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| **Permanency Planning Meeting Agenda** |

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| Name |  |
| ID |  |
| Date of birth |  |
| Legal status |  |
| Ethnicity/culture |  |
| Date of Permanency Planning Meeting: |  |

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| **1. Attendance** |
| Required:  🞏 Social Worker: Name –  🞏 Team Manager/Assistant Team Manager: Name -  🞏 Fostering Worker: Name –  🞏 Adoption Worker: Name –  🞏 IRO: Name –  🞏 Other: Name: - |
| **Chair:** |
| Note Taker: |
| Apologies |

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| **2. Reports received** |
| *These should always include the Chronology, Sibling & contact assessment must be provided, plus any updated reports that will inform decision about future carers/permanence planning*  *Please make any recent, relevant reports available to support / evidence views, these should include draft adoption/permanent fostering matching meeting templates, and/or draft report on assessment of Special Guardians etc. .* |

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| **3. Contextual Matters (To be completed by the allocated SW)** |
| Short background history, including the outcome of the C&F and any other assessments.  Legal context  Family Group conference and the outcome.  Risk Factors, including risk of identification by the birth family through social networking  The child’s needs, including disabilities and special medical requirements This must include in utero care and post natal experiences as this will impact on future placement needs and the carers required to meet the needs of the child.   * Health * Education * Heritage/Identity * Family/Social Relationships including contact * Emotional/behavioural development |

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| **4. Views (To be completed by the allocated SW)** |
| The child’s wishes, views and feelings  The wishes and feelings of any siblings?  Sibling matching and assessment of the social worker regarding placement together or separately  The parent’s wishes and feelings  The wishes and feelings of significant others  The views of the current carers  The views of the supervising social worker  The views of the child’s social worker and his/her supervisor  The views of the IRO |

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| **5. Consideration of the options for permanency**  **What is your plan for this child? What steps have you taken to achieve this? Tick all options that you are still considering at this stage?** |
| 🞏 Reunification with parents  🞏 Placement with extended family or kinship network. Consideration of Regulation 24 and SGO extended family members; or Child Arrangement Order.  🞏 Long term/Permanent fostering (including considerations of Special Guardianship  🞏 Adoption – this option should be considered for all children 8 years or under  🞏 Residential placement until maturity and independence/ semi independence in the community.  *What contact arrangements would meet the child’s needs within a permanent placement (consider person, frequency, venue, supervised)*  *The meeting should also consider what legal orders might best secure the placement, for example, Care Order, Adoption Order, Special Guardianship or Child Arrangement Order. If the child is under 9 years old and reunification or permanent care in the extended family is not viable, then adoption* ***must*** *be considered as a key route to permanence* |

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| **6. Primary Plan (for deliberation in the meeting)** |
| What is your primary option for permanence that best meets the child’s needs and why have you chosen this plan?  Are all parties in agreement?  Is the plan likely to be contested?  Does the plan require further legal action and what is the timescales for this?  What needs to happen to achieve this plan? |

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| **7. Parallel Planning (for deliberation in the meeting)** |
| Is the primary plan realistically achievable within the child’s time scale?  Does a parallel plan have to be put in place to ensure that there is no delay in achieving permanency by a second route if the primary plan cannot be achieved?  If so, what is your parallel plan? |

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| **8. Preparation for permanency (to be reported on in the meeting)** |
| Who will do preparation work with the child/ren?  What will it consist of?  Life Story work  What is the timescales for this work?  Are there plans for further assessments of child’s health, educational needs, therapeutic needs, and psychotherapeutic help?  What is the timescales for this? Has this been agreed at placement panel? |

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| **Birth family** |
| What work needs to be undertaken to prepare them for the child’s permanent placement?  Have information about the process of adoption been given? If necessary, who will undertake this work? Time scales?  Have parents given consent for advertising, use of photographs? Can this be undertaken? By when?  Have contact expectations and arrangements been discussed with the birth family (eg a once off meeting between prospective adopters and birth family, letter box, long term arrangements, face to face) |

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| **9. Family Finding process (for the meeting)** |
| Are there any specific considerations that should be taken into account when looking for adopters?  Has the referral to adoption been made? If not, when will this happen?  Brief outline of the family finding action plan, including assessment of foster carers as adopters and timescales, if appropriate |

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| **10. Decision Making** |
| *At this point the Chair may need to seek any necessary legal advice if needed* |

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| 11. **Decision on Permanence Plan[s] to be recommended to the Statutory Child Care Review on behalf of the Local Authority** |
| *This is the Chair’s decision taken in the light of the views presented and the assessments completed. If more time to consider is needed or for example to obtain legal views this is possible but the list of actions [see below] which follow from the decision must be completed as soon as possible and sent to those who have to undertake the actions urgently.*  *The reasons for the decisions taken should be given but may be brief rather than detailed.* |

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| **12. Actions** |
| *List the Actions, the time scale and the person responsible for each action required to implement the primary and the parallel plan.*  *Consider timescales for completion of paperwork for Agency Decision maker (for ‘should be adoption’ decision) or any other panels.*   * *Adoption panel* * *Fostering panel* |

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| **Action By** | **Action to be undertaken** | **Due Date** |
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| **12. After the meeting** |  |
| Distribute agreed by Chair PPM minutes to all attendees within 5 working days | A copy of the completed Permanence Planning Report is also uploaded by the minute taker to the child’s case file. |