

DOCUMENT 3 - PLO ROLES AND RESPONSIBILITIES

See PLO Procedure

SOCIAL CARE

Service Manager

1. Is consulted about planning a Legal Gateway Meeting.
2. Authorises sending the letter before proceedings.
3. Liaises with Group Services Manager about possible proceedings [GSM decision to institute proceedings].
4. Authorises expenditure on experts.
5. Authorises EPO applications.

Senior Care Manager / Team Manager

1. Decides to have a Legal Gateway Meeting, following discussions as part of the ongoing supervision process with the Social Worker and Service Manager.
2. Requests a Legal Gateway Meeting and attends with the Social Worker.
3. Writes letter before proceedings.
4. Chairs the meeting before proceedings, formulates the plan and sends out Minutes to those present and Service Manager and, as relevant:-
 - Child Protection Co-Ordinator and Core Group;
 - IRO and those invited to LAC Reviews.
5. Convenes Meeting Before Proceedings Reviews and sends Minutes of outcome to those listed above.

Allocated Social Worker (if not available, Duty SW)

1. Provides Legal with any existing documentation using annex to Form C110 as a check-list - ie:-
 - Existing assessments/specialist Reports;
 - Relevant Court judgments;
 - Birth Certificate;

In advance of the Legal Gateway Meeting.

2. Arranges for hand delivery of letters before proceedings as appropriate and translated copies if necessary.
3. When the decision has been made to institute proceedings, prepares the Interim Care Plan, incorporating timetable for the child and draft Form C110, and sends these by E-mail to: legal-socialcare-courtliason along with additional documentation as per the C110 annex.
4. Informs Court Liaison Legal Assistant whether the parties/those entitled to notice have legal representation.
5. Serves paperwork on unrepresented parties/those entitled to notice and provides details of service for Court Liaison Legal Assistant.

LEGAL SERVICES

Allocated Solicitor (If available, otherwise delegated to another Solicitor)

1. Advises whether there are grounds for care proceedings at the Legal Gateway Meeting.
2. Chairs and minutes the Legal Gateway Meeting and sends copies to those present, Service Manager and Group Services Manager.
3. Checks C110 draft forms.
4. Prepares other forms - eg, Case Summary.

Court Liaison Legal Assistant

When proceedings are authorised:-

1. Receives by E-mail the draft C11 Form.

2. When the GSM has signed the agreed Application Forms, takes them to Court, along with a cheque for the fee and other documents to be filed at Court.
3. Collects forms from Court when papers have been processed.
4. Informs Social Worker, allocated Solicitor and allocated Legal Officer of the date, time and venue of the Initial Hearing (verbally, then followed up by E-mail to all).
5. Arranges for Social Worker to collect papers for service on unrepresented parties.
6. Serves applications on Solicitors who will accept service for their clients.
7. Completes Certificate of Service.
8. Prepares files for allocated Solicitor/Legal Officer.

Allocated Legal Officer

1. Arranges appointment to take initial social work Statement.
2. Serves Statement and associated documentation.