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

**and**

|  |  |
| --- | --- |
| **Date** |  |
| **Time** |  |
| **Attendees** | , Social Worker, Senior Practitioner/Team ManagerService 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.

|  |
| --- |
|  |
| 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.  |