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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