

Terms of Reference – Legal Planning Meeting Panel (LPM) **14th February 2014**

This chapter was introduced to the manual in January 2015

And information to the panel Many LA's have introduced a Legal Planning Meeting Panel to respond to these challenges.

The Panel will not exclude the need for practitioners and managers to consult with legal advisors as required.

All matters that are being considered in the pre-proceedings process must have a management decision recorded on CareFirst.

- SW and DTM record in supervision decision to proceed to a LPM.
- TM, DTM and SW have a pre-legal meeting to address issues of evidence and documentation.
- The TM alerts the service manager and ideally discusses in supervision.
- CP/Court actions are informed at this time in order to apply for relevant birth certificates.
- The practitioner completes the following documents and sends them to the administrator:
 - The LPM template with a proposed care plan.
 - A geonogram.
 - A 'court' chronology.
 - The most recent assessment or CPC report.

These documents must be submitted to Jean Williams (administrator) by the Wednesday before the Panel.

The Case Manager will be available to assist with advice and consultation.

If documents are not received at the required time the meeting will not go ahead.

Social Workers should include their proposed timetable for assessments in Section 19 of the LPM request form.

The LPM Panel will have the following membership:

- The Senior Child Care Lawyer.
- The Service Manager Safeguarding/Care Outcomes (when appropriate).
- The Case Manager.

The practitioner is expected to present their case to the Panel supported by their DTM. Where appropriate/available the CP/Court TM will attend.

If there is a plan for permanency/removal, the Children in Care Team should send a representative, the case holding social worker needs to confirm this with the CICMOT .

The Panel will meet in advance of the presentations to identify any areas they want clarified within the LPM.

The Panel will commence on 8th April (papers will be sent to Jean Williams by 2nd April 2014).

The Panel will meet on alternate Tuesday mornings and convene at 9:00am. The first case will be heard at 9:30am and each case will be tabled for 45 minutes.

It is anticipated that there will be a maximum of 3 cases discussed at each session

In cases of emergencies, the Service Manager will be consulted to decide upon the need to set up a LPM outside of the Panel.

The Panel will be probing and challenging to ensure there is a robust plan and evidence to support a pre-proceedings process and the need to issue.

All those who attend the meeting will have an opportunity to challenge each other's view to ensure that the best decision is made for the child.

In circumstances where there is a significant difference of opinion, the documentation, LPM notes and the disputed issues will be escalated to the Divisional Director.

The dates of the Panel meetings are:

8th April 2014

22nd April 2014

6th May 2014

20th May 2014

3rd June 2014

17th June 2014

1st July 2014

This is a pilot and will be reviewed at the end of the third month on 1st July, following the panel meeting.