**Record of PLO meeting between the London Borough of Camden**

**and**

|  |  |
| --- | --- |
| **Date** |  |
| **Time** |  |
| **Attendees** | , Social Worker  , Senior Practitioner/Team Manager  Service Manager (chair)  , LA Legal Representative  , **Mother**  ,Mother’s Legal Representative  , **Father**  , Father’s Legal Representative  , Independent Advocate  , Minute Taker |

**Items in red are for guidance for the chair and to be deleted in the minutes.**

**All agenda items must be covered by the chair**

**The chair should be the TM or SP**

**Introductions and explanation of the process, purpose of the meeting**

**CSSW involvement/Summary of concerns**

**CSSW Written Agreement and Plan**

**Break - Time for advice to be given to parent/s by their legal representative**

**Parents responses, including names and contact details for family/friends assessments (up to 3).**

If contact details/people in network to assess are not provided, please provide a reason

**information the LA would like to share with experts (Reports/Documents/Assessments etc)**

**Action plan including assessments**

Such as psychological/psychiatric (these need to be set up prior to the meeting, and the Letter of Instruction should be agreed in the meeting or a date within 7 days of when it will be agreed and sent to the expert)

Timetabling and consideration of Viability Assessments and SGO assessments need to be included at the first PLO meeting.

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| --- | --- | --- | --- |
|  | | | |
| Assessments undertaken by Children’s services (e.g. C&F, sibling assessment, connected carers assessment) | | | |
| **Type of assessment** | **Name of author** | **Date to be completed** | **Outcome** |
|  |  |  |  |
|  |  |  |  |
| **Expert assessment (e.g., Hair strand test)** | | | |
| **Type of expert agreed** | **Name of expert** | **Date to be completed** | **Outcome** |
|  |  |  |  |
|  |  |  |  |
| **FGC/ network /Viability Assessments/ SGO assessments** | | | |
| **Type of meeting** | **Those involved** | **Date** | **Outcome** |
|  |  |  |  |

**Date of review and target finish date**

|  |  |
| --- | --- |
| Duration of pre-proceedings (the duration and meeting dates should be agreed at the initial meeting. | |
| **Meeting & date** | **What has been achieved** |
| Initial PLO meeting date (insert date) | Highlight bullet points of how assessments and support have been provided and moved forward i.e.: initial PLO meeting: assessments timetabled and family agreed to plan;  I.e review meeting: Assessments engaged with and plan continuing as initially agreed etc. |
| 1st PLO review date |  |
| 2nd PLO review date |  |
| Target finish date (max **sixteen weeks** from initial PLO meeting) | Any extension of PLO needs a clear reasoning as why, with an understanding of what this means for the children, given that this PLO meets threshold for legal proceedings. |