



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](#) and provide mandatory supporting documentation to demonstrate your eligibility to apply.

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, Good or Requires Improvement” ¹	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

¹ At point of entry, providers rated Requires Improvement with an interim inspection showing ‘declined in effectiveness’ will not be approved

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 a minimum of 4-6 weeks. Applications are dealt with on a first come first served basis.

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 a minimum of 4-6 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?

No. The service is free and there are no immediate or long-term plans to charge a subscription fee.

7. Does being an approved provider and on the website guarantee me placements?

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

8. Can I be listed on your website if I don't want to register with LCS?

Only providers who are registered are advertised on the website.

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

Yes. London Boroughs and partner authorities are free to use any provider regardless of whether or not they are LCS approved. However, if you are an LCS approved provider and your details are on the secure portal, it will maximise the potential for local authorities to find you.

10. Which providers are listed as approved?

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 32 members, consisting of 28 London Boroughs and the City of London and three partner authorities (Buckinghamshire, Oxfordshire and Milton Keynes).

12. I'm a provider who offers services for 16+ – can I register?

LCS only works with Ofsted registered providers.

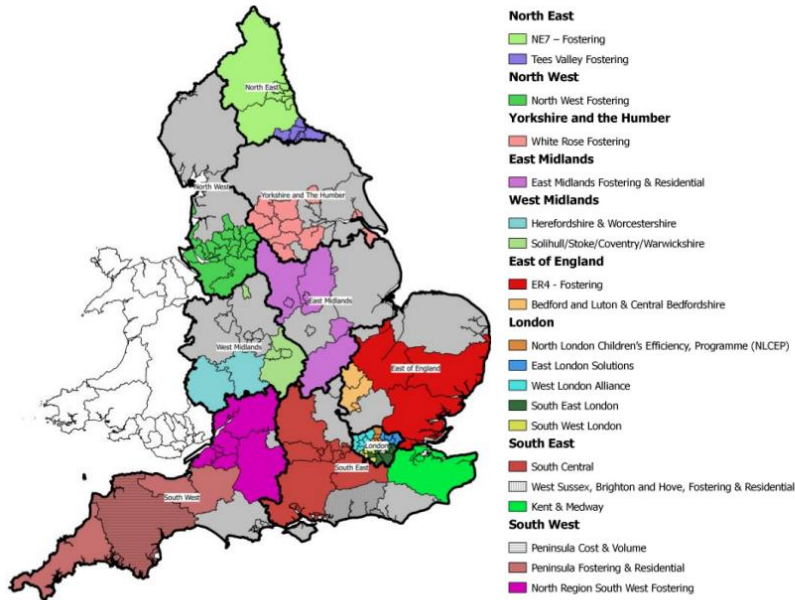
13. Do you have a list of providers who offer 16+ services?

No. This is because LCS only work with Ofsted registered providers.

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

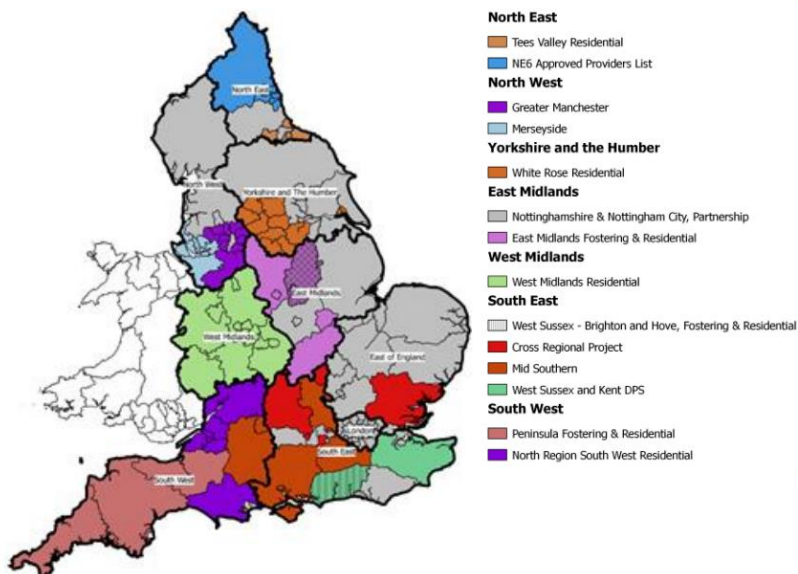
Yes. There are other consortia that you can register with – see regional maps (source²)

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.

² https://ipc.brookes.ac.uk/publications/IPC_Consortia_Commissioning_Report.pdf