Issue

Applies to- Children in particular circumstances



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Leicestershire County Council Agenda for Pre-Proceedings/Intent to Issue

1. Introductions
2. Explain the purpose of the meeting i.e. either (a) to give notice that the Local Authority will be commencing care proceedings (if this is an intent to issue meeting) or (b) to give notice that concerns are serious and that a period of pre-proceedings will be commenced and that proceedings will be issued if the concerns do not diminish.
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) and give the parents an opportunity to respond or explain in detail through the concerns the Local Authority have and give parents an opportunity to respond.
4. Explain what the Local Authority expects from parents, for example that there will be an expectation that the parents engage with a time-limited assessment and avoid (or demonstrate) certain behaviours during the period of pre-proceedings and what support the local authority will provide. This will be through the proposed Trajectory plan for pre-proceedings. Go through this trajectory plan. Ask for parents to make suggestions or additions. All parties to agree the trajectory plan.
5. If applicable, explain the need for any specialist assessment, for example a cognitive assessment by a consultant psychologist and seek confirmation of whether the parent(s) will consent to such an assessment.
6. Highlight the need for details of the extended family and friendship to be given so that the local authority can ask whether any alternative carer is put forward and so that the local authority can make its own enquiries in this regard (even if parents indicate that they object). Details to be provided within this meeting or within 7 working days. A family group meeting will be arranged, if one has not already taken place, within 4 weeks.
7. Specify and agree a clear timetable for any assessment and review (including the date of the next decision making meeting and review pre-proceedings meeting). The chair should make clear the importance of the parents providing the local authority with information as early as possible given:-
 - a. the local Pre-Proceedings Protocol timescales of a maximum six months in pre-proceedings; and



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b. should proceedings be issued the Public Law Outline, the 26 week timetable may mean that the Court could decide to discount any alternative carers put forward late on in proceedings

8. Give parent(s) and their representatives an opportunity to ask questions or make comments.

9. Confirm that a written plan of action/minutes will be produced and circulated within 7 days of meeting.

10. Set dates for Action/Review

a. in line with agreed Pre-Proceedings duration.

b. timetable for issuing.



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