

### Pre-Proceedings Timeline

Week	Action
1	<p><b>Legal Threshold Planning Meeting</b></p> <p><i>This meeting is serviced by the Head of Service (HOS) PA, chaired by the Service manager or HOS and attended by the SW team and the solicitor with conduct of the case.</i></p> <p>The following papers <i>must</i> be submitted to HOS PA by the Friday before the relevant panel:            Legal Panel referral form,            Core Assessment,            Chronology and            Genogram.</p> <p>The meeting should discuss the following:</p> <ul style="list-style-type: none"> <li>• Family and parenting history</li> <li>• Likely alternative kinship carers and viability assessments inc timescales. Discuss timing of getting DRB checks completed on Connected carers to avoid delay.</li> <li>• Parenting assessments</li> <li>• Expert evidence ‘necessary’? (eg psychology) Expert assessments (psychological, psychiatric etc) to be discussed and approval gained from service manager where necessary.</li> <li>• Testing ‘necessary’? (eg hair strand)</li> <li>• Threshold advice from Legal</li> <li>• Timescales for PLO</li> </ul> <p><b>By Day 3</b> Minutes to be prepared by HOS PA, agreed by Service Manger and circulated to all attendees and TCT/FPT manager, as well as recorded in ICS.            Birth certificate applied for by the social worker.</p> <p><b>By Day 4</b> Pre Proceedings Letter to be prepared by SW/Practice manager (PM) and forwarded to legal for comment.</p> <p>Letter then to be hand delivered to parents by <b>Day 7</b>.</p>
3	<p><b>Initial Pre Proceedings Meeting</b> to take place.            Plan and written agreement to be prepared by PM and agreed by Team Manager (TM) in advance of the meeting, in consultation with Legal. Meeting chaired by PM or TM and attended by solicitor.            Any draft letters of instruction for experts to be compiled by Legal and available at this meeting so that parent’s solicitors can have input.</p>
4	<p><b>Pre Proceedings meeting notes and plan</b> to be taken and recorded by the solicitor present and sent to chair for approval and</p>

	<p>recording in ICS.</p> <p>Notes and Plan to be sent to parents' solicitors by legal and signed by all.</p> <p><b>Family Group Meeting/Conference</b> to be applied for by SW in the unlikely event that this has not already occurred. In the event that there is not enough extended family to make a formal Family Group conference viable, the SW team should convene a Family group meeting to formally discuss potential permanent extended family carers with as many family members as possible.</p> <p>Family members to be identified for support/alternative Connected care arrangements and <b>viability assessments</b> to commence by SW. DRB checks to be undertaken immediately to avoid delay.</p> <p>Referral for <b>adoption medical</b> to be made by SW if appropriate.</p> <p><b>Parenting assessments</b> by SW to commence.</p> <p>Any <b>necessary tests (hair strand, DNA, Learning Capacity)</b> to be discussed and approval gained from service manager if necessary. Legal services will draft letters of instruction for expert assessments, otherwise the social work team will be responsible for commissioning testing and assessments.</p>
7	<p><b>Planning Discussion / further Legal Planning Meeting</b> to take place between SW, Practice/Team Manager, and Legal to discuss progress. This discussion to be arranged by the SW. This discussion to take place in the Locality hub (or via conference call) and PM/TM will prepare and circulate minutes, with the solicitor providing written legal advice for the SW team.</p> <p>If no progress made case to be considered for Care Proceedings, by consultation with the service manager. If Care Proceedings are recommended to be issued the minutes will be sent to the Service Manager for approval.</p> <p>If sufficient progress is being made, consider remaining in Pre Proceedings or coming out of PLO. If case is likely to continue beyond 26 weeks in pre-proceedings express permission of Service Manager is required.</p>
8	<p><b>Pre Proceedings Review Meeting</b> to be arranged and chaired by PM/TM and attended by parents/carers (as well as parent's solicitors if their funding permits).</p> <p>Test results and preliminary /viability assessments to be discussed. Progress of the plan to be discussed and amendments made where necessary.</p> <p>Minutes to be prepared and circulated by solicitor and placed on record in ICS by the SW.</p>

13-15	<b>Planning Discussion / further LPM</b> to take place as per week 7
16-20	<p><b>Pre proceedings Review Meeting</b> to take place. To be arranged and chaired by PM/TM, Parents/carers and solicitors to attend.</p> <p>The following assessments need to be completed by this point for discussion:</p> <ul style="list-style-type: none"> <li>• Parenting assessments</li> <li>• Full Connected carers assessment of any family members</li> <li>• Experts reports</li> <li>• Test results (hair strand, DNA etc)</li> <li>• FGC outcome</li> </ul> <p>Decision from Planning Meeting at week 13-14 to be fed back to family:</p> <p>Proceedings to be issued, or Case to formally come out of PLO or Case to continue in Pre proceedings if it is likely that the case can be diverted from care proceedings (service manager agreement needed for this)</p> <p>Minutes to be prepared and circulated by solicitor and placed on record in ICS by the SW.</p>
20	<b>Further Legal Threshold panel</b> to be requested and held if needed, after consultation with the service manager. Attendees to include the SW, Team Manager/Practice manager, TCT representative and Legal. Final decision to be made about either moving out of PLO, extending PLO beyond 26 weeks or entering care proceedings.
21-24	<p>Social Worker statement and care plan to be submitted (together with final Parenting assessments, Connected carer assessments, chronology and full genogram).</p> <p>Family to be advised of LA's final plans.</p>
24-25	<b>Final Pre-Proceedings Meeting</b> to be arranged and chaired by the Corporate Parenting service manager and attended by Legal. Final QA of paperwork completed. TCT to attend and meeting acts as a handover transfer meeting.
26	Proceedings issued, case to come out of PLO or extension past 26 weeks agreed - if case is to continue beyond 26 weeks in pre-proceedings express permission of Service Manager required.