

APPENDIX E



Community Right to Challenge

Application form for submission by a relevant body

Community Right to Challenge

Expression of Interest

Please complete all parts of this application form as fully as possible. You are permitted to provide additional information to the form where you feel necessary.

Completed forms should be returned to simon.sowerby@newcastle-staffs.gov.uk

PART A: ABOUT YOUR ORGANISATION

Name of organisation or group submitting the expression of interest* <small>*If your organisation has not as yet selected a name or chose 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.</small>	
Company and/or charity or CIC registration number (if applicable):	
VAT registration number (if applicable):	
Name of lead person	
Registered address:	
Telephone number:	
Mobile number:	
Email address:	
Website:	

Which category of relevant body is your organisation?	Please Tick
A voluntary or community body	
A body of persons or a trust which is established for charitable purposes only	
A parish council	
Two or more employees of the relevant authority	
Any other person or body specified by the Secretary of State in regulations	

Part B: Tell us about other parties involved

Are you part of a consortium?	Yes	No
Do you propose using any sub-contractors to deliver the service?	Yes	No

If you have answered yes, above, please provide details of any members of a consortium or sub contractors likely to deliver a significant proportion of any contract (if more than one, please list on a separate sheet):

Name of organisation	
Company or charity registration number (if applicable):	
VAT registration number (if applicable):	
Name of lead person	
Registered address:	
Telephone number:	
Mobile number:	
Email address:	
Website:	

PART C: Tell us about the Council service being challenged

Which Newcastle-under-Lyme Borough Council service does your challenge relate to?

NOTE: This section is for you to include all information you would like to share on the relevant service you wish to provide or assist in providing. Please provide as much detail here as possibly. If you are unsure of what a relevant service could be please see the Community Right to Challenge Statutory Guidance for further advice.
<http://www.communities.gov.uk/documents/localgovernment/pdf/2168126.pdf>

Is this a relevant service	Yes	No
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What geographical area does your expression relate to?

All of Newcastle-under-Lyme?	Yes	No
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A specific area/locality of Newcastle-under-Lyme (please provide details)		
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Does Newcastle-under-Lyme Borough Council currently contract out the relevant service?	Yes	No
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Please note that the council may reject your expression of interest based on defined grounds for rejection in the Localism Act 2011 with regard to the council having existing contracts or other service agreements in place.

PART D: Proposal for relevant service or services

Instructions: Please provide as much information as possible to explain your proposal to either provide or assist in providing one of the council's relevant services.

Wherever possible please 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.

Please append any further information necessary to support your expression of interest.

Further information on eligible relevant services can be found in the Community Right to Challenge Statutory Guidance.

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

Please only tick one of the boxes below – making it clear if your organisation is seeking to deliver the relevant service or only assist in delivering a relevant service:		
Is your expression of interest to provide the relevant service: (please tick)	<input type="checkbox"/>	Is your expression of interest to assist in providing the relevant service: (please tick)
Your Proposal:		
Is your organisation made up of two or more current employees of Newcastle-under-Lyme Council	Yes	No
If YES, please also explain fully how you have done or will engage with other employees of the Council who may be affected by your expression of interest.		

Social Benefits

Instructions: Please provide as much information as possible to confirm how your organisation and your proposal for the relevant service would increase social, economic or environmental well-being in Newcastle-under-Lyme over and above the needs of the users of the relevant service.

Please append any further information necessary to support your expression of interest.

Description of the social, economic and environmental benefits that will be provided as a result of your approach to the relevant service:

Your Response:

Evidence of how activities will primarily be for the benefit of the community*

*Please provide any further information that supports your organisation's approach to providing social benefits. If your organisation is incorporated please also provide information on how your Memorandum and/or Articles of Association support your intent.

PART E: Capability statement and experience:

Capability:

Instructions: Please provide as much information as possible to confirm how your organisation (and any partners) is able to either provide or assist in providing the relevant service or services. This should include information on any plans you may have to develop your organisation in preparation for a procurement exercise (e.g. if you have not chosen to constitute your organisation at the point of submitting an expression of interest). Please provide information to the council regarding your governance and decision making approaches, which may relate to your current or proposed Memorandum and/or Articles of Association. Please append any further information necessary to support your expression of interest.

Explanation of why your organisation is capable of providing the relevant service in the way you describe in Part C:

Your Response:

Organisation experience and expertise:

Instructions: Please provide as much information as possible to confirm how your organisation (and any partners) can use its experience or expertise to provide or assist in providing the relevant service or services. You can provide information here on any projects or contracts that your organisation or individuals in your organisation have been involved in.

Explanation of why your organisation has experience or expertise for the relevant service or services:

Your Response:

Key contract or project experience	1)
	2)
	3)

Staff Experience and Expertise:

Instructions: Please provide as much information as possible how staff employed to deliver your proposal are experienced or have expertise or qualifications to provide or assist in providing the relevant service or services. You can provide information here on any projects or contracts that your staff or individuals in your organisation have been involved in.

Please append any further information necessary to support your expression of interest, and please note that you are not restricted to providing three key contracts or project experiences.

Explanation of why your staff has experience or expertise for the relevant service or services:

Your Response:

Key contract or project experience	1)
	2)
	3)

Any relationship with the council:

Instructions: Please provide as much information to explain where your organisation, its staff, partners or your consortia may 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 Newcastle-under-Lyme Borough Council or has been employed by us in the last three years.

For the purposes of this question an 'associated person' is any person who is employed by, works for, or otherwise provides services on a full-time or part-time basis to or on behalf of the council (or associated body) whether under a permanent or fixed contract of employment with the council, through an agency contract with an employment agency or as a consultant or contractor through a contract for services with the council.

Please append any further information necessary to support your expression of interest.

Explanation of how your organisation relates to the Council currently:

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Financial Information

Instructions: Please provide as much information as possible to confirm how your organisation plans to support the provision of the relevant service through its own financial status and resources, and any business planning that may be required to support your approach.

Please append any further information necessary to support your expression of interest, for example a business plan.

Description and detail of your organisations 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.

Your response:

Accounts:	1) Are you able to provide a copy of your organisation's audited accounts for the last two years?	Yes	No
	2) 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.	Yes	No
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.	Yes	No
	If Yes, confirm which and why this may be important for the service in question. If No, please confirm why this is not possible:		

<p>Business Planning:</p>	<p>Are you able to provide a business plan for the period you wish to provide or support to provide the relevant service? If yes, please append.</p>	<p>Yes</p>	<p>No</p>
	<p>If No, please confirm why this is not possible using evidence and explanation referencing your proposals in this expression of interest:</p>		
<p>Surplus:</p>	<p>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.</p>		
	<p>Your Response:</p>		

Part F: 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 Newcastle-under-Lyme Borough Council as a Relevant Authority 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: _____

Sign: _____