

Thurrock Council

Community Right to Challenge – Expression of Interest Application Form

Submission Information

Submission window:	1 March to 30 April each year
Submission address:	communityrights@thurrock.gov.uk
Submission information:	thurrock.gov.uk/righttochallenge

Reference (for internal use only)

Community Right to Challenge

Under the Localism Act 2011, community and voluntary bodies, parish councils, charitable trusts and two or more local authority employees have a right to challenge how the council delivers their services. The Act permits them to submit an expression of interest to take over the provision of a service.

This is not the only way that you can express your views on how services are run in Thurrock. If you have any feedback for the council, ideas for improvements to service delivery or want to get involved in any other way please visit our “Say It” page on our website.

To help you with your expression of interest we provide a summary of the relevant information for you on our website. If you would like to find out more regarding the definitions used or the national process in place, go to [GOV.UK: community right to challenge – statutory guidance](#).

In line with statutory guidance for the community right to challenge, we respond to all expressions of interest within 30 working days of receipt. Our response will clearly state the reasons for success or rejection of the application, and the next steps that should be taken. The assessor will follow an evaluation procedure created in line with the statutory guidance to ensure a fair and transparent process.

To give your application the best chance of success, please familiarise yourself with the statutory guidance for the community right to challenge and fill out the form below with as much detail as possible, using extra pages where needed.

Part A – About your organisation

This section gives us an understanding of how your organisation is set-up to see if a community right to challenge is the best way to discuss your interest in a service delivered by the council.

Organisation details

Full name of organisation or group submitting the nomination form If your organisation has not as yet chosen a name or been constituted formally, please complete this section with details of the individuals who are submitting this expression of interest and the organisation type you will use.	
Company or charity registration number, if applicable	
VAT registration number, if applicable	
Name of lead person	
Registered address, if applicable	
Contact address	
Phone number	
Mobile number	
Email address	
Website	

Type of organisation

Please confirm which **one** of the options below best describes your organisation and why you see your organisation as being a Relevant Body.

Please tick the appropriate option:

A voluntary or community body	<input type="checkbox"/>
A body of persons or trust established for charitable purposes	<input type="checkbox"/>
A Thurrock Council employee group of two or more	<input type="checkbox"/>
Any other form of civil society organisation that reflects the characteristics required of a Relevant Body	<input type="checkbox"/>

Please expand on the type of organisation here

You should explain you are constituted and – if you are not – how do you plan to constitute to deliver the relevant service.

You must also be able to demonstrate that your activities are not carried out for profit and where surplus is generated how this is purposed for activities or investment in the community.

Please confirm that you – as lead person – have the permission or authorisation to submit this nomination from the organisation or group you represent

You should also provide evidence that shows the organisation or group have followed the decision making process set out in their constitution or governing document to approve the submission of this nomination – for example, minutes of meeting where decision was taken.

Partners or consortia working

Please tick the one category best fits your proposal. Your organisation is:

a) bidding to provide the services required by itself	<input type="checkbox"/>
b) bidding in the role of lead and intends to use partners to provide some services	<input type="checkbox"/>
c) a consortium or a joint venture, whether incorporated or otherwise	<input type="checkbox"/>

If your answer is (b) or (c), please complete additional pages covering the information in Part A for each organisation that is part of the partnership, consortium or joint venture.

Briefly explain below how you hope to work within any consortia or partnership model, and also how you plan to operate.

Organisation category

Please tick the one category best fits your organisation. Your organisation is:

a) a micro business – see EU definitions	<input type="checkbox"/>
b) a small or medium enterprise – see EU definitions	<input type="checkbox"/>
c) part of Thurrock's voluntary and community sector	<input type="checkbox"/>

Please describe below the size of your organisation, how many staff it currently holds and provide any information available on turnover.

Part B – expression of interest in the relevant service

This section provides us with a better understanding of the nature of the service to give us an opportunity to understand how to progress your interest.

Please provide all the information you have on the 'Relevant Service' you are expressing an interest in providing in the box below. Please consider the questions below in your response.

Is the service on the Thurrock Procurement forward plan for the next 18 months?

Do you know if Thurrock currently contract out the Relevant Service? If so, what do you know about this third party?

Part C – Proposal

This section provides you with the opportunity to outline your ideas for the ‘Relevant Service’ and how you would expect to run it.

Is your expression of interest to:

provide the relevant service	<input type="checkbox"/>
assist in providing the relevant service	<input type="checkbox"/>

Please give as much information as possible. It would be beneficial to refer to key aspects of your organisation – for example, 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 – for example, staffing implication, transfers – and how it will meet the needs of its users.

Is your organisation made up of two or more current Thurrock employees? (Please indicate your response)

Is your organisation made up of two or more current Thurrock employees?

Yes

No

If 'Yes', please also explain how you will engage with other employees of the council who may be affected by your expression of interest.

Social benefits

Please provide a description of the social, economic and environmental benefits that will be provided as a result of your approach to the relevant service.

Your description must explain how your proposals will benefit the entire Thurrock community and service user needs.

Part D – Capability statement and experience

Organisation capability

Please explain why your organisation – and any partners – has the expertise and is capable of providing the relevant service in the way you describe in Part C.

Include information on:

- plans you may have to develop your organisation in preparation for a procurement exercise
- your governance and decision making approaches, which may relate to your current or proposed memorandum and/or articles of association
- projects or contracts the organisation – or partners – have been involved in

Staff capability, experience and expertise

Please explain why your staff have experience or expertise for the relevant service or services.

Relationship with the council

Please explain how your organisation, staff or partners have a relationship with the Council.

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

- anyone named as part of the organisation you propose to deliver relevant services is an employee of the council – please state in which directorate and which role
- any person connected with your organisation, or any partners or staff, have an associated person who is employed by the council or has been employed by us in the past three years
- if any person connected with your organisation, or any partners or staff, are related to a Thurrock councillor

Financial information

Please describe the detail of your organisation's 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.

Accounts

Are you able to provide a copy of your organisation's audited accounts for the last two years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If 'No', do you have an alternative means to show your organisation's financial status and resources – for example, if you have not traded for longer than a year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Please append available documents.

Insurance

Are you able to or willing to take any insurance to provide or assist to provide the relevant service? You must decide whether your approach requires insurances.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If 'Yes', confirm which and why this may be important for the service in question. If 'No', please confirm why this is not possible
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Business planning

Are you able to provide a business plan for the period you wish to provide or support to provide the relevant service?

- Yes
 No

If 'No', please confirm why this is not possible using evidence and explanation referencing your proposals in this expression of interest.

- Yes
 No

Please append available documents.

Surplus

Please confirm your organisation is not for profit in the sense that all surpluses are reinvested in the organisation or the community

- Yes
 No

State how you would demonstrate this in practice – you may wish to refer to, or provide, your proposed memorandum and/or articles of association

Part E – 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 in 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 Thurrock Council as Relevant Body may reject this nomination form if there is a failure to satisfactorily respond to information requests qualified as required for compliance, or if I provide false/misleading information.

Name:	
Date:	
Signature:	

How we will use your information

We will use your information to provide the service requested. We may share your personal data between our services and with partner organisations, such as government bodies and the police. We will do so when it is of benefit to you, or required by law, or to prevent or detect fraud. To find out more, go to thurrock.gov.uk/privacy. Get free internet access at libraries and community hubs.