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| **WILTSHIRE****Minutes of Pre – Proceedings meetings** |
| 1. | Date of Meeting: |  |
| 2. | Name(s) of children: |  |
| 3. | Attendees:  |
|  |  |
| 4. | Chair to outline purpose of meeting: |
|  |  |
| 5. | Chair to outline concerns (summarise from pre-proceedings letter) |
|  |  |
| 6. | Parents response to concerns:  |
|  |  |
| 7.  | Chair’s LA’s proposed of pre-proceedings plan, including timescales:(*Specific consideration of the timescales for the child*)(*Parents and Solicitors to be offered time alone to consider LA PPM plan*) |
|  |  |
| 8.  | Chair to confirm whether parents are in agreement with LA pre-proceedings plan (are they willing to participate in identified assessments, FGC, confirmed consents identified potential family and friends carers for assessment:  |
|  |  |
| 9.  | Review Pre – Proceedings meeting date to be set |
|  |  |

Copies:

Child Care Store Record

Solicitor

Care Proceedings Case Manager