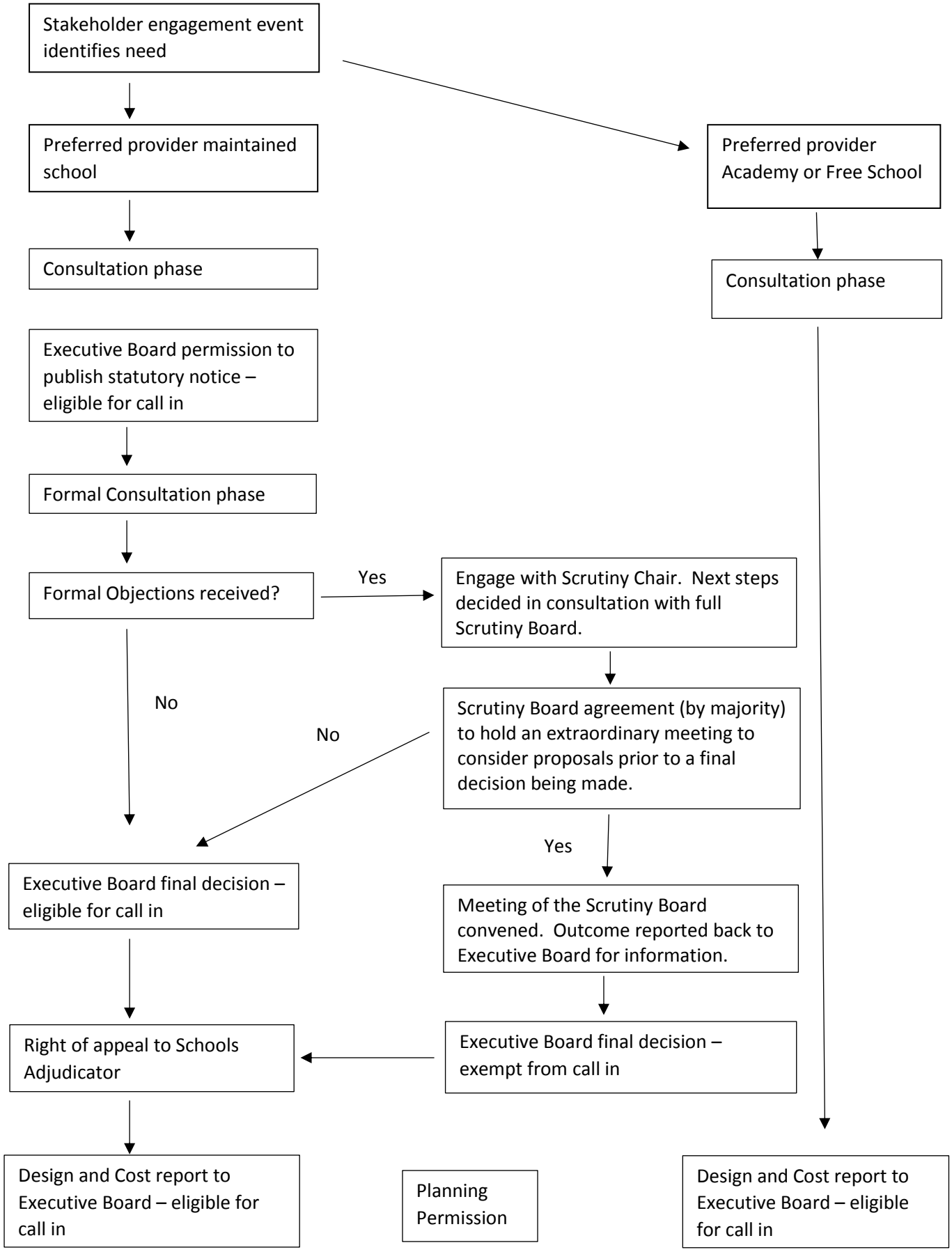Appendix 1 – Stages of decision making (where need is identified by the local authority)