

CHILDREN'S SERVICES PLO MEETING GUIDANCE

LEAD PROFESSIONAL TO ARRANGE DATE OF MEETING WITH LEGAL DEPT. MEETING ROOMS AND SLOTS ARE PRE BOOKED AT FASHION CORNER



LEAD PROFESSIONAL SENDS ELECTRONIC CALENDAR INVITE TO 'TYPISTS' CALENDAR, PROVIDING LCS ID NUMBER



BUSINESS SUPPORT STAFF CHECK CALENDAR WEEKLY AND ALLOCATE THEMSELVES 2 X MEETS AND ADD THEIR INITIALS TO THE BOOKING



LEAD PROFESSIONAL ARRANGES INVITATIONS TO MEETING.
LEAD PROFESSIONAL TO ADVISE IF MEETING CANCELLED EITHER BY DIRECTLY CONTACTING MINUTE TAKER OR CANCELLING FROM TYPISTS CALENDAR



BUSINESS SUPPORT SEND DRAFT MINUTES TO LEAD PROFESSIONAL FOR APPROVAL



LEAD PROFESSIONAL RETURNS FINALISED MINUTES WITHIN 2 WORKING DAYS TO BUSINESS SUPPORT FOR DISTRIBUTION & UPLOADING TO LEGAL DOCUMENTS TAB