

Community Right to Challenge

PART A: ABOUT YOUR ORGANISATION

DETAILS SUBMITTED IN THIS SECTION ARE SUBJECT TO COMPLIANCE ASSESSMENT

Application Form to submit an Expression of Interest

Who do we need to submit the application form to?

Please complete all PARTS of this application form as fully as possible. You are permitted to provide additional information attached to the form where you feel it necessary.

Your form should be submitted to: righttochallenge-SP@rbkc.gov.uk.

General Information about Your Organisation

1.	Full name of organisation or group submitting the expression of interest ¹	
2.	Company or charity registration number (if applicable)	
3.	VAT registration number (if applicable)	
4.	Name of lead person	
5.	Registered address (if applicable)	
6.	Contact address	
7.	Telephone number	
8.	Mobile number	
9.	Email address	

¹ If your organisation has not as yet selected a name or chosen to formally constitute, please complete this section with details of the individuals who are submitting this expression of interest and organisation type you will use

10.	Website	
11.	Is the organisation ² :	
a)	a voluntary or community body?	
b)	a body of persons or trust established for charitable purposes?	
c)	a parish council?	
d)	a Royal Borough of Kensington and Chelsea or London Borough of Hammersmith and Fulham employee group of two or more?	
e)	Any other form of civil society organisation that reflects the characteristics required of a Relevant Body?	
If you responded 'yes' to Q11 a) or b), please answer Q12. If you responded 'yes' to Q11 d), please answer Q13.		
12.	How is the organisation constituted?	
13.	Is the organisation already constituted as a company? If so, which type? If not, please explain here and in Part D how you plan to constitute to deliver the Relevant Service.	

² In this section please confirm why you see your organisation as being a Relevant Body. Please see the Community Right to Challenge Statutory Guidance for further advice (<http://www.communities.gov.uk/documents/localgovernment/pdf/2148165.pdf>)

Note: You must be able to demonstrate that your activities are not carried on for profit and where surplus is generated how this is purposed for activities or investment in the community. You will be asked to provide further information in Part D of the application form, below.

Partners or Consortia working

14.	Is your organisation:	
a)	bidding to provide the services required by itself?	
b)	bidding in the role of lead and intends to use partners to provide some services?	
c)	a consortium or a joint venture (whether incorporated or otherwise)?	
If you responded 'yes' to Q14 (b) or (c), please complete the rest of Part A above for each organisation that is part of the partnership, consortium or joint venture, and answer Q15.		
15.	Briefly explain how you hope to work within any consortia or partnership model. Further information can be provided in Parts B and C on why your organisational structure is necessary to deliver the Relevant Service.	

Organisation Category

16.	Is your organisation:	
a)	a micro business (see EU definitions)?	
b)	a Small or Medium Enterprise (see EU definitions)?	
c)	a Voluntary and Community Sector organisation?	
17.	Please elaborate on your answer, (a), (b) or (c) above with information on the size of your organisation, how many staff it currently holds and any information available on turnover.	

PART B: PROPOSAL FOR RELEVANT SERVICE OR SERVICES

Outline of your organisation's proposals for the relevant service or services

18.	Is your expression of interest to:	
a)	provide the relevant service?	
b)	assist in providing the relevant service?	
19.	<p>In the space provided below, please provide as much information as possible to explain your proposal to either provide or assist in providing one of the council's relevant services. Wherever possible please refer to key aspects of your organisation (e.g. type, category, approach, partners or consortia) to show how your proposal could better deliver the relevant service, how you feel the current service could change (e.g. staffing implication, transfers) and how it will meet the needs of its users.</p> <p>Please append any further information necessary to support your expression of interest.</p>	

20.	Is your organisation made up of two or more current Kensington and Chelsea and/or Hammersmith and Fulham employees?	
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If you have answered 'yes' to Q20, please answer Q21.

21.	Please explain fully how you have done or will engage with other employees of the Council who may be affected by your expression of interest.	
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	<i>Social Benefits - Description of the social, economic and environmental benefits that will be provided as a result of your approach to the relevant service</i>
22.	Please provide as much information as possible to confirm how your organisation and your proposal for the relevant service would increase social, economic or environmental well-being in Hammersmith and Fulham, Kensington and Chelsea and Westminster over and above the needs of the users of the relevant service. Your response should reflect the relevant Council's priorities in these areas, which are set out in Appendix 1 .

23.	<p>Evidence of how activities will primarily be for the benefit of the community</p> <p>Please provide any further information that supports your organisation's approach to providing social benefits. If your organisation is incorporated please also provide information on how your Memorandum and/or Articles of Association support your intent.</p>

PART C: CAPABILITY STATEMENT AND EXPERIENCE

	<i>Capability statement for your organisation</i>
24.	<p>Please provide as much information as possible to confirm how your organisation (and any partners) is able to either provide or assist in providing the relevant service or services. This should include information on any plans you may have to develop your organisation in preparation for a procurement exercise (e.g. if you have not chosen to constitute your organisation at the point of submitting an expression of interest). Please provide information to the council regarding your governance and decision making approaches, which may relate to your current or proposed Memorandum and/or Articles of Association.</p> <p>Please append any further information necessary to support your expression of interest.</p>

Organisation Expertise and Experience

25.

Please provide as much information as possible to confirm how your organisation (and any partners) can use its experience or expertise to provide or assist in providing the relevant service or services. You can provide information here on any projects or contracts that your organisation or individuals in your organisation have been involved in.

Staff Experience and Expertise

26.

Please provide as much information as possible to confirm how staff employed to deliver your proposals are experienced or have expertise or qualifications to provide or assist in providing the relevant service or services. You can provide information here on any projects or contracts that your staff or individuals in your organisation have been involved in.

Relationship with the Council

27.

Please provide as much information to explain where your organisation, its staff, partners or your consortia may have a relationship with the council.

In this context, we ask that you confirm here if:

- you are an employee of the council, which directorate and in what role and such information for all those named as part of the organisation you propose to deliver relevant services, or
- if any person connected with you organisation (or any partners or staff) have an associated person who is employed by The Royal Borough of Kensington and Chelsea or London Borough of Hammersmith and Fulham or has been employed by us in the last three years

For the purposes of this question 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 (or associated body) whether under a permanent or fixed contract of employment with the council, through an agency contract with an employment agency or as a consultant or contractor through a contract for services with the council.

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Financial Information	
28.	<p>Description and detail of your organisations financial status, and approach to the financing of your organisation for providing the relevant service including how the organisation could offer value for money with added social benefits.</p> <p>Please provide as much information as possible to confirm how your organisation plans to support the provision of the relevant service through its own financial status and resources, and any business planning that may be required to support your approach.</p> <p>Please append any further information necessary to support your expression of interest, for example a business plan.</p>
29.	<p>Are you able to provide a copy of your organisations audited accounts for the last two years?</p>

30.	<p>OR - Do you have an alternative means to show your organisations financial status and resources, if for example you have not traded for longer than a year or as yet?</p> <p>Please append if this is available.</p>	
31.	<p>Are you able to or willing to take any insurance to provide or assist to provide the relevant service? You will need to decide whether your approach requires insurances.</p> <p>If Yes, confirm which and why this may be important for the service in question. If No, please confirm why this is not possible.</p>	

32.	Please confirm that your organisation is not for profit in the sense that all surpluses are reinvested in the organisation or the community and state how you would demonstrate this in practice. You may wish to refer or provide your proposed Memorandum and/or Articles of Association.	
33.	Are you able to provide a business plan for the period you wish to provide or support to provide the relevant service? If yes, please append. If No, please confirm why this is not possible using evidence and explanation referencing your proposals in this expression of interest.	

Appendix 1

For Royal Borough of Kensington and Chelsea, the priorities for economic, environmental and social value are:

1. Delivering good and affordable public services and remaining one of the lowest-taxing councils in the country.
2. Protecting the Royal Borough's character, improving its appearance and investing in the public buildings and spaces that make Kensington and Chelsea special.
3. Ensuring that major renewal opportunities (such as those at Earl's Court and Kensal) yield lasting and significant benefits for the borough and its current and future residents
4. Supporting residents to work with one another to improve the quality of life in their local communities
5. Encouraging the development of a prosperous and growing local economy
6. Working to address the social issues that all urban areas confront, such as:
 - the poor health, worklessness and low incomes of some borough residents;
 - ineffective parenting and the impacts this has on the lives and prospects of children and young people;
 - crime and the fear of crime
 - the challenges and opportunities for elderly residents, and those who are most vulnerable
 - intense pressures on all elements of the borough's housing and the difficulties that arise from this, such as overcrowding.

For **London Borough of Hammersmith & Fulham** the priorities are:

- Delivering High Quality, Value for Money Public Services
- Tackling Crime and Anti-Social Behaviour
- Ensuring a Cleaner, Greener Borough
- Providing a Top Quality Education for All
- Promoting Home Ownership
- Regenerating the Most Deprived Parts of the Borough
- Setting the Framework for a Healthy Borough

For **Westminster City Council**, the priorities are:

1. A safer, healthier city – We want to ensure that everyone in Westminster feels healthy and safe.
2. A more enterprising city – We want every young person in Westminster to have the skills and opportunities to have a successful career. And we want businesses in Westminster to thrive and be successful.
3. A more connected city – We want everyone in Westminster to feel more involved in their local communities. We want to make it easier for people to make connections with one another, and to feel more connected to vital services and information.

Underpinning these priorities are three principles:

1. Fairness – Making sure that services are targeted at those who need them most.
2. Opportunity – Creating ladders of opportunity so that people can achieve their potential and live happier, healthier lives.
3. Responsibility – Encouraging residents, communities and businesses to take responsibility for themselves and their local areas.

Every policy, project, programme and service undertaken by the Council – and designed to deliver its ambitions – will be tested against these principles.