

Community Right to Challenge

Expression of Interest Application Form

Submission Information

Submission Window: 1st March - 30th April (annually)

Submission Contact: communityrights@lbbd.gov.uk

Reference (for internal use only)



Community Right to Challenge

Under the Localism Act 2011, community and voluntary bodies, parish councils, charitable trusts and two or more local authority employees have a right to challenge how the council delivers their services. The Act permits them to submit an Expression of Interest to take over the provision of a service.

This is not the only way that you can express your views on how services are run in Barking and Dagenham. If you have any feedback for the Council, ideas for improvements to service delivery or want to get involved in any other way please visit our “Say It” page on our website.

<http://www.lbbd.gov.uk/ContactUs/Pages/Enquiries.aspx>

To help you with you Expression of Interest we have collated a summary of the relevant information for you on the Council website. However if you would like to find out more regarding the definitions used or the national process in place, please read the statutory guidance at:

<http://www.communities.gov.uk/publications/communities/righttochallengestatguide>

<http://www.communities.gov.uk/documents/localgovernment/pdf/2168126.pdf>

In line with the statutory guidance for the Community Right to Challenge all submissions of an “expression of interest” will be responded to within 30 working days of receipt. The response will clearly outline the reasons for a successful or rejection to the application and the next steps that should be taken. The assessor will follow an evaluation procedure created in line with the statutory guidance to ensure that this is a fair and transparent process.

To ensure that your application has the best chance of success please familiarise yourself with the statutory guidance for the Community Right to Challenge and fill out the following form in as much detail as possible, using additional pages where required.

Part A: About Your Organisation

This section provides us with an understanding about how your organisation is set-up to see if the Community Right to Challenge is the best way to discuss your interest in a service delivered by the council

Organisation Details

Full name of organisation or group submitting the expression of interest*

*If your organisation has not as yet selected a name or chosen to formally constitute, please complete this section with details of the individuals who are submitting this expression of interest and organisation type you will use

Company or charity registration number (if applicable)

VAT registration number (if applicable)

Name of lead person

Registered address (if applicable)

Contact address

Telephone number

Mobile number

Email address

Website

Type of Organisation

Please confirm which one of the below options best fits your organisation and why you see your organisation as being a Relevant Body.

Please tick the appropriate option:

A voluntary or community body.	
A body of persons or trust established for charitable purposes.	
A Barking & Dagenham Council employee group of two or more	
Any other form of civil society organisation that reflects the characteristics required of a Relevant Body	

Please expand on the type of organisation here.

Note:

Please explain, how you are constituted and if you are not how you do plan to constitute to deliver the Relevant Service?

You must also be able to demonstrate that your activities are not carried out for profit. Where surplus is generated please demonstrate how this is used for activities or investment in the community.

Partners or Consortia Working

Please tick the **one** category that best fits your proposal.

a) Your organisation is bidding to provide the services required by itself	
b) Your organisation is bidding in the role of lead and intends to use partners to provide some services	
c) Your organisation is a consortium or a joint venture (whether incorporated or otherwise)	

If your answer is (b) or (c), please complete additional pages covering the information in Part A for each organisation that is part of the partnership, consortium or joint venture.

Below, briefly explain how you hope to work, within any consortia or partnership model, and also how you plan to operate.

Organisation Category

Please tick the **one** category that best fits your organisation.

a) Your organisation is a micro business (see EU definitions)	
b) Your organisation is a Small or Medium Enterprise (see EU definitions)	
c) Your organisation is part of Barking & Dagenham's Voluntary and Community Sector	

Other information about your organisation

Please describe the size of your organisation, how many staff it currently holds and any information available on turnover.

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Part B: Expression of Interest - Relevant Service

This section provides us with a better understanding of the nature of the service to give us an opportunity to understand how to progress your interest.

Please provide all the information you have on the ‘Relevant Service’ you are expressing an interest in providing in the box below. Please consider these key questions in your response:

- Is the service on the London Borough of Barking and Dagenham Procurement forward plan for the next 18 months?
- Do you know if London Borough of Barking & Dagenham currently contract out the Relevant Service? If so what do you know about this third party?

Part C: Proposal

This section provides you with the opportunity to outline your ideas for the ‘Relevant Service’ and how you would expect to run it.

Is your expression of interest to:

Provide the relevant service	<input type="checkbox"/>
Assist in providing the relevant service	<input type="checkbox"/>

Please provide as much information as possible. It would be beneficial to refer to key aspects of your organisation (e.g. type, category, approach, partners or consortia) to show how your proposal could better deliver the relevant service, how you feel the current service could change (e.g. staffing implication, transfers) and how it will meet the needs of its users.

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Is your organisation made up of two or more current London Borough of Barking & Dagenham employees? (Please circle your response)

YES

NO

If so, please also explain how you will engage with other employees of the Council who may be affected by your expression of interest.

Social Benefits

Please provide a description of the social, economic and environmental benefits that will be provided as a result of your approach to the relevant service.

Please explain how your proposals will benefit the entire London Borough of Barking and Dagenham community and service user needs.

Part D: Capability Statement and Experience

Organisation Capability

Please explain why your organisation (and any partners) has the expertise and is capable of providing the relevant service in the way you describe in Part C.

Please include information on:

- plans you may have to develop your organisation in preparation for a procurement exercise
- your governance and decision making approaches, which may relate to your current or proposed Memorandum and/or Articles of Association
- projects or contracts the organisation (or partners) have been involved in

Employee Capability, Experience and Expertise

Please explain why your employee has experience or expertise for the relevant service or services.

Relationship with the Council

Please explain how your organisation, staff or partners have a relationship with the Council.

In this context, we ask that you confirm here if:

- you are an employee of the council, which directorate and in what role and such information for all those named as part of the organisation you propose to deliver relevant services, or
- if any person connected with you organisation (or any partners or staff) have an associated person who is employed by London Borough of Barking and Dagenham Council or has been employed by us in the last three years
- if any person connected with you organisation (or any partners or staff) are related to a London Borough of Barking and Dagenham Councillor

Financial Information

Please describe the detail of your organisation’s financial status and approach to the financing of your organisation for providing the relevant service including how the organisation could offer value for money with added social benefits.

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Accounts	Are you able to provide a copy of your organisation’s audited accounts for the last two years?	
	OR - Do you have an alternative means to show your organisations financial status and resources, if for example you have not traded for longer than a year or as yet? Please append if this is available.	

Insurance	Are you able to, or willing to, take any insurance to provide or assist to provide the relevant service? You will need to decide whether your approach requires insurances.	
	If Yes, confirm which and why this may be important for the service in question. If No, please confirm why this is not possible.	

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Business Planning	Are you able to provide a business plan to provide the relevant service? If yes, please append.	
	If No, please confirm why this is not possible using evidence and explanation referencing your proposals in this expression of interest.	

Surplus	Please confirm that your organisation is not for profit in the sense that all surpluses are reinvested in the organisation, or the community, and state how you would demonstrate this in practice. You may wish to refer or provide your proposed Memorandum and/or Articles of Association.	
	Your response:	

Part E: Declaration

I declare that to the best of my knowledge the answers submitted in this form and the associated documents are correct. I understand that the information will be used in the process to assess my organisation's approach to provide or assist in providing a relevant service, in the form of an expression of interest as described in s81 of the Localism Act 2011.

I am signing on behalf of my organisation. I understand that Barking and Dagenham Council as Relevant Body may reject this expression of interest if there is a failure to satisfactorily respond to information requests qualified as required for compliance, or if I provide false/misleading information.

Name:

Date:

Signature:

Data Protection Statement

We will process the information provided in accordance with the Data Protection Act for the purposes of administering the Community Right to bid procedure. The information provided will be stored securely by the London Borough of Barking and Dagenham and will be destroyed after 6 years. Name and contact details provided will be shared with the owner of the asset in the event that the nominating organisation subsequently submits an intention to bid.

The information provided will be subject to the Freedom of Information Act, but personal information (names and contact details) will not be released in responses to Freedom of Information requests.