

## **Community right to challenge: Expression of interest guidance notes**

### **Please read these notes before completing the form**

This form and guidance notes are to help you ensure that your expression of interest (EOI) contains all the information that is required, and is therefore less likely to be rejected or need modifying. We strongly encourage you to discuss your interest in taking over a service with the relevant Head of Service on an informal basis before submitting an expression of interest.

### **Section 1: Your organisation**

#### **Question 1:**

For your EOI to be valid, your organisation must be a 'relevant body'. Not all the partners in a consortium have to be 'relevant bodies', but the lead organisation submitting the EOI must be. If the lead organisation does not fall into one of the categories listed on the form, we will not be able to accept your EOI. Relevant bodies can be:

- Voluntary or community bodies: this could include unincorporated associations whose stated purpose is primarily to benefit the community; co-operative societies; community interest companies; community benefit societies
- Charitable bodies or trusts: a body of persons or trusts established for charitable purposes only (may also be a voluntary or community body)
- Town or Parish Councils: these are classed as relevant bodies and can exercise the right to challenge
- Two or more members of staff of TWBC: two or more employees of the authority can form an employee-led structure to take on the running of services under the right to challenge. Employees are not expected to have finalised all the arrangements before submitting an expression of interest.

#### **Question 2:**

The type of evidence will depend on the type of organisation, but could include excerpts from your organisation's rules and character as registered with the Financial Services Authority or Registrar of Companies, or from any clauses on aims and purposes in your articles of association. If you are a charity, please provide your charity registration number. Please contact the Council before you submit your EOI if you are unsure about this section.

**Question 3:**

If you are submitting an EOI to run a service in partnership with other relevant and/or non-relevant bodies, you need to provide certain information in respect of all partners.

**Section 2: The service you want to run****Question 4:**

Please provide 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.

**Question 5:**

Please explain whether you are interested in providing a service at a specific site or in a specific area of the borough, or whether you are interested in delivering the service across the whole borough.

**Question 6:**

Please explain whether you are interested in providing only a specific part of a service, or if you are interested in running the whole of the service that the Council currently provides. If you are interested in providing only part of the service, you will need to provide details of how you this will work in conjunction with those elements of the service that the Council will continue to provide.

**Question 7:**

If there are any council owned assets which you may require to run the service, the availability of these assets may be subject to further regulations. Please provide details of any:

- computer equipment, including servers and telephone equipment that may be required in order to run the service - also supply details of any council systems that the service would require access to
- council-owned office equipment
- council buildings or offices (or any part of)
- 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 in any transferred service under TUPE regulations.

**Section 3: How you will deliver the service****Question 8(a):**

Please use this section to demonstrate that you understand service users' needs and show how you will deliver outcomes that meet them. You could, for example, refer to survey results, needs assessments and other forms of evidence prepared either by your own organisation, the Council or any other party.

**Question 8(b):**

Please use this section to demonstrate the broader social, economic or environmental benefits of your proposal, which could include, for example, creating local jobs, improving skills, increasing volunteering opportunities or improving environmental conditions. You should try to show how your proposal would achieve better overall outcomes, either for service users and/or for the borough as a whole, than if the Council was to keep the service in-house. You may wish to include performance measures that you would use to gauge how successful you are in improving these outcomes.

**Question 9(a):**

In order for your expression of interest to be valid, you must provide details of your capability to provide the service. This may include your resources or your experience, including any services you already run or have run. You could also make reference to forward plans and the capacity you are putting in place. If you are leading an EOI on behalf of a consortium, or if, in the event of a successful bid, you expect delivery of the service to involve subcontractors, you must provide separate evidence of capability for each of the organisations listed in Section 1 of the form.

**Question 9(b):**

In order for your expression of interest to be valid, you must provide details of your financial circumstances. To do this, please ensure that a copy of your latest audited accounts (or, if no audited accounts are available, a current balance sheet) is submitted with your EOI. If you are leading an EOI on behalf of a consortium, or if, in the event of a successful bid, you expect delivery of the service to involve subcontractors, you must submit a copy of the latest audited accounts (or a current balance sheet) for each organisation listed in Section 1 of the form.

**Question 10:**

Your proposal will need to demonstrate good value for money for services users, and we will need to consider your projections of the cost of running the service. Please outline the projected costs and any income generated from running the service over the next three years.

## **Submitting your EOI**

You can submit your form electronically to [nick.green@tunbridgewells.gov.uk](mailto:nick.green@tunbridgewells.gov.uk) or by post to:

Nick Green  
Communities Team  
Tunbridge Wells Borough Council  
Town Hall  
Tunbridge Wells  
Kent  
TN1 1RS

You are strongly encouraged to discuss your interest in taking over a service with us on an informal basis before submitting a formal expression of interest. Please see below for contact details.

## **What happens next?**

We will respond to your Expression of Interest within 90 days. Where we receive all the information necessary for a decision, we will inform you of our decision. Where information is missing or unclear, we will contact you to request that information within 30 days. Please note that acceptance of an Expression of Interest will trigger a procurement exercise that is appropriate to the value and nature of the contract that may be awarded - it will not result in the simple handing over of a service.

## **Contact for advice and information**

Nick Green, Sports, Grants & Communities Officer

[nick.green@tunbridgewells.gov.uk](mailto:nick.green@tunbridgewells.gov.uk)

Tel: 01892 554108



## Community right to challenge: Expression of Interest form

*Please refer to the accompanying guidance notes when completing this form. You are strongly encouraged to discuss your interest in taking over a service with the relevant Head of Service on an informal basis before submitting a formal expression of interest.*

Section 1: Your organisation	
<b>Q1.</b> Please provide details of the organisation that is leading on your EOI	
Organisation name:	
Registered address:	
Contact name:	
Contact position/job title:	
Telephone:	
Email:	
Website:	
Type of organisation:	<p><i>Please select one option only.</i></p> <p><input type="checkbox"/> Voluntary or community body</p> <p><input type="checkbox"/> Charitable body or trust</p> <p><input type="checkbox"/> Town or parish council</p> <p><input type="checkbox"/> Two or more members of staff of TWBC</p>
<b>Q2.</b> If applicable, please provide evidence below that you are a voluntary, community or charitable body.	

**Q3.** If you are leading an EOI on behalf of a consortium, or if, in the event of a successful bid, you expect delivery of the service to involve subcontractors, please provide details of all involved organisations below

*Organisation 1*

Organisation name:

Registered address:

Telephone:

Email:

Website:

Type of organisation:

*Please select one option only.*

- Voluntary or community body
- Charitable body or trust
- Town or parish council
- For-profit organisation
- Other

Relationship to this EOI:

*Please select one option only.*

- Consortium member
- Anticipated subcontractor
- Other (please define)

*Organisation 2*

Organisation name:

Registered address:

Telephone:

Email:

Website:

Type of organisation:

*Please select one option only.*

- Voluntary or community body
- Charitable body or trust
- Town or parish council
- For-profit organisation
- Other

Relationship to this EOI:

*Please select one option only.*

- Consortium member
- Anticipated subcontractor
- Other (please define)

Please provide the same details of any further consortium members or anticipated subcontractors on a separate sheet

## Section 2: The service you want to run

**Q4.** Please describe the service you want to run

**Q5.** Do you want to run this service...

throughout Tunbridge Wells Borough?

in one or more geographical areas only?

If you want to run the service in one or more geographical areas only, please state which areas

**Q6.** Do you want to...

run the service on behalf of the council?

assist the council to run the service?

If you want to assist the council to run the service, please describe which elements of the service you want to run and how you envisage the split of responsibilities working

**Q7.** If you intend to make use of any existing council assets and/or resources to provide the service, please give details

### **Section 3: How you will deliver the service**

**Q8.** What outcomes would you expect to achieve in providing the service:

a) How will you meet the needs of service users?

b) How will your service promote the social, economic or environmental well-being of the area?

**Q9.** How can you demonstrate that by the time of any procurement exercise your organisation will be capable of providing the service?

a) Please provide details of your organisation's technical expertise and resources

b) Please provide details of your organisation's financial resources



**Q10.** Explain how your service will provide good value for money for service users

In submitting this expression of interest, my organisation is aware that, if accepted, it will trigger an open and competitive procurement exercise in relation to the service described

Signed:

Position in organisation:

Date:

You can submit your form electronically to [nick.green@tunbridgewells.gov.uk](mailto:nick.green@tunbridgewells.gov.uk) or by post to:

Nick Green  
Communities Team  
Tunbridge Wells Borough Council  
Town Hall  
Tunbridge Wells  
Kent  
TN1 1RS

***You are strongly encouraged to discuss your interest in taking over a service with the relevant Head of Service on an informal basis before submitting a formal expression of interest.***

