



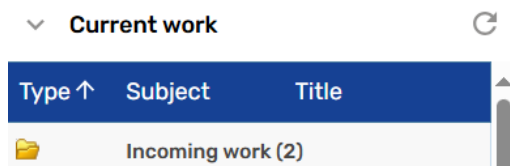
Contents

Contents	1
PLO Pre-Proceedings (To be completed by Legal Proceedings & Case Progression Service Manager) 2	
Pre-Proceedings Tracker	2
Review Legal Planning Meeting (RLPM)	3
PLO Pre-Proceedings - Next Actions	3



PLO Pre-Proceedings (To be completed by Legal Proceedings & Case Progression Service Manager)

This work step will be assigned to the Legal Proceedings & Case Progression Service Manager as a next action from the Legal Planning Referral and Recommendations work step (See **PLO Workflow Social Worker Mosaic Guidance** for more details), where a case is progressing to PLO. The work step can be accessed and started from the named Service Manager’s incoming work folder.



There are two mandatory forms which need to be completed in this step:

- **Pre-Proceedings Tracker**
- **Review Legal Planning Meeting**

Pre-Proceedings Tracker

This form will be updated throughout the Pre Proceedings process and will be managed between the Service Manager and Business Support Service.



The '**Admin – Update Pre Proceedings Tracker**' Request can be sent as many times as required after each meeting, alerting Business Support Service to update the '**Pre Proceeding Meeting**' table with the date of the meeting:

Pre Proceeding Meetings

Date of Meeting

Business Support will also be able to add the meeting minutes in the '**Legal Tracker**' table:

Legal Tracker

Date

Details of discussions

Attendees

Agreed actions / Advice provided

Reason for Delay



The '**Service Manager/HOS Authorisation**' request will be used by Business Support Service to send to Service Manager after each meeting update on the Pre Proceedings Tracker to the Care Pathways Virtual Administrator.

Review Legal Planning Meeting (RLPM)

This is the final form to be completed at the end of the Pre Proceedings process, and a final decision is ready to be made.

Sections 1 and 2 will mostly pre populate from the Initial Legal Planning Meeting (ILPM) completed in the Legal Planning Referral and Recommendations Step. Section 3 will be where the recording for the Final RLPM is recorded.

PLO Pre-Proceedings - Next Actions

The '**Decision of Legal Planning Meeting**' in Section 3 will determine which Next Action is required. The Next Actions are as below:

- **Not proceeding with legal action** – This will be the required Next Action if the '**Threshold for care proceedings not met: continue with child's current plan**' is ticked in Section 3. This next action will terminate the PLO Legal Workflow.
- **Proceed with Legal Action** – This will be the required Next Action if the '**Threshold met for care proceedings: Issue Care Proceedings**' is ticked in Section 3. This Next Action will generate the '**PLO Care Proceedings Tracker**' work step which will be assigned to the Service Manager. The Service Manager will manage and update this form throughout the Care Proceedings process. This is the final step of the of the PLO Legal Workflow.