CASE NO: …

**ADVOCATES’ MEETING MINUTES**

FOR HEARING ON [DATE]

MEETING [DATE]

THE CHILD[REN]

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

ATTENDEES

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

The agenda items appear in bold:

**Current placement**

**Local Authority’s interim plan**

**Contact arrangements**

**Position of the parents**

**Other issues (delete if not relevant):**

Paternity

HMRC/DWP orders

Immigration issues

Capacity/cognitive functioning

Drug/alcohol testing

Assessments

Participation directions

Connected persons assessments

**Position of the Children's Guardian:**

**Is separate representation required?**

**Is a contested interim hearing required?**

If so:

Have all parties been served/given notice as required?

Will the hearing be dealt with on submissions or evidence?

Issues for the hearing:

1. …
2. …
3. …

Is interim threshold accepted?

**Allocation**

**Timetable for the child**

**Threshold**

**International/jurisdiction issues?**

**Part 25 applications?**

**Disclosure required?**

**Checklist documents to be filed?**

**Bundle requirements and essential reading:**

**Representation for the hearing will be:**

PREPARED BY: [NAME]

ROLE: [SOLICITOR/BARRISTER]

DATE: [DATE]