

Right to Challenge Application Form to Submit an Expression of Interest

Please complete all sections of the form as fully as possible and return it to: expressions.interest@royalgreenwich.gov.uk

Alternatively, you can post your expression of interest to:

Chief Executive

Royal Borough of Greenwich
Town Hall
Wellington Street
Woolwich
London SE18 6PW

Please note that Expressions of Interest should be submitted during the period 1st May 2020 to 30th June 2020.

We may reject your expression of interest if we consider that you or one of your partners is not suitable to provide the service.

Please read the Royal Borough of Greenwich's [Privacy Policy](#) on our website for information on how we will use the personal information that we collect from you.

Please indicate here any supporting documents that you have attached to your expression of interest.

Document reference number	Document title

Please see the Government's [statutory guidance](#) for information on the Community Right to Challenge.

Part A – Your Organisation

A1	Full name of lead organisation or group submitting the expression of interest.
A2	<p>What type of organisation are you? Please tick the appropriate box on the right.</p> <p>Only a 'relevant body' is eligible to use the 'Community Right to Challenge' and submit an 'expression of interest' in bidding to run a particular council service.</p> <p>The Localism Act defines a relevant body as being:</p> <ul style="list-style-type: none"> • a voluntary or community body (please see the further explanation below); • a body of persons or a trust which is established for charitable purposes only; • a parish council; • two or more employees of the relevant authority; or • any other person or body specified by the Secretary of State by regulations. <p>To help clarify what is regarded as either a voluntary or community body, the Government has published statutory guidance which defines them in the following way:</p> <ul style="list-style-type: none"> • A Voluntary body is a body that is not a public or local authority, the activities of which are not carried out 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 body which is not a public or local authority, the activities of which are primarily for the benefit of the local community. <p>Please see the statutory guidance for more information.</p>
A3	Company or charity registration number (if applicable)
A4	VAT registration number (if applicable)
A5	Date of formation of organisation
A6	Full name of lead contact
A7	Registered address (if applicable) or contact address

A8	Telephone number	
A9	Email address	
A10	Website address	
A11	If you are either a voluntary or community group or a body of persons or trust established for charitable purposes, please set out how the organisation is constituted.	
A12	If you are a Royal Borough of Greenwich employee group of 2 or more people, please explain how you plan to constitute to deliver the Relevant Service.	
A13	Partners or consortium	
	(a) Is your organisation bidding to provide the services required by itself?	Yes/No
	(b) Is your organisation bidding in the role of lead and intends to use Yes/No partners to provide some services?	
	(c) Is your organisation a consortium or a joint venture (whether Yes/No incorporated or otherwise)?	
	(d) Do you propose to use sub-contractors to deliver the service	Yes/No
	If you answered Yes to (b), (c) or (d) above, please complete Part F for each partner, member of the consortium or sub-contractor involved in providing the relevant service.	
A14	Please explain how you intend to work and operate within any consortium or partnership model.	
A15	If you intend working with other organisations to deliver the service, please complete the table below.	

Organisation	Intended role and proportion of service for which they would be responsible	Relationship to lead body

Part B – Detail of Expression of Interest – Relevant Service

BI This section asks you to describe the relevant service for which you are expressing an interest in either providing or assisting to provide.

The information that you give should provide sufficient detail to enable the Council to understand:

- The service or service element that you are expressing an interest in
- An overview of the service’s users/customer base
- The geographic area
- Your relationship with the current service

Your understanding of the service’s aims, objectives and key deliverables

Part C – Capability and Experience

CI

This section asks you to provide sufficient information for the Council to understand your organisation’s capability to provide the relevant service.

Please set out your detailed response under the various points below and you may wish to add any other information that will enable us to assess your capability to provide the relevant service.

- What experience you have relevant to delivering the service. This should include information to confirm that your organisation can use its experience and expertise to provide the service for which an expression of interest has been made, including relevant projects and contracts that your organisation has been involved in.
- Expertise and/or qualifications of staff who would be delivering the relevant service. How your organisation would promote or improve the social, economic or environmental well-being of service users and the wider borough.
- How you will meet the needs of service users.
- How you might measure service outcomes.
- How any partners or consortium members would enable you to deliver the service effectively.
- What plans you may have to develop your organisation in preparation for the procurement exercise.

Recent or existing relationships between your organisation, its staff, partners or consortia and the Royal Borough of Greenwich. This should include information on persons connected with your organisation (or any partners) who have an associated person employed by the Royal Borough of Greenwich (currently and in the last 3 years). An 'associated' person is any person who is employed by, works for, or otherwise provides services on a full-time or part-time basis to or on behalf of the council.

Part D – Financial Information for the Submitting Organisation

This section asks for financial information. Please provide the figures for the two most recent years.

Please note that you will need to provide this for all partners, members of your consortium or sub-contractors by completing Part F below.

For all Yes/No answers, please delete as appropriate.

D1	Is your organisation a formal legal entity?	Yes/No	
D2	What is the formal legal status of your organisation?		
D3	If asked, which of the following would you be able to provide?		
	Your organisation's audited accounts for the past two years.	Yes/No	
	A statement of your turnover, profit and loss account and cash flow for the most recent year of trading.	Yes/No	
	A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes/No	
D4	Please provide the name and address of your organisation's bank should we wish to contact it for a reference.		
D5	Please indicate the turnover for the organisation for the past two years (n.b. charities should include their reported income figure)	£ <input type="text"/>	<input type="text"/> for year ended
		£ <input type="text"/>	<input type="text"/> for year ended
D6	Are you able to or willing to take out insurance to provide or assist in providing the relevant service?	Yes/No	
D7	If 'yes' please confirm why this may be important for the service in question. If 'No' please confirm why this is not possible.		

D8	<p>Please confirm that your organisation is not for profit and indicate how you would envisage reinvesting surpluses in the organisation or in the community. You may wish to refer or provide your proposed Memorandum and/or Articles of Association. Please give your response below.</p>		
D9	<table border="1"> <tr> <td data-bbox="256 680 1209 833"> <p>Please provide a copy of your organisation's current business plan and confirm whether or not have included the plan with this submission.</p> </td> <td data-bbox="1209 680 1426 833"> <p>Yes/No</p> </td> </tr> </table>	<p>Please provide a copy of your organisation's current business plan and confirm whether or not have included the plan with this submission.</p>	<p>Yes/No</p>
<p>Please provide a copy of your organisation's current business plan and confirm whether or not have included the plan with this submission.</p>	<p>Yes/No</p>		

Part E – Current Employees

E1	<p>If you are a group of Royal Borough of Greenwich staff, please provide details of how you propose to engage other employees of the authority who are affected by the expression of interest. Proposals should be proportionate to the size and nature of the service and the number of employees affected.</p>
	<div style="border: 1px solid black; height: 300px;"></div>

Part F – Partners, Members of a Consortium or Sub-Contractors

Please fill in Part F for each partner, consortium member or sub-contractor.

F1	Name of partner organisation, consortium member or sub-contractor	
F2	Company registration number (if applicable)	
F3	VAT registration number (if applicable)	
F4	Date of formation of organisation	
F5	Full name of contact	
F6	Registered address (if applicable) or contact address	
F7	Telephone number	
F8	Email address	
F9	Web-site address	

The following questions are concerned with financial information. Please provide the figures for the two most recent years.

For all Yes/No answers, please delete as appropriate.

F10	Is your organisation a formal legal entity?	Yes/No
F11	What is the formal legal status of your organisation?	
F12	If asked, which of the following would you be able to provide?	
	A statement of your turnover, profit and loss account and cash flow for the most recent year of trading.	Yes/No
	Your organisation's audited accounts for the past two years.	Yes/No
	A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes/No
F13	Please provide the name and address of your organisation's bank should we wish to contact it for a reference.	

F14	<p>Please indicate the turnover for the organisation for the past two years</p> <p>n.b. charities should include their reported income figure</p>	<p>£ <input type="text"/></p> <p>£ <input type="text"/></p>	<p>for year ended <input type="text"/></p> <p>for year ended <input type="text"/></p>
F15	<p>Are you able to or willing to take out insurance to provide or assist in providing the relevant service?</p>		<p>Yes/No</p>
F16	<p>If 'yes' please confirm why this may be important for the service in question. If 'No' please confirm why this is not possible.</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>		

Part G – Declaration

I declare that, to the best of my knowledge, the answers submitted in this form and the associated documents are correct. I understand that the information will be used as part of the process to assess my organisation’s approach to provide (or assist in providing) a relevant service, in the form of an expression of interest as described in s81 of the Localism Act 2011.

I am signing on behalf of my organisation. I understand that the Royal Borough of Greenwich, as Relevant Body, may reject an expression of interest if there is a failure to respond satisfactorily to information requests qualified as required for compliance or if false or misleading information is provided.

Form completed by:

Full Name	<input type="text"/>
Date	<input type="text"/>

Signature
