

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. 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.

Section 1

Type of 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 and character as registered with the Financial Services Authority, or from any clauses on aims and purposes in your articles of association. Please contact the District Council prior to submission of your Eoi if you are in any doubt about this section.

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 2 the Service

This Section relates to the service you are interested in and its geographical location.

Section 3

How can you show evidence of capability?

This may be by reference to your resources or your experience, including any services you already run or have run. You could also 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 District as a whole, than if the Council was to keep the service in-house.

Factors for Success

It is not in anyone's interest, least of all the District Council's to devolve services to groups that are not fully ready to take them on and deliver them over the longer term. For example if a group were to fold, the Council may incur further costs in running a further procurement exercise or bringing the service back in-house.

Therefore, in order to be successful in making a bid, interested groups will want to

demonstrate that they are well placed to deliver the service(s) in question. Although it is entirely optional whether or not a group chooses to provide further detail at the Eol stage, we will be looking for reassurances in a number of areas before devolving services. The following list is for guidance only and should not be taken as an exhaustive list as there may be specific expectations for particular services and these will be set out as part of the procurement exercise.

- The benefits of the relevant body's proposal ie why the alternative approach should be considered
- Effective consultation mechanisms are in place (or could be put in place) with the community that will receive the services(s).
- Access to expertise in managing and delivering the service
- Ability to meet the statutory Best Value duty and demonstrate value for money
- A sound business case with sustainable financial forecast
- Ability to comply with equality legislation ie the public sector equality duty
- Support from the local community
- The ability and desire to provide high quality services

Submitting your Eol

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 Eol. 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, 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 your form electronically to enquiries@derbyshiredales.gov.uk or by post to:

Community Right to Challenge
Derbyshire Dales District Council
Town Hall
MATLOCK.
DE4 3NN

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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.

We are also open to exploratory discussions prior to the Expression of Interest stage.

Contact for advice and information

Please contact our Customer Service Section who will put you in touch with the relevant Head of Service.

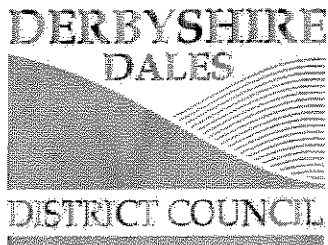
Tel. 01629 761100

Email: enquiries@derbyshiredales.gov.uk

Independent advice and information

Social Investment and Business website

<http://mycommunityrights.org.uk/community-right-to-challenge/how-does-it-work>



**Community right to challenge:
Expression of interest**

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 organisation which is leading on your EoI.

Organisation name:

Registered address:

Contact name:

Contact position/job title:

Telephone:

Email:

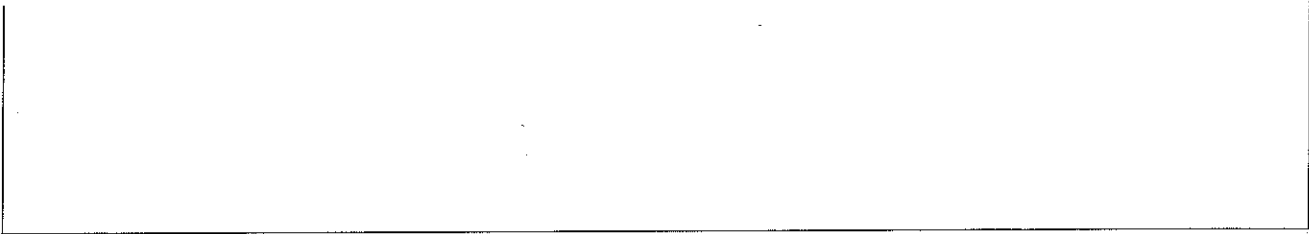
Website:

Type of organisation:

Please select one option only.

- Town or parish council
- Voluntary or community body
- Charitable body or trust
- Group of employees

Please provide evidence below that you are a voluntary, community or charitable body. Town and parish councils 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 involved organisations below.

Organisation 1

Organisation name:

Registered address:

Telephone:

Email:

Website:

Type of organisation: *Please select one option only.*

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

Relationship to this Eol: *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.*

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

Relationship to this Eol: *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: About the service you want to run

Please describe the service you want to run.

Do you want to run this service - Throughout Derbyshire Dales
 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.

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.

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?

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Derbyshire Dales District Council
Town Hall
MATLOCK
DE4 3NN

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Department	Service	Status	CRTC window opens	CRTC window closes
Chief Executive	Payroll	In house	1/4/14	30/6/14
Chief Executive	Discretionary Grant Schemes	In-house	1/4/13	30/6/13
Chief Executive	Local Land Charges - provision of searches	In house	1/4/14	30/6/14
Chief Executive	Electoral Services	In house	1/4/14	30/6/14
Chief Executive	Internal Audit	In house	1/4/13	30/6/13
Chief Executive	Committee Servicing	In-house	1/4/13	30/6/13
Chief Executive	Accountancy	In-house	1/4/15	30/6/15
Chief Executive	Human Resources	In house	1/4/15	30/6/15
Chief Executive	Information and Communications Technology	Contract	1/4/16	30/6/16
Chief Executive	Legal - core services can be defined	In house	1/4/15	30/6/15
Chief Executive	Legal - external support can be defined	Contract	1/4/14	30/6/14
Chief Executive	HR legal advice	external	1/4/15	30/6/15
Chief Executive	Asset Management Register	In-house	1/4/13	30/6/13
Chief Executive	Internal and External Mail	In house	1/4/13	30/6/13
Chief Executive	Reprographics	In house	1/4/13	30/6/13
Chief Executive	Communications	In-house	1/4/14	30/6/14
Chief Executive	Policy and Performance	In-house	1/4/14	30/6/14
Chief Executive	Regeneration/Economic Development	In-house	1/4/14	30/6/14
Chief Executive	Council Tax Benefit	Under con	-	-
Chief Executive	Council Tax Collection	Under con	-	-
Chief Executive	Housing Benefit Administration	Under con	-	-
Chief Executive	Civic Car and Driver	In house	1/4/14	30/6/14
Chief Executive	Accounts Payable (CPU)	Under con	1/4/15	30/6/15
			-	-
Chief Executive	Misc. Income (Inc accounts receivable)	Under con	1/4/15	1/4/15
			-	-
Chief Executive	Treasury/Debt Management	In house	1/4/15	30/6/15
Chief Executive	Insurance Admin - Procured Ins.	Contract	1/4/14	30/6/14
Chief Executive	Insurance Admin - Claims handling	In house	1/4/14	30/6/14
Chief Executive	Car Leasing Admin	In house	1/4/16	30/6/16
Chief Executive	NNDR Collection	Under con	-	-
Chief Executive	Procurement	In house	1/4/14	30/6/14
Chief Executive	Risk Management	In house	1/4/14	30/6/14
Chief Executive	Customer Services	In house	1/4/15	30/6/15
Community Services	Street cleansing, Parks and Open Spaces – small areas	In-house	1/4/14	30/6/14
Community Services	Street cleansing, Parks and Open Spaces – Large areas	In-house	1/4/17	30/6/17
Community Services	Public Conveniences	part under con	1/4/14	30/6/14
Community Services	Bowls Pitches	part under con	1/4/13	30/6/13
Community Services	Stall Markets	In house	1/4/14	30/6/14
Community Services	ABC - Livestock market	Contract	1/4/17	30/6/17
Community Services	ABC management of asset and conference facility	In house	1/4/15	30/6/15
Community Services	Sports Development inc health walks, village play	In-house	1/4/14	30/6/14
Community Services	Dog Warden Service	Contract	1/1/15	30/3/15
Community Services	Recycling - bring sites	Contract	1/4/19	30/6/19
Community Services	Car Parking Enforcement	Contract	1/4/13	30/6/13
Community Services	Play area inspection and maintenance	In house	1/4/13	30/6/13
Community Services	Leisure facility management by area	In house	1/4/15	30/6/15
Community Services	Car parking management	In house	1/4/14	30/6/14
Community Services	Verge mowing	Contract	1/4/15	30/6/15
Community Services	Vehicle maintenance and licence testing	In house	1/4/14	30/6/14

Community Services	Churchyard maintenance	In house	1/4/14	30/6/14
Community Services	Flood alleviation	In house	1/4/16	30/6/16
Community Services	Grave digging	In house	1/4/13	30/6/13
Community Services	Bulky Waste	Contract	1/4/19	30/6/19
Community Services	Household Waste	Contract	1/4/19	30/6/19
Community Services	Commercial Waste	Contract	1/4/19	30/6/19
Community Services	Event planning	In house	1/4/15	30/6/15
Community Services	Health promotion	In-house	1/4/17	30/6/17
Community Services	Pest Control	In house	1/4/14	30/6/14
Planning and Housing	Tree advice and TPO	In house	1/4/15	30/6/15
Planning and Housing	Planning Enforcement	In-house	1/4/15	30/6/15
Planning and Housing	Estates Management	Under con	-	-
Planning and Housing	Arts Strategy and grant making	In house	1/3/13	30/6/13
Planning and Housing	Tourism Strategy	In house	1/4/13	30/6/13
Planning and Housing	Housing Development and Strategy	In-house	1/4/15	30/6/15
Planning and Housing	Home Options	Contract	1/4/14	30/6/14
Community Services	Private Sector Housing grants	Under con	-	-
Planning and Housing	Conservation	In-house	1/4/14	30/6/14
Planning and Housing	Building Control	In house	1/4/13	30/6/13
Planning and Housing	Development Control advice	In-house	1/4/14	30/6/14
Planning and Housing	Planning Policy	In-house	1/4/15	30/6/15
Planning and Housing	Matlock Bath Illuminations	In house	1/4/14	30/6/14
Planning and Housing	Allotments	In house	1/4/13	30/6/13
Planning and Housing	Matlock Bath Pavilion	Contract	1/4/14	30/6/14
Planning and Housing	Public Property Maintenance	Contract	1/4/15	30/6/15
Planning and Housing	Debt Advice	Contract	1/4/15	30/6/15
Planning and Housing	Countryside Management	In house	1/4/14	30/6/14