



Guide 4: Register a service

1. How do I apply?

If you are an Independent Fostering Agency or Residential Children’s Homes, you can apply to become part of a list of approved providers offering their services through the LCS Model Contract.

To register a service with LCS you need to complete the application form [here](#) and provide mandatory supporting documentation to demonstrate your eligibility to apply and meet London’s criteria.

Each service that you would like to register must meet the following criteria:

London’s Criteria	Supporting Evidence / Documentation
1. Ofsted / CSSIW Registered	A copy of the Ofsted / CSSIW Certificate of Registration for each service
2. Ofsted rated “Outstanding or Good”	A copy of the most recent full Ofsted Inspection Report for each service
3. Service Delivery type and location: <ul style="list-style-type: none"> • Core (non-specialist) services located anywhere in England • Specialist and Targeted services located anywhere in England 	Statement of Purpose for each service <ul style="list-style-type: none"> • Additional / supporting information to describe which service type is delivered
4. Financial Viability	A copy of the full financial accounts for the last two years
5. Protection from financial loss (Insurance)	Minimum insurance arrangements as defined in the London Model Contract <ul style="list-style-type: none"> • Employers Liability (£10 million) • Public Liability (£5 million) • Professional Indemnity (£1 million) (£250,000 for Family Centres) • Sexual Abuse and Molestation cover (£1 million) • Malpractice Insurance (ONLY where nursing care is provided) (£1 million)
6. Offer a competitive fee to London to support best value duty and social value	Schedule 1a/1b – Service and Price LCS will provide the documentation for completion at a later stage

2. Where do I email my application?

When you have read the notes and agree to the Terms and Conditions on page 5, you can send the completed application form and supporting documentation to london.careservices@londoncouncils.gov.uk

3. How long does it take to become registered?

The registration process takes approximately 10-17 weeks. Applications are dealt with on a first come first served basis and the team will continue to work with providers this way during the first phase of application. However, once an application has been approved as meeting London's criteria it will be added to a waiting list and will then be dealt with in chronological order.

4. Is there a way of speeding up the process?

Unfortunately not, LCS needs sufficient time to assess and process applications, and the time required to do this is 10-17 weeks.

5. If my application is declined and I don't agree with the decision, do you have an appeals process?

If you don't agree with our decision, you can use London Councils simple three stage complaints procedure. This can be found on London Councils website <http://www.londoncouncils.gov.uk/who-we-are/about-us/governance/complaints>.

6. Do I have to pay a subscription fee to be registered on LCS website?

This is currently a free service and there are no immediate or long term plans to charge a subscription fee.

7. Does being contracted and on the website guarantee me placements?

Being contracted and on the website maximises the potential for local authorities to find you, however it does not guarantee you placements.

8. Can I be listed on your website if I don't want to sign the Contract?

Only providers who are signed up to the Contract are listed on the website.

9. Can member authorities still make placements with me if I'm not an approved LCS Contractor?

Yes. This does not prevent London Boroughs and partners from making placements with you as they are free to use both contracted and non-contracted resources. However, if you are an approved LCS Contractor and your details are on the website, it does maximise the potential for local authorities to find you.

10. Which providers are listed as approved London Contractors?

The full lists can be found below:

- a) Providers of Residential Children's – [click here](#)
- b) Providers of Independent Fostering Agencies – [click here](#)

11. Which Authorities are members of London Care Services?

There are currently 36 members, consisting of 32 London authorities, City of London and 3 partners; Buckinghamshire, Oxfordshire and Milton Keynes.

12. I'm a provider of 16+ services – can I register?

LCS only works with Ofsted registered providers.

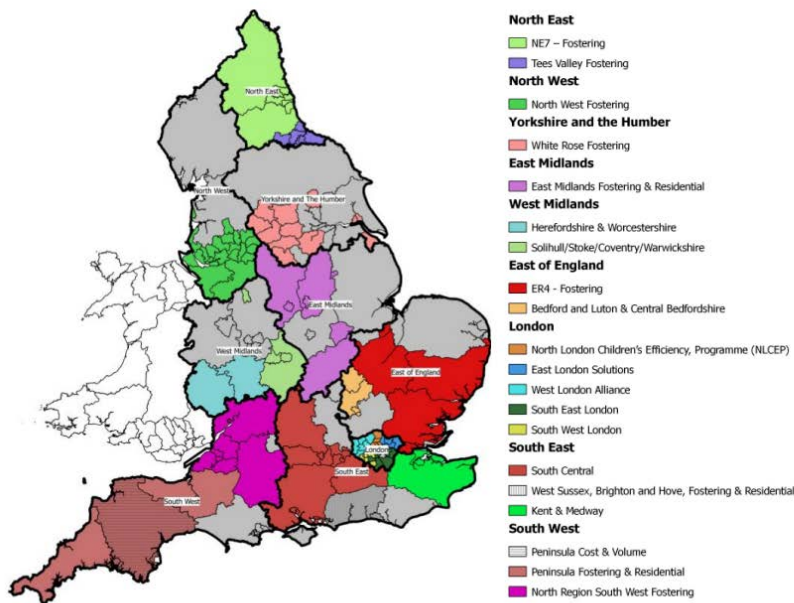
13. Do you have a list of providers who offer 16+ services?

No. This is because we do not work with unregistered providers.

14. Are there other consortia's that I can register with?

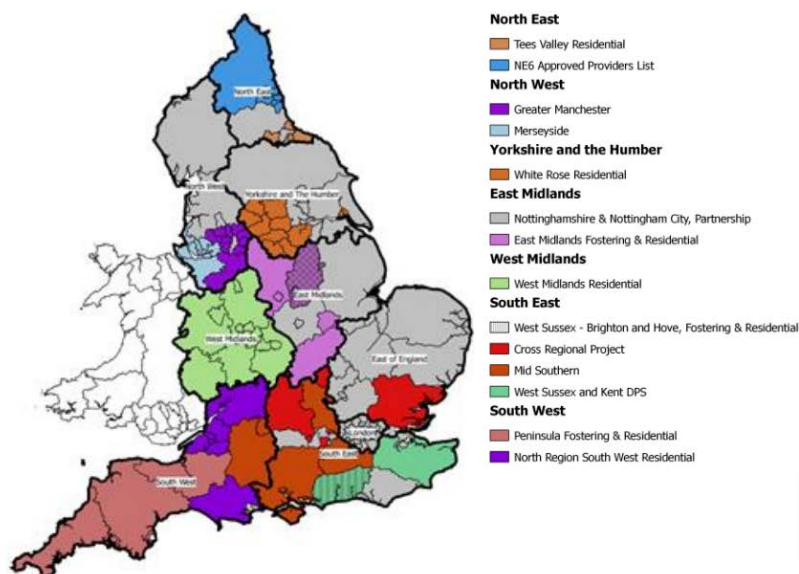
Yes. There are other consortia that you can register with – see regional maps (source¹)

Figure 1 Map of regional and sub-regional fostering consortia as at 22 May 2015



There are 20 regional or sub-regional consortia relevant to fostering, including 3 that are both fostering and residential, shown in figure 1. 14 local authorities are not in any fostering consortia or partnerships.

Figure 2 Map of regional and sub-regional residential child care consortia as at 22 May 2015



There are 14 regional or sub-regional consortia relevant to residential child care, including 3 that are both fostering and residential, shown in figure 2. 22 local authorities are not in any residential consortia or partnerships.

¹ https://ipc.brookes.ac.uk/publications/IPC_Consortia_Commissioning_Report.pdf