

APPENDIX 1- LAC REVIEW BUSINESS PROCESS-TIMESCALES FOR REVIEWS

(Taken from Care Planning Regs & IRO Handbook)

Timing of review meetings

- The local authority is required to carry out review meetings in line with timings specified in the Regulations [[regulation 33](#)]
- The first review of a child's case within 20 working days of the date on which the child becomes looked after;
- The second review no more than three months after the first;
- The third and subsequent reviews no more than six months after the previous one;
- A review whenever the IRO directs; and
- A review in all other circumstances as specified in the Regulations.

The date of the review meeting for recording purposes is the date of the first meeting that takes place and the review should be completed within 20 working days of the commencement of the process.

Arranging an earlier review meeting as a result of a significant change

A review will not be required for every change and the IRO will determine whether the change requires a review to be convened. The IRO should consult with the child, where appropriate, and the child's wishes and feelings about the impact of the proposed change on his/her life should be taken into consideration in reaching a decision as to whether a review is necessary.

If, following communication with the social worker, the IRO is satisfied that the arrangements in the care plan continue to meet the child's needs or that the change does not have significant implications for the care plan and that a review is not necessary, a record of this agreement and the reasons for it should be placed on the child's file. The child and other relevant adults, both within the family and the professional network should be advised of this decision where appropriate.

However, a review must be convened in the following circumstances, prior to any of the following changes being implemented:

- Whenever there is a proposal for a child to leave care before the age of 18, i.e. for the child to become a relevant child, rather than an eligible child [[respectively section 23A and Schedule 2, paragraph 19B of 1989 Act](#)] (see [Annex 3](#));
- Wherever there is a proposal for the child to move from foster care, a children's home or other placement, to supported lodgings, or to other kinds of 'semi-independent' or 'independent living' before the age of 18 (i.e. from accommodation regulated under the Care Standards Act to unregulated accommodation);
- Prior to children subject to care orders being discharged from custody;
- Wherever any unplanned change is proposed to a child's accommodation that would have the effect of disrupting his/her education or training;
- Where a change of placement is proposed that would interrupt the arrangements for the education of a child in Key Stage 4; and
- Where a change of placement is proposed for a child who has remained settled and established with the same carer for a significant period of time.