

# **Community Right to Challenge**

## **Expression of Interest Form**

*July 2015*

## Community Right to Challenge - Expression of Interest Form

The Localism Act 2011 gives communities new rights to express an interest to take over the running of services currently operated by the Council. The Act requires Local Authorities to consider all formal Expressions of Interest and, if accepted, the Local Authority must then carry out a procurement exercise.

If you are a community group thinking of expressing an interest in taking over the running of one of our services please contact us in the first instance to discuss it. Contact details can be found on the back of this form. Please also refer to the Community Right to Challenge Frequently Asked Questions (FAQs) on our website.

**We strongly recommend that you read the Communities and Local Government Community Right to Challenge Statutory Guidance before you consider an Expression of Interest.**

If you wish to progress with a submission please refer to the Guidance Notes on the back of this form to help you with each question. If you need to use extra space please continue on separate sheets and enclose them with your form.

<b>FOR SSDC USE:</b> <b>Date received:</b> <b>Recorded:</b> <b>Passed to Assistant Director:</b>
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**Community Right to Challenge  
Expression of Interest Form**

**1. Name of applicant group:**

**2. What type of group are you?**

Parish Council	Voluntary or Community Group	Registered Charity	SSDC staff

**3. Your contact details:**

Name:	
Address: .....	
.....	
..... Post code: .....	
Tel No:	Email:

**4. Details of the service (or part of the service) for which you are expressing an interest:**

Name of Service:.....
Description of Service:

**5. Location in which service is currently delivered e.g.: Parish, geographical area or District-wide:**

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**6. Do you know the current cost of delivering the service? If so please give details:**

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**7. Are you submitting this Expression of Interest in partnership with another organisation? If yes, please give details:**

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**NB: if you answered YES to Q7, questions 8, 9, 10 & 11 need to be completed with the details of each organisation/s, whether the lead applicant or partner organisation/s:**

**8. Please give details about your organisation eg: aims & objectives, purpose. Please enclose a copy of your Constitution/Memorandum of Association or other relevant documents:**

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**9. How do you plan to deliver the service? You will need to provide evidence that you have the financial capability to deliver the service. Please continue on a separate sheet if needed:**

**10. Do you have any experience of delivering this type of service?**

**11. Security of data and personnel – if applicable to this service please set out your experience of handling & securing data and personnel security checks**

**12. Location in which you would propose to deliver the service (if different from Q4):**

**13. How will your proposal result in the service being improved?**

**14. How will your proposal benefit the economic, social & environmental well being of the community?**

Economic	
Social	
Environmental	

**15. For SSDC staff ('mutual') Expressions of Interest only – how will your proposal affect other employees of the Council?**

Signature: .....

Name: .....

Date: .....

Position in group: .....

If you need this information in large print, Braille, audio or another language,  
please contact us

**Please return the form to the relevant SSDC Officer listed below (see map to identify your SSDC Area Office):**

*For services operating within your parish or local area please return to the relevant SSDC Area Office:*

<p><b>Area East:</b> Helen Rutter Area East Development Manager SSDC Offices, Churchfield, Wincanton BA9 9AG</p> <p>Tel: 01963 435013 <a href="mailto:helen.rutter@southsomerset.gov.uk">helen.rutter@southsomerset.gov.uk</a></p>	<p><b>Area North:</b> Charlotte Jones Area North Development Manager SSDC Offices, Unit 10 Bridge Barns, Long Sutton TA10 9PZ</p> <p>Tel: 01935 462565 <a href="mailto:charlotte.jones@southsomerset.gov.uk">charlotte.jones@southsomerset.gov.uk</a></p>
<p><b>Area South:</b> Kim Close Area South Development Manager SSDC Offices, Petters House, Petters Way, Yeovil BA20 1SH</p> <p>Tel: 01935 462708 <a href="mailto:kim.close@southsomerset.gov.uk">kim.close@southsomerset.gov.uk</a></p>	<p><b>Area West:</b> Andrew Gillespie Area West Development Manager SSDC Offices, Holyrood Lace Mill, Chard TA20 2YA.</p> <p>Tel: 01935 462364 <a href="mailto:andrew.gillespie@southsomerset.gov.uk">andrew.gillespie@southsomerset.gov.uk</a></p>

*Alternatively you can contact:*

Gary Russ  
Procurement Manager  
SSDC Offices, Brympton Way  
Yeovil BA20 2HT  
01935 462076  
[gary.russ@southsomerset.gov.uk](mailto:gary.russ@southsomerset.gov.uk)

Helen Rutter / Kim Close  
Assistant Director (Communities)  
SSDC Offices, Brympton Way  
Yeovil BA20 2HT  
01935 462060  
[helen.rutter@southsomerset.gov.uk](mailto:helen.rutter@southsomerset.gov.uk)  
[kim.close@southsomerset.gov.uk](mailto:kim.close@southsomerset.gov.uk)

We will acknowledge receipt of your Expression of Interest within 30 days of receipt. Please see Guidance Notes attached for the process of EOIs once received.

**SOUTH SOMERSET DISTRICT COUNCIL AREAS  
AREA DEVELOPMENT MANAGERS (ADM<sub>s</sub>) CONTACT**

**Area North**

**Area North Development Manager: Charlotte Jones**

SSDC Offices, Unit 10 Bridge Barns, Long Sutton TA10 9PZ  
Tel: 01935 462565  
charlotte.jones@southsomerset.gov.uk

**Area East**

**Area East Development Manager: Helen Rutter**

SSDC Offices, Churchfield, Wincanton BA9 9AG  
Tel: 01963 435012  
helen.rutter@southsomerset.gov.uk

**Area South**

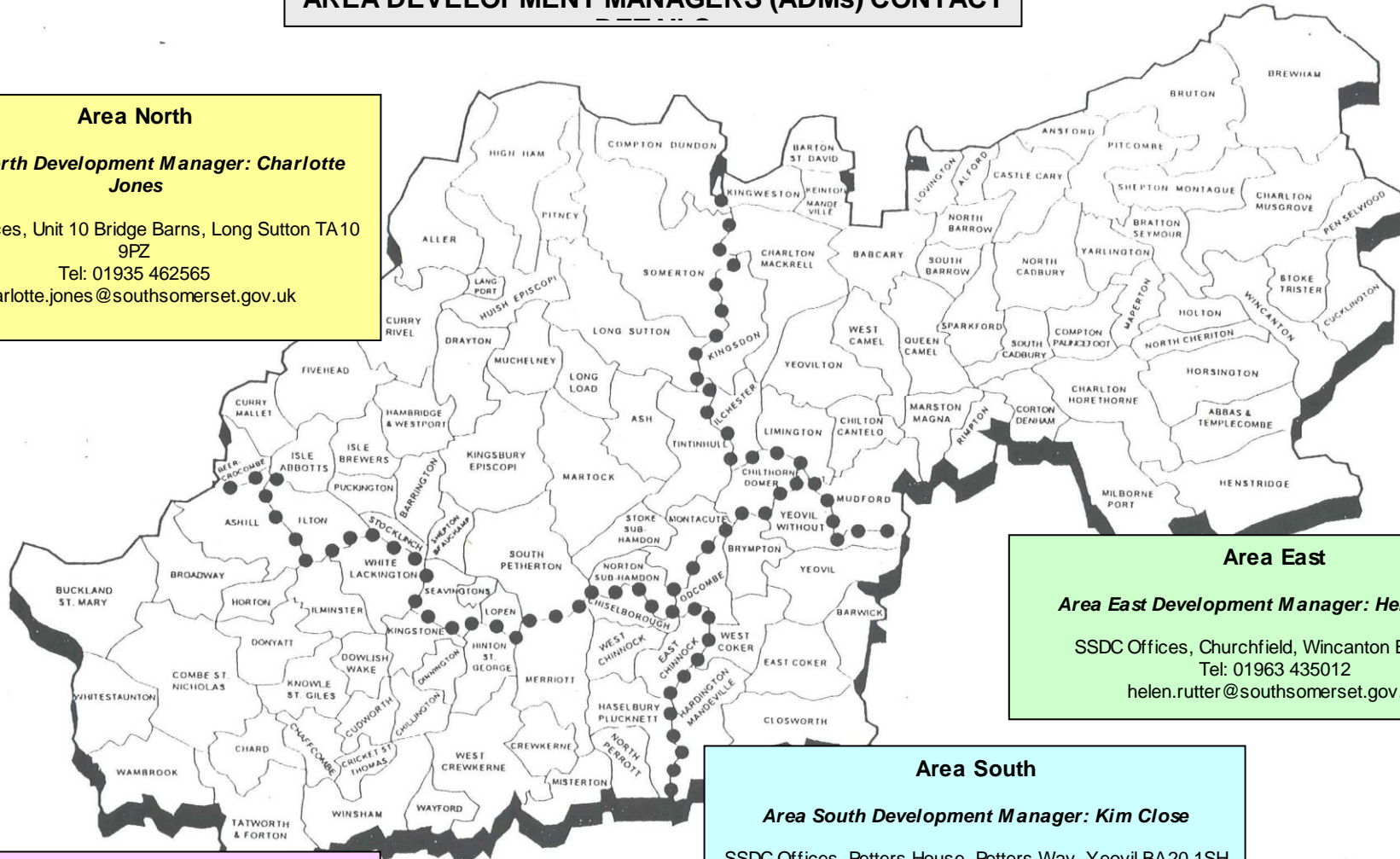
**Area South Development Manager: Kim Close**

SSDC Offices, Petters House, Petters Way, Yeovil BA20 1SH  
Tel: 01935 462708  
kim.close@southsomerset.gov.uk

**Area West**

**Area West Development Manager: Andrew Gillespie**

SSDC Offices, Holyrood Lace Mill, Chard TA20 2YA  
Tel: 01935 462364  
andrew.gillespie@southsomerset.gov.uk



## Guidance Notes

Please read these notes before completing the Expression of Interest form. Please discuss your proposal with the relevant SSDC officer **before** completing this form.

### General

- Once we receive your Expression of Interest form we will acknowledge receipt within 30 days. We will then assess if it is eligible and we will get back to you if we need further information. Your EOI may need to be modified before we can consider it
- If your proposal is eligible, it will be considered by the Council's District Executive which meets once a month. We aim to make decisions on all requests within 6 months; we will notify you of the date of the meeting at which your EOI will be considered.
- Once a decision has been made, we will notify you of the outcome within 30 days
- If your EOI is accepted by the District Executive, the Council will be obliged to carry out a procurement exercise. The timetable for this will depend on the service and the complexity of the procurement exercise
- An EOI can be rejected if it does not contain adequate information, if the applicant is not suitable or if the Council has already agreed to stop providing the service. Details of grounds whereby an EOI may be rejected can be found in Section 6 of the **Communities and Local Government Community Right to Challenge Statutory Guidance**

NB: The process of Expressing an Interest does not give the nominating body any preferential rights once the procurement exercise begins. The legislation does not restrict who the Council can transfer the service to. It does not guarantee that the community will be able to take over the running of the service. Please read SSDC Procurement Strategy for further information.

### Other ways we can help

The Community Right to Challenge is only one mechanism to help communities get involved in the running of services. It may not always be the best route for your group or community. If you would like to discuss with us ways of improving our services or look at alternative models for service delivery, please contact us. There are a range of options for working in partnership.

For organisations wishing to take advantage of the new Community Rights listed in the Localism Act, the Government has established a range of support including funds for communities to develop their proposals. For more information visit <http://mycommunity.org.uk/programme/community-run-services/>

Some simple guidance on the Community Right to Challenge has been produced by Locality and can be found at <http://mycommunity.org.uk/resources/understanding-the-community-right-to-challenge/>

For further information on the Community Rights please refer to the website: <http://mycommunityrights.org.uk/>



## Guidance for Completing Each Question on this Form

We strongly recommend that you read the Communities and Local Government Community Right to Challenge Statutory Guidance before completing this form, where details on eligibility criteria, services and exclusions are listed

### 1. Name of applicant group

Please give the full name of your organisation

### 2. What type of group are you?

The legislation specifies that only certain types of organisations are eligible to submit expressions of Interest. These include:

Parish Council  
Voluntary or Community group  
Local Authority staff  
Registered Charities

Please refer to Section 1 of the Communities and Local Government Community Right to Challenge Statutory Guidance for clarification about which 'relevant bodies' are eligible to submit an Expression of Interest.

Please note individuals are not allowed to submit an Expression of Interest.

Two or more employees of SSDC are eligible to submit an Expression of Interest. Further guidance can be found on page 8 of the Communities and Local Government Community Right to Challenge Statutory Guidance

### 3. Your contact details

Please give the full details of the person you would like us to contact about your proposal

### 4. Details of service for which you are expressing an interest

The Community Right to Challenge applies to 'relevant services', most of SSDC services qualify. It does not include 'functions' of the Local Authority. For example, a function of the Council is to grant or refuse planning permission, but the processing of planning applications is a service.

It is the responsibility of the nominating group to identify the full details of the service. We are unable to accept Expressions of Interest where the service has not been clearly identified. SSDC may be able to help with providing the information you need; please allow us up to 8 weeks to supply the relevant information.

### 5. Location in which the service is currently delivered

Please clearly identify which Parish (or collection of parishes) where the service is currently delivered, the area covered or whether it is a District-wide service

**6. Do you know the current cost of delivering the service? If so please give details**

Please refer only to the service (or part of the service) which you are 'nominating' in Question 4. SSDC may be able to help with providing the information you need; please allow us up to 8 weeks to supply the relevant information.

**7. Are you submitting this Expression of Interest in partnership with another organisation?**

Expressions of Interest can be submitted in partnership with another organisation(s). These further organisations do not have to meet the definition of those listed in Section 6 above. However, you will need to supply details about all partner organisations in Questions 8, 9 and 10.

**8. Please give details about your organisation including your aims & objectives and purpose**

You will need to submit evidence of the type of group which describes your organisation (eg: a copy of your Constitution or minutes of meetings). If you are unsure what type of organisation you represent, please contact us to discuss.

**9. How do you plan to deliver the service? You will need to provide evidence that you have the financial capability to deliver the service and specify what outcomes you will achieve**

More detail can be found in Section 4.2 of the [Communities and Local Government Community Right to Challenge Statutory Guidance](#)

**10. Do you have any experience of delivering this type of service?**

Please refer to any experience you have of delivering this type of service, even if it is not exactly the same or is in a different area. Please provide any evidence you have eg: accounts, Annual Report, etc.

**11. Security of data and personnel – if applicable to this service please set out your experience of handling & securing data and personnel security checks**

If you intend to store data in order to deliver the service how will the data be handled and stored? If the data is personal or sensitive personal data it must comply with the Data Protection Act (SSDC has a legal responsibility to comply with DPA). If you are successful, a contract will be drawn up setting out your responsibilities with regards to the Data Protection Act.

Personnel security checks – have any security checks been carried out on the people involved e.g.: Disclosure and Barring Service (DBS) or Baseline security checks?

**12. Location in which you would propose to deliver the service (if different from Q4)**

Please specify the geographical area you are proposing to cover, e.g.: Parish (or collection of parishes), the area covered or whether it is a District-wide service

**13. How will your proposal result in the service being improved?**

You will need to demonstrate how your proposal will result in the service being better than it is currently. You will also need to say how you will benefit and meet the needs of service users

**14. How will your proposal affect the economic, social & environmental well being of the community?**

The legislation specifies that the Council must consider the 'social value' of any EOs. You will need to demonstrate how your proposal might offer social, economic or environmental benefits to the community, for example creating local jobs, volunteering opportunities or improving the local environment

More detail can be found in Section 4.4 and 4.5 of the **Communities and Local Government Community Right to Challenge Statutory Guidance**

**15. For SSDC staff ('staff mutual' submissions) ONLY – how will your proposal benefit other employees of the Council?**

Further guidance on setting up an employee mutual can be found at <http://mutuals.cabinetoffice.gov.uk/>