

SCHEDULE 1

Regulation 4(1)(d)

INFORMATION TO BE INCLUDED IN THE STATEMENT OF PURPOSE

1. Whether the agency is carried on by an individual, by persons in partnership or by an organisation.
2. The nature of the services which the agency provides.
3. The geographical area in which the agency provides services.
4. The range of qualifications of the domiciliary care workers who are to attend at the homes of service users.
5. The circumstances in which the agency may cease to provide services to a service user.
6. Arrangements for cancellation of the supply of a domiciliary care worker by the service user or the agency.
7. The agency's charges.
8. Arrangements which will apply during the sickness or other absence of domiciliary care workers who are to attend at the homes of service users.
9. Requirements in relation to time sheets.
10. The complaints procedure established in accordance with regulation 21.
11. Procedures to safeguard service users and domiciliary care workers.
12. Procedures to safeguard service users' property.
13. Procedures for the administration, or assistance with the administration, of medication.
14. Requirements to protect the health and safety of domiciliary care workers.
15. Procedures to be followed in the event of an occurrence referred to in regulation 27.
16. Arrangements for service users to express their views about the service provided by the agency.
17. The management structure of the agency.
18. Whether, and if so the extent to which, the agency provides services through persons other than employees of the agency.