

SCHEDULE 1

Regulation 3(1)

INFORMATION TO BE INCLUDED IN THE STATEMENT OF PURPOSE

1. The aims and objectives of the agency.
2. The name and address of the registered provider, the responsible individual and the registered manager.
3. Any conditions for the time being in force in relation to the registration under Part 2 of the 2000 Act of the registered persons.
4. The relevant qualifications and experience of the registered manager.
5. The number, relevant qualifications and experience of the staff working for the purposes of the agency.
6. The organisational structure of the agency.
7. A description of the services offered by the agency.
8. The system in place to monitor and evaluate the provision of services to ensure that the services provided by the agency are effective and the quality of those services is of an appropriate standard.
9. A summary of the complaints procedure.
10. The name, address and telephone number of the registration authority.