

Flow Chart for Public Law Outline & Public Law Outline Review

Pre Public Law Outline

- 1 Have there been reflective discussions to look at how risks are being managed by the family and Local Authority?
- 2 Has there been a family group conference and/or engagement with wider family and friends to consider what support they could provide?
- 3 Have there been meetings with core group members to ensure the right level of support has been given to the family? Have the right services been offered to address current risks?
- 4 What more can be done to support the family? Are there any additional multi-disciplinary services who might be able to help?
- 5 If relevant support has not been offered, what next steps are proposed now?
- 6 Have case management discussions included exploration and analysis of:
 - a What is it hoped that proceedings will achieve?
 - b Why are proceedings needed now?
 - c Why do we need an Order to implement the plan of work?
- 7 Has the family been discussed at relevant local panel/decision-making forums for approval to implement Public Law Outline and issue proceedings?

Legal Planning Meeting to Consider Public Law Outline

- 1 Details of threshold
- 2 What has been done to help?
- 3 Are any further assessments needed? Any funding to be approved by the appropriate person or panel.
- 4 Discussion that details the reason for not immediately issuing (Threshold being met)
- 5 Date for draft Public Law Outline letter and Chronology to legal services decided

Social Worker to send following items to Legal Services:

- 1 Public Law Outline letter, Chronology and Child Protection Plan
- 2 Details of who will do what assessments by when, with provisional appointments for commencement of assessments
- 3 All reports/assessments/minutes not already provided at Legal Planning Meeting

At least 5 days before the Public Law Outline meeting

Parents receive signed Public Law Outline letters, details of solicitors and parent/carer's pack explaining the process. Social worker ensures that parent/carers have received the Public Law Outline letter and that they have contacted a solicitor who can attend the Public Law Outline meeting.

2 days before the Public Law Outline meeting

If not completed already, social worker to confirm with parents/carers that they have appointed solicitors and inform legal services. Legal services at this point provides the parents' solicitor with all relevant documents.

Public Law Outline Meeting

- 1 Decide if threshold for Public Law Outline is met.
- 2 Review CP Plan and with parent/carer prioritise the actions that will provide the most immediate or significant changes and set timescale.
- 3 Discuss any additional assessment required, who will undertake them and timescales
- 4 Identify any additional support that will be offered
- 5 Confirm arrangements for engagement with wider family through a Family Group Conference if appropriate.
- 6 Set date for Review Public Law Outline meeting
- 7 Review what support social worker will provide during Public Law Outline process

Following Public Law Outline Meeting

Social worker to send draft minutes of Public Law Outline to legal services for approval within 5 working days after meeting. Minutes of meetings to be sent to parents' representatives within 10 working days of attendance at the Public Law Outline meeting

Prior to Public Law Outline Review

Social worker to send updating assessments/progress reports to legal services 8-10 working days before Review Public Law Outline meeting for distribution to parents' solicitors.