

DOCUMENT 1 AGENDA FOR LEGAL GATEWAY MEETING

Refer to PLO Procedure

Legal chairs.

Legal write and circulate Minutes - Legal Privilege applies.

Name of child/ren and DOB

Date and venue of meeting.

Introductions

Summary of reasons why meeting convened.

Family structure and details of children. Birth certificates available / to be obtained

List Documentation circulated before meeting / available at the meeting
Annex to Form C110 used as a check-list to list existing assessments/documentation.

Historical information : Summary of any Assessments /Child Protection Conferences / previous proceedings, etc.

Current concerns in respect of harm and parental care
Capacity issues

Evidence to establish criteria for care proceedings

Options

1. OPTION 1 The **PLO does not apply** – eg insufficient evidence to cross the threshold for care proceedings, or services to be provided, or no further action required.
2. OPTION 2 **It may be possible to avoid proceedings. PLO letter required.**
3. OPTION 3 **Proceedings are needed in any event. PLO letter required.**
4. OPTION 4 Urgent application for Care Order or Supervision Order

Draft PLO letter at meeting.

SCM to seek SM approval to send letter.

GSM written (by e mail) permission to institute proceedings

Legal send copies of minutes to SW, SCM, SM. Also to GSM unless PLO does not apply (OPTION 1)