

Children's Social Care

Practice Guidance



Public Law Outline (PLO) – Pre-Proceedings

- [26 week PLO flow chart](#)
- [Letter before proceedings template](#)
- [Letter of intent template](#)
- [Pre-Proceedings Leaflet for parents](#)
- [LPM guidance](#)
- [Pre-Proceedings Meeting Agenda](#)
- [Pre-Proceedings Meeting Minutes Template](#)

1	<p>Decision at Legal Planning Meeting (LPM)</p> <p>Any decision to begin pre-proceedings must be made at an LPM. The relevant service manager must give their approval for a family to be brought to LPM. The referral must include a proposed plan including what legal framework the social work team consider to be most appropriate and the assessments/interventions they consider necessary. Where the decision at LPM is to begin work under the Pre-proceedings framework to following steps will need to be undertaken.</p> <p>All referrals for LPM must be made on Mosaic. If a decision is made to begin pre-proceedings a 'Pre-proceedings meeting' and 'PLO assessment plan' will be selected as an outcome of the LPM on Mosaic.</p>
2	<p>Pre-proceeding's Letters Written and Sent</p> <p>Pre-proceedings letters must be written by the social work team and sent to any person with parental responsibility for the child. Timescales for sending the letters will be agreed at the LPM but should be approximately 5 working days from the LPM. The letter should use the agreed format which can be accessed from the online procedures, however, social workers and managers can use their discretion in amending the wording and personalising the letter where it is felt appropriate. The letter must include a date for the pre-proceedings meeting. The letter should be approved by the relevant service manager prior to being sent to the solicitor. Included with the letter should be a list of Children Panel approved Solicitors and a parent information leaflet which explains the pre-proceedings process. The letters should be hand delivered and the decision and process explained to the parents in person. Where this is not possible the letter should be sent recorded delivery. Parents should be encouraged to seek legal advice at the earliest opportunity.</p> <p>Ensure the letters are uploaded to Mosaic</p>

Children's Social Care

Practice Guidance



3	<p><u>PLO Assessment plan drafted</u></p> <p>The social worker should prepare the PLO assessment plan as a draft document in Mosaic. This should include the assessments being requested, timescales and expectations. This should be prepared as fully as possible ahead of the pre-proceeding's meetings. Relevant referral for assessments and interventions should be made ahead of the pre-proceedings meetings and included in the PLO assessment plan.</p> <p>The PLO Assessment plan will be open on Mosaic and can be updated as necessary during the course of the pre-proceedings process.</p>
4	<p><u>Pre-proceedings meetings held</u></p> <p>Separate Pre-proceedings meetings to be held with each person with parental responsibility. The meeting should be chaired by the Team Manager and recorded in the 'Pre-proceedings meeting' workstep on Mosaic by either the Team Manager or Social Worker. The agenda for the pre-proceedings meeting can be found in the online procedures. The PLO assessment plan should be presented at the meeting, discussed, and agreed. This should include an agreed date for the review pre-proceedings meeting and final pre-proceedings meeting. The pre-proceedings meeting should also be used to explore family members and friends who would be appropriate to attend a Family Group Conference (FGC) and those who could be considered as alternative carers. Agreement for an FGC and the completion of viability assessments should be sought. The pre proceedings meeting can go ahead if the parent chooses not to have a solicitor present. If this is the case the Council does not need legal representation at the meeting.</p>
5	<p><u>Review pre-proceedings meeting held</u></p> <p>Meeting to be held approximately seven weeks after the initial meeting and a date should be set for this at the initial PLO meeting. PLO assessment plan to be reviewed and progress noted.</p> <p>Record in the 'Review Pre-proceedings Meeting' workstep on Mosaic.</p>
6	<p><u>Internal PLO review held</u></p> <p>This meeting to be held approximately 13 weeks into the pre-proceedings process. It will be arranged and attended by the Case and Court Progression Manager, chaired by the relevant Service Manager and attended by the allocated Solicitor, Social Worker and Team Manager. The purpose of the meeting is to review the progress of the work within pre-proceedings and make a decision as to whether the PLO process can be concluded within 16 weeks or whether it needs to</p>

Children's Social Care

Practice Guidance



	<p>be extended for an agreed period. Or whether a further LPM is needed to consider whether care proceedings should be issued.</p>
7	<p><u>Review LPM held where necessary</u></p> <p>If at the internal review it is decided that little or no progress has been made and the local authority should consider issuing care proceedings, a referral for a review LPM must be made. This referral should clearly set out what has or has not been achieved under the pre-proceedings framework and what the proposed plan is if the local authority were to issue care proceedings. The decision to issue care proceedings can only be made at the review LPM</p> <p>Where the decision at LPM is to issue care proceedings at the conclusion of the pre-proceedings process, a letter of intent to issue proceedings must be sent to each person with parental responsibility. The template for this can be found in the online procedures. It may also be necessary for the decision to be shared at a final pre-proceedings meeting, this to be agreed at the LPM.</p> <p>Record in the ‘Final Pre-proceedings Meeting’ workstep on Mosaic</p>
8	<p><u>Final Pre-proceedings meeting held, and letters sent</u></p> <p>Where the decision is to step-down from pre-proceedings to either CP or CIN, a letter must be sent setting out what progress has been made and what the expectations are moving forward. The template for this can be found in the online procedures. The Team Manager can use their discretion as to whether a final pre-proceedings meeting is necessary. It is recommended a final meeting is held where the decision is borderline.</p>