



Community Right to Challenge Expression of Interest

1. INSTRUCTIONS TO ORGANISATIONS

- 1.1 All expressions of interest must be presented using this proforma. No alterations or variations will be accepted.
- 1.2 Please complete this document in conjunction with the guidance provided on the South Lakeland District Council website.
- 1.2 All expressions of interest must be submitted to:
righttochallenge@southlakeland.gov.uk.
- 1.3 All queries or requests for guidance in submitting an expression of interest should be addressed to Eilidh Lee, Procurement and Contracts Manager using the above email or via telephone - (01539) 717213.
- 1.4 Expressions of Interest will only be accepted and processed during the expression of interest window (**1st April – 30th June**).
- 1.5 The council will confirm receipt of all submissions received during the window within 30 days when an indicative timeframe for reaching a decision will be presented.
- 1.6 Please note the term 'Relevant Body' will be used when referring to any approved group who expresses an interest under Community Right to Challenge and through completion of this form.

2. NOTES FOR COMPLETION

- 2.1 Please answer every question in full. Failure to do so may result in a delay in the decision making process or your submission being rejected.
- 2.2 Should a question not apply please indicate N/A.
- 2.3 To avoid confusion any appendices must be clearly marked with the number of the question that they refer to.
- 2.4 Relevant bodies must disclose any actual or potential conflict of interest regarding the expression of interest.

3. FREEDOM OF INFORMATION

- 3.1 The council is subject to the Freedom of Information Act 2000. As part of the council's duties under the Act it may be required to disclose information concerning the Right to Challenge process or any expressions of interest on request.
- 3.2 If the Relevant Body considers that any of the information provided in their expression of interest is commercially sensitive (meaning it could reasonably cause prejudice to the Relevant Body if disclosed to a third party) then it should be clearly marked as '**Not for disclosure to third parties**' together with valid reasons in support of the information as being exempt from disclosure under the Act.
- 3.3 The council will endeavour to consult with the Relevant Body and have regard to comments and any objections before it releases any information to a third party under the Act. However the council shall be entitled to determine in its absolute

discretion whether any information is exempt from the Act, or is to be disclosed in response to a request for information. The council must make its decision on disclosure in accordance with the provisions of the Act and can only withhold information if it is covered by an exemption from disclosure under the Act.

4. REQUIRED INFORMATION

A	RELEVANT BODY	
A1	Full Name of Relevant Body:	
A2	Address:	
A3	Status of Relevant Body: <i>(please tick)</i>	
a.	Voluntary or Community Body	
b.	Body of Persons or Trust which is established for charitable purposes only	
c.	Parish Council	
d.	Two or more Employees of the council	
e.	Any other person or body specified by the Secretary of State by regulations <i>(please specify)</i>	
A4	Identify any Sub-Contractor(s) the Relevant Body intends to use for the delivery of any part of the relevant service:	
A5	Include full details where the Relevant Body proposes to deliver the relevant service as part of a consortium:	
	CONTACT DETAILS <i>(for enquiries)</i>	
A6	Name:	
A7	Address:	
A8	Post Code:	
A9	Phone:	
A10	Email:	

B	FINANCIAL RESOURCES	
B1	Where applicable what was your turnover in the last two years?	
a.	£ for year ended __ / __ / ____	£ for year ended __ / __ / ____
B2	Please provide full details of the financial resources available to the Relevant Body to deliver the relevant service:	
B3	Where the Relevant Body proposes to deliver the relevant service as part of a consortium or to use a sub-contractor for delivery of any part of the relevant service please detail the financial resources available to deliver the relevant service for each member of the consortium and each sub-contractor as appropriate:	
B4	Please confirm that on request the Relevant Body can provide:	
a.	A copy of your audited accounts for the most recent two years	Yes/No*
b.	A statement of your turnover, profit & loss account and cash flow for the most recent year of trading	Yes/No*
c.	A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position	Yes/No*
d.	Alternative means of demonstrating financial status if trading for less than a year	Yes/No*

C	BENEFITS TO THE SERVICE	
C1	Relevant Service: <i>(including the full scope of which this expression of interest relates)</i>	
C2	Geographical Area <i>(to which this expression of interest relates e.g. district-wide)</i>	
	SERVICE OUTCOMES	
C3	Please detail how the proposed provision or assistance will promote or improve the social, economic or environmental well-being of the South Lakeland District:	
C4	Please detail how the proposed provision or assistance will meet the needs of the current service users:	
C5	Please include any further information about the outcomes to be achieved by the relevant body or, where appropriate, the consortium of which it is a part, in providing or assisting in the provision of the relevant service:	
	ABILITY TO DELIVER THE SERVICE	
C6	Please provide full details evidencing that on acceptance of this expression of interest, the Relevant Body will be capable of providing or assisting in providing the relevant service by the time that a procurement exercise is undertaken: Please note: On acceptance of an expression of interest a procurement exercise will not commence for a minimum of 3 months.	
C7	Where applicable, please provide full details evidencing that on acceptance of this expression of interest, each consortium member or sub-contractor(s) will be capable of providing or assisting in providing the relevant service by the time that a procurement exercise is undertaken:	
C8	Where the Relevant Body consists of employees of the council, please provide details of how the Relevant Body proposes to engage other employees of the council who are affected by the expression of interest:	

5. UNDERTAKING

I declare that to the best of my knowledge the information provided in this expression of interest is correct. I understand that the information will be used for the council's consideration of the expression of interest and that I am signing on behalf of the Relevant Body. I understand that the expression of interest may not be accepted if there is a failure to answer all relevant questions fully or if the information provided is found to be false or misleading.

I accept the conditions and undertakings requested in this document and the Community Right to Challenge Guidance Notes.

Name:

Date:

Signature:
