Birmingham City Council

EXPRESSION OF INTEREST

GUIDANCE NOTES FOR APPLICANT

This document is to be used to support the completion of the Community Right to Challenge 'Expression of Interest' form. The guidance notes are set out in the same format as the form for ease of use.

Section A – About Your Organisation

Question 1:

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.

Enter the Name & Address of your organisation (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**.**

Question 2:

Please provide us with details of the person who will be the contact for the Expression of Interest

Please provide the name and requested details of the person who is authorised to submit and discuss the Expression of Interest form and if successful is able to discuss the expression itself.

Question 3:

If you intend working with other organisations to deliver this service you are advised to provide details of the organisation, their role in delivering the service and the intended relationship between you (as the Lead Body) and the other organisation(s) listed.

If more than one other organisation, copy and paste the Q3 table below then enter details for each one).

To be completed for all organisations as part of your consortium or sub-contractors.

Question 4:

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 (relevant body) your organisation fits in.

Tick the relevant box that your organisation relates to (you may tick more than one if applicable).

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Section B - Financial Information

We will make a risk assessment based on your financial standing. At our discretion, we may reject your expression of interest if we consider that you or one of your partners is not suitable to provide this service

Question 5 - For organisations in operation

Please provide detailed information about the financial resources of your organisation. This information is also required for any groups or organisations that you propose to form a consortium with, to deliver the service and/or any sub-contractors you propose to use to deliver the service

Answer all questions

Complete all Financial details for each intended relationship relevant to support your EOI.

Question 6 - For organisation yet to be established

Please provide detailed information about the financial resources of your organisation. This information is also required for any groups or organisations that you propose to form a consortium with, to deliver the service and/or any sub-contractors you propose to use to deliver the service.

A Business Plan incorporating your financial capacity/resources, for example.

Complete all Financial details for each intended relationship relevant to support your EOI.

Section C – Details of your Expression of Interest

Question 7:

Please provide details of the SERVICE to which the expression of interest relates

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 in explaining which service you are expressing an interest in and the scope and level of the service.

As an example, you may be expressing interest in a specific part of a service at a specific site rather than the whole service or you may be interested in delivering the whole of the service.

It is particularly important that this question is completed as correctly and accurately as possible as this could delay or invalidate your expression.

Question 8:

Please detail in this section your organisation's technical skills, resources, capacity and capability to undertake the delivery or part thereof of the service to which you have expressed interest.

This could include areas such as Financial Management; Human Resources; Legal knowledge and Project Management; relationship to service currently; relevant skills, experience and accreditation; structure; key stakeholders and relation with them and the benefits they will bring; your organisation's objectives; your plans for delivery; staff numbers and qualifications and relevant memberships; information on policies such as health and safety, equal opportunities, environment and safeguarding; manage risk of service failure and contingency plans.

Question 9:

As part of the expression of interest we require information on how your proposal will positively affect the SOCIAL, ECONOMIC and ENVIRONMENTAL outcomes for the community in which the service is located or for the council as a whole, and how does your proposal meet the needs of the user of the Relevant Service?

Examples of the information that you may want to provide include creating jobs, improving skills, increasing local volunteering opportunities or improving environmental conditions.

These examples are given for advice only and the information each organisation wishes to provide may vary.

Question 10:

How will your proposal support good value for money for people in the area?

Proposals should demonstrate how the service would be delivered (including staffing models) and how the relevant body would achieve value for money.

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. The costs should also identify any council staff that may transfer over with the transfer of the service to your organisation.

Question 11:

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 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 2: Please provide details of any council-owned office equipment that would be required in the running of the service.
Line 3: Please provide details of any (or any part) of any council buildings that would be required in order to run 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).

Question 12:

Your proposal may impact on existing council staff who are involved in running the service. In most cases the current council employed staff will have rights under TUPE regulations when they transfer to the new organisation (including Pension and redundancy liabilities).

Please identify all current staff employed in the service and any impact that the proposal will have on these staff?

Question 13:
This question is specifically for Birmingham City Council employees who have joined to form a body to support an expression of interest for a service. Please provide details of how the relevant body proposes to engage other employees of Birmingham City Council who are affected by the expression of interest.