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| Title/Status- | TEMPLATE- Record of Pre-Proceedings/Intent to Issue Meeting |
| New document or revised | Revised  |
| Date legal review  |  |
| Date approved SMT | October 2021  |
| Responsible Head of Service | Fieldwork  |
| Date review due | September 2023 |

 **Leicestershire Procedure for TEMPLATE- Record of Pre-Proceedings/Intent to Issue Meeting**

**Applies to- Children in particular circumstances**

**Leicestershire County Council Record of Pre-Proceedings/Intent to Issue Meeting**

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| **Date of Meeting:** | **Date of any previous meetings:** |
| **Purpose of meeting** | **Intent to Issue****Initial Pre-Proceedings Meeting****Review Pre-Proceedings Meeting** |
| **Attendees Name and role/relationship** |
| **Chair:** | **Parent/Guardian:** |
| **Children’s Social Work Team:** | **Representative/s for the Parent/Guardian/s:** |
| **Representative for the Local Authority:** | **Apologies/Non Attendance** |

1. Introductions

2. **Leicestershire County Council have significant concerns regarding the safety of your children. This meeting has been called to;**

**Confirm that the Local Authority will be entering into a period of pre-proceedings and was considering issuing Care Proceedings unless circumstances improved and the timescales for this work to conclude will be ….. weeks from the date of this meeting**

**Confirm that the Local Authority will be Issuing Care Proceedings and timescales within …. weeks from the date of this meeting**

3. The social work team manager asked for (and received) confirmation that the 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 have understood it. The parent(s) were given the opportunity to respond and **[responded as follows / did not respond]**.

4. The social work team manager explained in detail:-

1. the local authority’s concerns as follows **xx**
2. the support provided to date to assist the parent(s)/mitigate the risks to the child(ren) as follows **xx**

and gave the parents the opportunity to respond [and they did not respond / responded as follows **xx]**

**5. The social work team manager explained the Local Authority’s expectations as follows:-**

1. 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 as follows **xx**
2. that a specialist assessment will need to be completed and the type of assessment is **[eg a cognitive assessment by a consultant psychologist]**
3. that details of the extended family and friendship are needed 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) and it was explained that providing details of extended family members at this early stage can avoid delay for the child(ren) and the risk that if proceedings are issued the Court may not be prepared to consider late requests for assessment of family members if this would be outside of the child’s timescales. This information to be provided during the meeting or within 7 working days. A family group meeting, if this has not been held already, will be held within 4 weeks.

6. Parent/Guardian(s) responses to these expectations were

7. **Next Steps –** The Trajectory Plan was then discussed and reviewed, including proposed timescales for assessments and review.

All parties to agree the trajectory plan (copy of current trajectory plan to be shared with this record).

8. Any other matters discussed:

9. Next Meeting Date:

10. Signed: