 **Appendix 3**

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| Internal Ref: | NELC.07.F1 |
| Review Date: | Dec 2016 |
| Version No: | V02.00 |
| Application Number (to be allocated upon receipt of the application |  |

Community Right to Challenge - Expression of Interest

Please refer to the Expression of Interest Guidance Document for support on completing this form

**Q1) In order for an expression of interest to be considered please specify which of the following categories your organisation relates to: (see guidance note 1)**

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| **Category of Organisation** | **√** |
| **Voluntary body** |  |
| **Community body** |  |
| **Charitable Organisation (please provide your registration number).** |  |
| **Parish Council** |  |
| **2 or more members of North East Lincolnshire Council Staff** |  |
| **Other** |  |
| **Organisation Name and Address**  (Please provide relevant registration number if you are a charity or social enterprise) |  |

**Q2) Please provide details of the person who we should contact to discuss the expression of interest (see guidance note 2)**

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| **Name:** |  |
| **Address: (if different from Q1)** |  |
| **Telephone No:** |  |
| **Mobile No:** |  |
| **E-Mail Address** |  |

**Q3) Please provide details of the service to which the expression of interest relates (including full name and address of service)**

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**Q4) Do you intend on utilising existing council assets / resources?** *(If “yes” please give specific details. If “No” please go to Q5)*

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| **Council Assets** | **Required**  **√** | **Details of what is required** |
| Council owned computer, software or telecoms equipment |  |  |
| Council owned office equipment |  |  |
| Council owned fleet or other assets excluding buildings |  |  |
| Existing council buildings – either leased or owned |  |  |
| Council employees |  |  |

**Q5) Please provide details of the outcomes you propose to deliver in the delivery / or part delivery of the service to which your expression of interest relates:**

*(Please note that there are three priority areas of value. Please indicate how your proposal will positively impact on one or more of these)*

**Q5.1 How does your proposal promote the SOCIAL wellbeing of the area?**

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**Q5.2 How does your proposal promote the ECONOMIC wellbeing of the area?**

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**Q5.3 How does your proposal promote the ENVIRONMENTAL wellbeing of the area?**

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**Q6) How does your proposal support good value for money for people in the area?**

*(Please include indicative costs based on how you intend on running the relevant service)*

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**Q7) Where known, does your expression of interest impact on existing NELC staff?** *(If “Yes” please give details) Where a challenge affects existing staff engaged in the delivery of the service the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) come into force)*

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**Q7a) If the Relevant Body is and employee mutual please identify how affected the engagement with affected employees will be undertaken.**

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**Q8) Do you intend to deliver the service as part of a partnership arrangement with a third party organisation?** *(If “yes” please give details)*

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**Q9) Please detail below your organisation’s technical skills, resources and capability to be able to deliver / run the service**

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**Q10) Please detail below your organisation’s financial capacity to be able to deliver the service**

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**In signing this expression of interest my organisation is aware that if the expression of interest is accepted that it will be subject to a formal and open competitive procurement exercise**

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| Signed:  Position in Organisation:  Date: |

Thank you for your expression of interest. Please be aware that there are clear guidelines stipulating who can and who cannot submit an expression of interest. North East Lincolnshire Council will notify you if any further information is required to support your expression.

Every expression of interest will be considered and responded to within 60 or 90 days (dependant on whether it forms part of the council’s programme) from when first received at the following address:

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| **Please send completed Expressions of Interest to:**  **Commercial Services**  **North East Lincolnshire Council**  **Municipal Offices**  **Town Hall Square**  **Grimsby**  **DN31 1HU** | **For any further information, please contact the team on:**  **01472 323018**  **or**  commercialservices@nelincs.gov.uk |

**Appendix 4**

**Community Right to Challenge**

**Expression of Interest (EoI) – Guidance Notes**

**Question 1:**

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| **In order to be able to submit an expression of interest we must be sure that you or your organisation meets the requirements of the Community Right to Challenge. We therefore need you to let us know which of the accepted categories your organisation fits in.**  **Column 2:** Tick the relevant box that your organisation relates to. (you may tick more than one)  **Column 3:** Enter the Name & Address of your organisation (If your organisation has a regional or national address, please provide details of the address where the challenge will be dealt with). If you are a charitable organisation you must provide your charity number**.** |

**Question 2:**

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| **Please provide us with details of the person who will be the contact for the Expression of Interest**  **Line 1:** Please provide the name of the person who is authorised to submit and discuss the Expression of Interest form and if successful is able to discuss the expression itself  **Line 2:** Please provide the address for any correspondence relating to the submission to be sent. This only need to be completed if the address is different from the one entered in question 1.  **Line 3:** Please provide the telephone number of the person quoted in line 1.  **Line 4:** If possible, please provide the mobile phone number for the person quoted in line 1.  **Line 5:** Please provide the e-mail address of the person quoted in Line 1. |

**Question 3:**

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| **Please provide details of the service to which the expression of interest relates**  Please provide us with details of the service which your organisation is expressing an interest in running. It is important that you are as clear as possible as to which service you are expressing an interest in and the scope and level of the service.  As an example, you may be expressing an Interest in running the library at Waltham, in which case you would express an interest specifically in Waltham library and quote the address of that library. If you were interested in running the whole library service then you would identify the whole library service and quote the Grimsby central library address.  It is particularly important that this question is completed as correctly and accurately as possible as this could delay or invalidate your expression. If you wish to check that you have got the right details then please contact us via the details at the bottom of this form |

**Question 4:**

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| **This question asks whether there are any current council owned assets which you may require in order to run the service. The availability of these assets would be subject to further regulations.**  **Line 1:** Please provide details of any computer equipment, including servers, software and telephone equipment that may be required in order to run the service. Please also supply details of any council systems that the service would require access to.  **Line 2:** Please provide details of any council-owned office equipment, machinery or fleet that would be required in the running of the service.  **Line 3:** Please provide details of any (or any part) of any council buildings that would be required in order to run the service.  **Line 4:** Please provide details of any current council employees who would be required in order to run the service. Please note that in the majority of cases the current employees would have rights to continue to be employed by any transferred service (TUPE). |

**Question 5:**

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| **As part of the expression of interest we require information on how your proposal will positively affect the social, economic and environmental outcomes for the community in which the service is located or for the council as a whole.**  **Question 5.1:** Please provide details of how your proposal will affect the social wellbeing of the area.  **Question 5.2:** Please provide details of how your proposal will affect the economic wellbeing of the area.  **Question 5.3:** Please provide details of how your proposal will affect the environmental wellbeing of the area.  **In order to measure how successful you are in improving the social, economic and environmental outcomes by the proposal you are submitting we require you to detail the indicators that will identify whether this is the case. All measures listed should have evidence of the data identifying the before and after the proposal has been implemented.**  **Examples of the measures that could be provided are:**  The numbers of people using the service  The numbers of people aged 16-24 using the service  The numbers of people aged 65 and over who are using the service  The percentage of people in the area who have used the service  A percentage fall in the crime rate in the local area  The percentage of older people in the local area who feel safe  The proposal will need to provide current data and anticipated data.  If your organisation is unable to find relevant data to measure improvement then please contact the performance team on the number shown at the bottom of the form who can advise. |

**Question 6:**

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| **In order to evaluate your proposal we require your projections of the cost of running the service.**  Please outline the projected costs and income of running the service over the next three years. This should include all costs including any residual costs that may be levied by the council. The costs should also identify any council staff that may transfer over with the transfer of the service to your organisation. |

**Question 7:**

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| **Your proposal may impact on existing council staff who are involved in running the service. In most cases the current council employed staff will have rights under TUPE regulations when they transfer to the new organisation (including Pension and redundancy liabilities).**  Please identify all current staff employed in the service and any impact that the proposal will have on these staff? |

**Question 8:**

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| **This question is intended to ask whether your organisation will be delivering the service on their own or whether they will be delivering it in partnership with another organisation.**  Please identify the name, address and contact details of any other organisations who you will be working with to deliver the service. |

**Question 9:**

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| **This question is designed to ensure that your organisation has the necessary skills and capacity to be able to deliver the service.**  Please explain the skills and capacity that your organisation has to be able to deliver the service. This could include areas such as Financial Management; Human Resources; Legal knowledge and Project Management. |

**Question 10:**

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| **This question is designed to ensure that your organisation has the financial resources and capacity to be able to deliver the service.**  Please demonstrate that your organisation has the financial resources and capacity to deliver the service. Do you have any annual accounts – if so please provide copies from the last 3 years and a copy of the auditor’s (or examiner’s) report. Please provide a cash flow details for the first year of the proposed service. |