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Important Notes:

: P = Prime Document, M = Management documentation, SHC Review samples for Surrey History Centre.

. Prime documents must always be backed up and retained for statutory/ Internal Audit/District Audit reasons. A prime document is one, which if lost would cause considerable embarrassment to the Authority. Duplicates are not prime documents. Management documents



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25.2.2.2 Noticf5  
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25.2.2.2 .14	Register of foster parents	10 years from the date of termination of approval Regulation 32	None specified	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 31  Revokes The Fostering Services Regulations 2002 SI 2002 No 57.	M
25.2.2.2 .15	Cessation of fostering agency to carry out fostering functions	Records to be transferred to new fostering agency	None specified	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 33  Revokes The Fostering Services Regulations 2002 SI 2002 No 57	M
25.2.2.2 .16	Review of quality of care report to Chief Inspector	Recommend current review plus one	None specified	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 35  Revokes The Fostering Services Regulations 2002 SI 2002 No 57	M

25.2.2.2 .17	Notification of events listed in column 1 of Schedule 7	Recommend 75th anniversary of the date of birth of the child to whom it relates or, if the child dies before attaining the age of 18, for a period of 15 years beginning with the date of his death	May be given orally but must be confirmed in writing	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 36  Revokes The Fostering Services Regulations 2002 SI 2002 No 57	M
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Notices of changes

Person other than registered  
persons carries on or manages  
agency

Person ceases to carry on or  
manage

Where registered provider is  
an individual they change  
their name

In a partnership there is a  
change of membership

Where the name or address of  
the organization change

Change of director, manager,  
secretary etc

Change in identity of  
responsible individual



