CASE NO: …

**ADVOCATES’ MEETING MINUTES**

FOR HEARING ON [DATE]

MEETING [DATE]

THE CHILD[REN]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NAME | SEX | D.O.B. | AGE | LIVING WITH | ORDER? |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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ATTENDEES

|  |  |  |
| --- | --- | --- |
| PARTY | REPRESENTATIVE | EMAIL ADDRESS |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |

The agenda items appear in bold:

**Local Authority update as to care plan, placement, contact and child’s progress:**

ISSUES IN THE CASE

Under each heading set out what is agreed or not agreed and the position of the parties. If a party’s position is unknown, state the reason why.

**Orders sought by the Local Authority and the interim care plan:**

**Does any party raise issue with the Local Authority assessment or seek further assessment? If so, why?**

**Is an expert assessment necessary? If so, why?**

**What family/kinship assessments are to be completed and when?**

**Do any of the following issues feature in the case? What actions are proposed as a result? (Delete where not relevant)**

Paternity?

HMRC/DWP orders?

Immigration issues?

Capacity/cognitive functioning issues?

International/jurisdiction elements?

Separate representation of the child?

**Is threshold conceded or disputed? Can an agreed document be produced at an early stage?**

CASE MANAGEMENT

**Timetable for the case**

**Disclosure required**

**Evidence**

**Assessments**

**Compliance with previous orders**

**Proposed bundle requirements and essential reading list**

PREPARED BY: [NAME]

ROLE: [SOLICITOR/BARRISTER]

DATE: [DATE]