



Community Right to Challenge

Expression of Interest Guidance Notes

Please read these notes before completing the form.

The expression of interest (Eoi) form is intended to help you ensure that your Eoi contains all the necessary information which, in law, must be provided for the Eoi to be acceptable, and therefore to minimise the risk of rejection. You are not obliged to use the form to make an Eoi, but its use is recommended.

We would strongly encourage you to discuss your interest in taking over a service with us on an informal basis before submitting a formal expression of interest.

Section 1

Your organisation

In order for your Eoi to be valid in law, your organisation **must** be a 'relevant body' as defined in section 81(6) of the Localism Act 2011. It is not necessary for all partners in a consortium to be 'relevant bodies', but the lead organisation submitting the Eoi must be. If the lead organisation does not fall into one of the three categories listed on the form, your Eoi will not be valid and will be rejected. The definitions of voluntary and community bodies provided in secondary legislation are broad and reflect their general characteristics rather than specific structures:

- A voluntary body is a non-public body whose activities are not carried on for profit. It can generate a surplus provided it is used for the purposes of its activities or invested in the community.
- A community body is a non-public body whose activities are primarily for the benefit of the community.

Evidence that you are a voluntary, community or charitable body

The form of this evidence will depend on the type of organisation, but could include excerpts from your organisation's rules as registered with the Financial Services Authority, or from any clauses on aims and purposes in your articles of association.

Consortium partners and subcontractors

The question on your consortium partners' and subcontractors' organisation type is optional and will not form part of the assessment of your Eoi.

Section 3

How can you evidence capability?

You may choose to make reference to your resources or your experience, including any services you already run or have run previously. Can you make reference to plans and the capacity you are putting in place. If you are leading an expression of interest 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** answer this question, providing separate evidence of capability, for each of the organisations listed in Section 1 of the form.

How will you meet the needs of service users?

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.

What outcomes would you expect to achieve?

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.

Submitting your EoI

In order for your expression of interest to be valid in law, 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 **every** organisation listed in Section 1 of the form.

You can submit this form by post to:

Kelly Watson
Finance Manager
East Northamptonshire Council
Cedar Drive
Thrapston
NN14 4LZ

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?

Eols will be responded to within 30 working days. Where we receive all the information necessary for a decision, we will inform you of our decision. Where data is missing or unclear, we will contact you to request that information. Acceptance of an Expression of Interest triggers a procurement exercise which is appropriate to the value and nature of the contract that may be awarded as a result of the exercise – it does not result in the simple handing over of a service.

Contact for advice and information

Kelly Watson, Finance Manager
pandp@east-northamptonshire.gov.uk



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 us on an informal basis before submitting a formal expression of interest.

Section 1: About your organisation

Please provide details of the lead organisation for your Eoi

Organisation Name	
Registered Address	
Contact name	
Contact position/job title	
Telephone	
Email	
Website	
Type of organisation <i>(Please select one option only) :</i>	
Town or parish council	<input type="checkbox"/>
Voluntary or community body	<input type="checkbox"/>
Charitable body or trust	<input type="checkbox"/>
Two or more employees of East Northamptonshire Council	<input type="checkbox"/>
Other (please describe below)	<input type="checkbox"/>

If you selected "other" above, please describe the type of organisation here:

Please provide evidence below that you are a voluntary, community or charitable body. *(Town and parish councils and employees of ENC do not need to provide this evidence and should leave this section blank.)*

If you are leading an Eol 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 organisations involved below.

Organisation 1

Organisation Name	
Registered Address	
Contact name	
Contact position/job title	
Telephone	

Email	
Website	
<p>Type of organisation <i>(Please select one option only)</i> :</p> <p>Town or parish council <input type="checkbox"/></p> <p>Voluntary or community body <input type="checkbox"/></p> <p>Charitable body or trust <input type="checkbox"/></p> <p>Two or more employees of East Northamptonshire Council <input type="checkbox"/></p> <p>Other (please describe below) <input type="checkbox"/></p>	
<p>If you selected "other" above, please describe your type of organisation here:</p>	
<p>Relationship to this Eol <i>(Please select one option only)</i> :</p> <p>Consortium member <input type="checkbox"/></p> <p>Anticipated subcontractor <input type="checkbox"/></p> <p>Other (please define below) <input type="checkbox"/></p>	
<p>If you selected "other" above, please define your relationship here:</p>	

Organisation 2

Organisation Name	
Registered Address	

Contact name	
Contact position/job title	
Telephone	
Email	
Website	
<p>Type of organisation <i>(Please select one option only)</i> :</p> <p>Town or parish council <input type="checkbox"/></p> <p>Voluntary or community body <input type="checkbox"/></p> <p>Charitable body or trust <input type="checkbox"/></p> <p>Two or more employees of East Northamptonshire Council <input type="checkbox"/></p> <p>Other (please describe below) <input type="checkbox"/></p>	
<p>If you selected "other" above, please describe your type of organisation here:</p>	
<p>Relationship to this EoI <i>(Please select one option only)</i> :</p> <p>Consortium member <input type="checkbox"/></p> <p>Anticipated subcontractor <input type="checkbox"/></p> <p>Other (please define below) <input type="checkbox"/></p>	
<p>If you selected "other" above, please define your relationship here:</p>	

If there are more than two organisations in the consortium or likely to be more than two subcontractors please continue on a separate sheet.

Section 2: About the service you want to operate

Please describe the service that you want to operate :

Do you want to operate this service ...

Throughout East Northamptonshire

or

In one or more geographical areas only

If you want to operate in one or more geographical areas only, please state which area(s):

Do you want to ...

Run the service on behalf of the council

or

Assist the council to run this 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.

Where the relevant body consists of employees of East Northamptonshire Council, details will need to be provided as to how the body proposes to engage other employees affected.

Section 3: About how you want to run the service

How can you evidence that by the time of any procurement exercise you (and your consortium partners and subcontractors if applicable) will be capable of providing the service?

How will you meet the needs of service users?

What outcomes would you expect to achieve in providing the service?

Please post your completed form to:

Kelly Watson
Finance Manager
East Northamptonshire Council
Cedar Drive
Thrapston
NN14 4LZ

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.