

Statements of purpose

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Summary

This guidance explains what statements of purpose are and how they should be submitted to CQC.

Statutory Requirements

1. What is a statement of purpose and what must be in it?

A statement of purpose is a document which includes a standard required set of information about a service.

Statements describe:

- The provider's aims and objectives in providing the service.
- The kinds of services provided.
- The health or care needs the service sets out to meet.
- The locations where the services are actually provided or provided from.
- Details about the provider, including their legal status, and any manager(s), including the 'address for service' for all registered persons (see below).

2. What is an 'address for service', and why are they important?

When CQC:

- Wants to warn a service that it is not complying with requirements,
- Responds to applications in relation to registration, or
- Wants to take certain kinds of enforcement action,

it is required by law to send registered persons (providers and managers) a statutory notice.

These statutory notices say (for example) what CQC proposes or has decided to do about an application or a serious failing; in what way CQC thinks a provider is not complying with the law; that CQC is serving a fixed penalty (fine); and other equally important matters. They also explain how registered persons can make representations and appeals against CQC's proposals and decisions.

Statutory notices are therefore very important documents.

A registered person's 'address for service' is the address to

which CQC must send these statutory notices. Providers must say what their address for service is in their statement of purpose. The address must be in England and cannot be a simple PO Box number. Registered persons can also agree to service of documents by email to an address that they supply, which must also be shown in the statement of purpose.

CQC also uses addresses for service for sending other important regulatory documents to registered persons; inspection reports for example.

It is vital that addresses for service are accurate, up to date, and can ensure that registered persons receive the Notices and other documents that CQC sends them promptly. CQC can deem Notices sent to the address for service as having been served (within certain timescales).

Drafting and submitting your statement of purpose

3. Is there a template for statements of purpose?

Yes. CQC supplies a statement of purpose template that can help you to make sure that you include all the information required.

The template is in four parts:

- Part 1 includes contact and other details for the provider, including the address for service.
- Part 2 describes the provider's aims and objectives in providing the service
- Part 3 is for details of the location(s) where regulated activities are carried on or carried on from, the services provided, and the kinds of health or social care needs that the service meets. The template uses the same service user groups that are used in CQC's application forms to show the needs the service meets. You should complete a separate part 3 for each of your locations.
- Part 4 is for details of the registered managers working for the service. They include the address for service for the manager(s). You should complete a separate part 4 for each of your managers.

You do not have to use CQC's statement of purpose templates, but using them will help you to make sure that your

statement includes all of the information the law requires.

4. How and when do I submit my statement of purpose?

You must submit a statement of purpose when you first apply for registration. It should be submitted together with your application form. CQC's templates enable you to have one statement of purpose covering all of the regulated activities you provide (though you can have separate ones if you prefer).

5. Do I ever need to amend my statement of purpose?

Statements of purpose must be amended when there are changes to any of the bullet pointed items shown in question 1 ('What is a statement of purpose?') above. These items are listed in detail in Schedule 3 of the Care Quality Commission (Registration) Regulations 2009. It is important that you read schedule 3 and ensure that your statement of purpose includes all of the required information.

The law says that you have to notify CQC whenever you change your statement of purpose, and tell us about the detail of the changes you have made. You have to do this within 28 days of making any changes. If you use the CQC templates you can do this by amending or adding the relevant part(s) of your statement and sending them by email to HSCA_notifications@cqc.org.uk, together with a filled in change of statement of purpose notification form. You can find all of these forms on the notifications page of our website.

If you cannot send notifications by email the notification form explains where printed copies should be sent by post.

If you are changing your statement of purpose as part of an application process, for example to add or remove a location; add or remove a regulated activity; or to register a manager, new or amended parts of your statement of purpose should be submitted with the relevant application form(s).

6. What if I need to change an address for service?

Providers can tell us about a change of their address for service by amending part 1 of their statement of purpose. CQC can only serve formal documents by email where a provider has agreed to this; the Part 1 form enables them to do this.

Managers can tell us about a change of their address for service by amending the Part 4 form that includes their details. Where they agree to service of documents by email

they must also fill in and submit an agreement form.

The amended Parts of the statement, together with any agreement to service by email forms filled in by managers, should be submitted together with a change of statement of purpose notification form. You can find all of these forms on the notifications page of our website.
