

Community Right to Challenge

EXPRESSION OF INTEREST FORM



Please use this form to set out your Expression of Interest (EOI) to run a service that is currently delivered or provided by Harlow Council.

The EOI form is split into four sections to enable you to give details about: (a) who you are; (b) the service you are interested in delivering; (c) how you are going to deliver this service and (d) the benefits that this new arrangement will bring to the area and the people that currently use the service. We ask for this specific information to help assess whether your EOI meets the requirements of the legislation relating to this community right.

If you are a **newly formed voluntary / community body** or an **emerging staff mutual** you are not expected to have finalised all of your operational arrangements before submitting an EOI to run a service. That said we require you to provide evidence on this submission to demonstrate that by the time of any procurement exercise that you will be **capable** of providing or assisting in providing the relevant service.

Guidance notes are provided at the end of the form to explain in more detail what is required and we encourage you to read these either before or as you work through this submission.

Your EOI will be considered and responded to within 60 or 90 days (dependant on whether it is already subject to an existing contract or not) from the date that it is received and acknowledged.

Please submit your completed EOI to:

**Head of Governance
Harlow Council
Civic Centre
The Water Gardens
Harlow
Essex
CM20 1WG**

or alternatively email it to:

contact@harlow.gov.uk

Privacy Information

The personal information you provide within this form is required by Harlow Council to comply with its statutory obligations under the Localism Act 2011 and the Community Right to Challenge (Expressions of Interest and Excluded Services) (England) Regulations 2012. This information is also required to enable the Council to contact you in relation to your expression of interest (EOI).

Your personal information will only be shared internally within Harlow Council while considering your EOI and will not be shared externally with any third parties, except where we have a legal obligation to do so.

Although it is not our intention to collect any other personal information and/or sensitive personal information (e.g. in respect of race or ethnic origin; political opinions; religious or similar beliefs; physical or mental health or condition; sexual history or orientation; trade union membership), you may provide information of this type inadvertently when completing any part of this form. Any sensitive personal information collected will be kept confidential and secure and will not be shared with any third parties unless you specifically ask us to do so.

Where your EOI is successful, we will keep your personal data for the duration of the procurement exercise or for as long as your organisation delivers the relevant service, after which it will be securely deleted in accordance with our [Records Retention Policy](#). Where your EOI is unsuccessful your personal information will be securely deleted within 6 months of the decision being made by the Council.

For more information on how we collect, use and protect personal information generally, as well as your rights as a data subject please view our main privacy notice on our website by visiting <https://www.harlow.gov.uk/privacy-notice>

If you do not have online access, a paper copy of the information contained on the webpages we have referred to can be provided by Contact Harlow by telephone on 01279 446655 or by writing to Harlow District Council, Civic Centre, The Water Gardens, College Square, Harlow Essex CM20 1WG.

Section 1 ABOUT YOU

Q1 Name and address of your organisation	
Organisation name:	
Address and postcode:	
Registration number (if you are a charity or social enterprise)	

Q2 Please specify which of the following categories your organisation relates to (tick <u>all</u> that apply)	
Category	Tick ✓
Parish/Town Council Are classed as relevant bodies and can submit an EOI to provide services that are run by the Council.	
Community body An unincorporated association where the stated purpose of the association in its constitution is primarily to benefit the community.	
Voluntary body An unincorporated association where the stated purpose of the association in its constitution is primarily to benefit the community and the activities of which are not carried out for profit.	
Charitable Organisation or Trust Bodies of persons or trusts established for charitable purposes only may be a voluntary or community body, but are eligible to use the right.	
Partnership working (link to Q6) A service could be delivered in collaboration between you and a third party. If you tick this box details of all partners must be provided at Q6.	
Two or more members of Harlow Council staff (link to Q10) We expect employees to form an employee-led structure to take on running services under the right.	

Q3 Who should we contact to discuss this EOI?	
Name:	
Address and postcode: (if different from Q1)	
Telephone number	
Mobile number	
Email address	

Section 2 ABOUT THE SERVICE YOU WANT TO DELIVER

Q4 Please provide **details of the service** to which this EOI relates.

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Q5 Please detail the **geographic scope** of the service that this EOI relates to. For example, are you looking to provide a service across the whole of the district or at a more localised level only?

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Section 3 HOW YOU WILL DELIVER THE SERVICE

Q6 Do you intend to deliver the service through a **partnership arrangement** with a third party organisation or **sub-contract** the work to a commercial organisation? If **'Yes'** please give details of each partner below. If **'No'** please continue to **Q7**.

Category	Tick ✓
Partnership arrangement with a third party(s)?	
Sub-contract arrangement with a commercial organisation?	
Partner 1	
Name:	
Address and postcode:	
Telephone number	
Email address	
Partner 2	
Name:	
Address and postcode:	
Telephone number	

Q6 Do you intend to deliver the service through a **partnership arrangement** with a third party organisation or **sub-contract** the work to a commercial organisation? If **'Yes'** please give details of each partner below. If **'No'** please continue to **Q7**.

Email address

Q7 Do you intend on utilising existing Council assets / resources to deliver the service that this EOI relates to? If **'Yes'** please give specifics below. If **'No'** go to **Q8**

Council Assets	Tick ✓	Specific details of what is required
Existing Council buildings		
Council-owned computer or telecoms equipment		
Council-owned office equipment		
Council employees (link to Q8)		

Q8 Please provide details of your organisation's **financial capacity** including indicative costings to demonstrate how your proposal will offer **value for money**.

Note: If your EOI affects **existing staff** engaged in the delivery of the service the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) come into force and this could incur costing that need to be factored into this section.

Q9 Please detail below your organisation's **technical skills, resources, capability and experience etc** to be able to deliver the service that this EOI relates to.

Only to be completed if this EOI is submitted by an emergent STAFF MUTUAL

Q10 Please indicate below how you plan to engage with other employees in the Council who may be affected by this EOI?

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Section 4 DEMONSTRATING THE BENEFITS OF YOUR PROPOSAL

Q11 Please provide details of how your proposal will positively **promote or improve the social, economic or environmental outcomes** of the **AREA** covered by your EOI?

How it will promote or improve the SOCIAL wellbeing of the area?

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How it will promote or improve the ECONOMIC wellbeing of the area?

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How it will promote or improve the ENVIRONMENTAL wellbeing of the area?

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Q12 What indicative key **measures / targets / outputs** do you propose to determine whether your proposal is successful in promoting the social, economic and environmental wellbeing of the area and meeting the needs of the people that use / benefit from this service?

Measure / outputs / targets	Current level	After proposal implemented
<i>e.g. Increase in the number of people using the service</i>	<i>1,000 a year</i>	<i>1,500 at end of year one and 5% increase thereafter</i>

Q11 Please provide details of how your proposal will positively **promote or improve the social, economic or environmental outcomes** of the **AREA** covered by your EOI?

In signing this Expression of Interest my organisation is aware that if the expression of interest is accepted that it will be subject to a formal and open competitive procurement exercise

Signed:

Print Name:

Position in Organisation:

Date:

GUIDANCE NOTES

These guidance notes are provided to help you complete your Community Right to Challenge 'Expression of Interest' (EOI) form.

The guidance is set out question-by-question for ease of use.

Section 1 ABOUT YOU

Q1 You or your organisation

Enter the name and address of your organisation in this section. If your organisation has a regional or national address, please provide details of the address where the challenge will be dealt with.

If you are a charitable organisation you must provide your charity number.

Q2 Type of organisation

In order to be able to submit an Expression of Interest we must be sure that you or your organisation meets the requirements of the Community Right to Challenge.

We therefore need you to let us know which of the accepted categories your organisation fits in to – please tick all boxes that apply.

If you are a **newly formed voluntary / community body** or an **emerging staff mutual** submitting this EOI you are not expected to have finalised all the arrangements asked for in subsequent questions before submitting an EOI to run a service.

That said, we do require you to provide evidence in later questions to demonstrate that by the time of any procurement exercise you will be **capable** of providing or assisting in providing the relevant service for which this EOI relates.

Q3 Who to contact about the EOI

Line 1: Please provide the name of the person who is authorised to submit and discuss the EOI form and if successful is able to discuss the expression itself

Line 2: Please provide the address for any correspondence relating to the submission to be sent. This only need to be completed if the address is different from the one entered in Q1.

Line 3: Please provide the telephone number of the person quoted in line 1.

Line 4: Please provide the mobile phone number for the person quoted in line 1.

Line 5: Please provide the e-mail address of the person quoted in Line 1.

Section 2 ABOUT THE SERVICE YOU WANT TO DELIVER

Q4 Details of the service your EOI covers

Please provide us with 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.

It is particularly important that this question is completed as correctly and accurately as possible as this could delay or invalidate your expression. If you wish to check that you have got the right details then please contact us via the details at the bottom of this form.

Q5 Details of the geographic scope of you EOI

Please provide us with details of the geographic scope of the service which your organisation is expressing an interest in running. As an example, you may be expressing Interest in a specific part of a service at a specific site in Harlow rather than providing a universal service across the district.

It is particularly important that this question is completed as correctly and accurately as possible as this could delay or invalidate your expression. If you wish to check that you have got the right details then please contact us via the details at the bottom of this form.

Section 3 HOW YOU WILL DELIVER THE SERVICE

Q6 Delivery of the service

This question is intended to ask whether your organisation will be delivering the service on your own or whether you plan to deliver this in a more collaborative way either in partnership with another organisation or looking to sub-contract work out to a commercial organisation.

Please identify any the name and address of any other organisations who you will be working with to deliver the service. If you require more than three 'partner' boxes simply copy and

Q6 Delivery of the service

paste the required rows to the foot of this question block.

Q7 Use of existing Council assets / resources

This question asks whether there are any current Council owned assets which you may require in order to run the service. The availability of these assets would be subject to further regulations.

Line 1: Please provide details of any (or any part) of any Council buildings that would be required in order to run the service.

Line 2: Please provide details of any computer equipment, including servers and telephone equipment that may be required in order to run the service. Please also supply details of any Council systems that the service would require access to.

Line 3: Please provide details of any Council-owned office equipment that would be required in the running of the service.

Line 4: Please provide details of any 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 by any transferred service (TUPE) (link to **Q8** re potential costs of this).

Q8 Financial capacity and demonstrating value for money

In order to evaluate your proposal we require your projections of the cost of running the service to ensure that your organisation has the financial resources and capacity to be able to deliver the service.

Please outline the projected costs and income of running the service over the next three years. This should include all costs including any residual costs that may be levied by the Council.

Your proposal may impact on existing Council staff who are currently involved in running the service. In most cases the current Council employed staff will have rights under TUPE regulations should they transfer to the new organisation (including Pension and redundancy liabilities). The costs should also identify any Council staff that may transfer over with the transfer of the service to your organisation (link to **Q7**)

If you are a **new organisation** or **emerging staff mutual** you need to be able to demonstrate in this section that your organisation will, by the time a procurement exercise is triggered, you have the financial resources and capacity in place to deliver the service.

Q9 Skills and experience

This question is designed to ensure that your organisation has (or will have by the time a procurement exercise is triggered, should your EOI be accepted) the necessary skills and capacity to be able to deliver the service.

Q9 Skills and experience

Please explain the skills and capacity that your organisation has to be able to deliver the service. This could include areas such as Financial Management; Human Resources; Legal knowledge and Project Management.

Q10 Engagement (ONLY applicable is EOI from existing HDC staff)

If this EOI is submitted by an emergent staff mutual you are required to detail how you plan to engage with other employees at Harlow Council who may be affected by your EOI.

Section 4 DEMONSTRATING THE BENEFITS OF YOUR PROPOSAL

Q11 Promoting or improving the social, economic or environmental wellbeing

As part of your EOI we require information on how your proposal will positively affect / promote / improve the **social, economic or environmental outcomes** for the community in which the service is located or for the district as a whole.

Your EOI should clearly demonstrate at least one of these three outcomes will be promoted or improved as a result of you running the service instead of Harlow Council.

Q12 Measures / targets / outputs

In order to **measure how successful you are** in improving the social, economic or environmental outcomes by the proposal you are submitting, we require you to detail the key indicators that you propose to use to demonstrate whether this is the case.

The proposal will need to provide current performance levels and anticipated levels going forward (e.g. before and after the proposal has been implemented as given in the example on the form).

Examples of the measures that could be provided are:

- The numbers of people using the service
- The numbers of people aged 16-24 using the service
- The numbers of people aged 65 and over who are using the service
- Improved turnaround times
- The percentage of people in the area who have used the service
- A percentage fall in the crime rate in the local area
- The percentage of older people in the local area who feel safe
- Percentage improvement in satisfaction with the service