

Job Title: Court and Pre-Proceedings Manager	Role Profile Number: PCDH56
Grade: S	Date Prepared: 05.08.21
Directorate/Group: Children's Services	Reporting to: Service Manager or Director (TBC)
Structure Chart attached:	No

Job Purpose

- To work with the courts and a range of stakeholders in the Family Justice System to ensure the progression of Swindon Borough Council Court proceedings and Pre-proceedings cases.
- To monitor implementation of the courts requirements in court proceedings cases
- To escalate to the courts if there is delay that would require the case to be relisted, in conjunction with legal services.
- To identify system and individual issues that lead to delays in Court proceedings and take action where required including the supervision and support of deputy team managers.
- To provide direct coaching /mentoring support to social workers and deputy team managers in their preparation of submissions to the court and within pre-proceedings work.
- To work in partnership with the MASH and ACP Teams to ensure a robust approach to the early identification of cases including unborn and newly born babies.
- To work with agencies across the Family Justice System to monitor, measure and track costs incurred by all agencies, to gain a view of whole system costs.
- To track all cases within proceedings and pre-proceedings in one place and ensure that this
- To lead on the PLO Tracking Panel in respect of all Cases before proceedings
- To oversee the quality of LOI and Letter before Proceedings to ensure standards are consistently met.
- To have responsibility for the legal budget, including responsibility for budget forecasting and taking steps to ensure any projected spend is mitigated against.

Key Accountabilities

- To ensure the progression of pre and court and proceedings cases originating in Swindon against the agreed timescale
- To ensure that pre proceedings when started are carried through and reviewed in a timely manner
- To work with the courts to understand what progression is required for each case and working with all parties involved in a case to chase up progress against directions. This will include working with solicitors, social workers and guardians to ensure they are progressing their input into cases

- To ensure all parties understand at the outset of each case, the role of the case manager and their duties to ensure directions are met and handled in a timely fashion, in accordance with the timescale for the child
- To deliver training and provide direct guidance and coaching to social workers and managers who are managing Court proceedings cases. This will include help in preparing statements and parenting assessments and preparation for giving evidence in court
- To escalate to the court if there is a risk of the timescale not being met and where relisting of the hearing may be required
- Be accountable to the senior management team for reporting case progression against all cases in pre and court proceedings
- To identify and report to the senior management team where there are consistently similar reasons for delay across a number of cases
- Work with the courts, local authorities and the Service Managers to develop a framework for tracking costs and benefits across agencies, and capture data within the revised PLO guidance
- Work with agencies to collect data on key metrics regularly and to hold the central overview of financial data for cases
- To collate and analyse data concerning the root causes of delay for which the local authority has responsibility, and to contribute to a whole system analysis to improve continuously
- To chair meetings as appropriate including PLO/Legal planning meetings.
- Challenging service managers and holding them to account for timely case management
- To prepare a quarterly and annual report on PLO and Court Proceedings cases.
- To step in to support the responsible team manager in the supervision of deputy team manager where needed.

Supplementary Accountabilities

- Ability to prioritise and sequence multiple and potentially conflicting priorities and manage stakeholder expectations.
- Ability to manage and ensure consistency across financial/cost data that is provided by a range of agencies. Measurement and high –level analysis of the data to understand the costs across the system.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Substantial post qualification experience in social care/safeguarding setting.
- Experience of chairing, managing and presenting to Pre-Proceedings meetings.
- Substantial experience of undertaking Court proceedings.
- Ability to analyse and draw out key themes and issues causing delay.
- Ability to work with a diverse range of stake holders, to create good relationships, gain commitment, resolve issues and chase progress.
- Substantial experience of organising and chairing complex multi-agency meetings.
- Experience of managing staff in a statutory safeguarding social care setting.

Qualifications

- Relevant Social Work Qualification
- Social Work England Registration
- Full UK Driving License

Decision Making

- Proven experience of managing both Social care Practitioners and working in a multi agency context to ensure that the protection and welfare of children is paramount.
- You will attend Legal panel and contribute to the decision making about case progression within the legal arena, or not.

Creativity and Innovation

- Proven ability to anticipate, interpret and manage change and achieve results through sound judgment in seeking creative solutions to complex situations.

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none">• 25-40 Pre-Proceedings Cases• 75-100 Court Proceedings Cases <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none">• Preparation for and attendance at Pre-Proceedings meetings• Attendance at Legal Panel weekly• Completion and updating of Legal case trackers through attendance at the monthly Legal tracking meeting	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>Oversee a budget of £503.7k</p> <p>PLO and Legal Tracking charts</p> <p>No</p>
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Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Elected Members of the council
- Senior managers across the council
- Staff at all levels
- SBC Legal Team
- Managers in partner organisations: NHS/PCTs, voluntary, independent and private sector providers, the Police, Probation Service and Youth Offending Service.
- Head teachers, chairs of governors and colleges
- Representatives of service users and their families
- Regional and national government representatives
- Inspectorates
- External consultants

Other Key Features of the role

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	