

Please refer to our website for further guidance on completing and submitting your expression of interest. Visit: [webpage hyperlink](#)

A Tell us about the relevant body submitting the Expression of Interest

Which category of 'relevant body' is your organisation? (Please tick)

A voluntary or community body	
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	
Any other person or body specified by the Secretary of State in the regulations	

Organisation name:	Main contact:
Organisation address:	Position:
	Telephone:
	Mobile:
Postcode:	E-mail:

Details of the your registration or certification where applicable¹

Please state if any director, partner, senior manager or associate of your organisation is a relative or has any type of private or business relationship with either a Rossendale Borough Councillor, or an officer employed by Rossendale Borough Council:

¹ This will be dependent on the type of organisation. Charities should include their charity number; others should include registration under the Companies Act or other incorporation. If your group includes RBC employees please state their names.

B Tell us about the other parties involved / your partners

Are you part of a consortium? (Please tick)

Yes		No	
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**Do you propose using any sub-contractors and/or working with other organisations to deliver the service?
(Please tick)**

Yes		No	
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If you answered yes, above, please provide details of any members of a consortium, organisation or sub-contractors likely to deliver a significant proportion of any contract.

Organisation & Key Contact Details	Intended role and proportion of the service for which they would be responsible	Relationship to lead Body

(Please add additional rows as needed or use a separate sheet if needed)

Final Draft for Consultation

C Your Proposal - tell us about the Council service being challenged

Which Rossendale Borough Council service does your challenge relate to?

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Is this a relevant service? (Please tick)

Yes		No	
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Running a service is very complex and requires relevant experience and skills. When deciding who is suitable to provide a particular service through a procurement exercise, we will need to consider factors such as your organisation's experience in the sector; its size and infrastructure; its knowledge; and its technical and professional ability as part of the Community Right to Challenge statutory guidance and to help us fully evaluate your application.

D Tell us about your capability to provide the service

Please provide evidence which demonstrates that by the time of any procurement exercise resulting from this expression of interest, the relevant body will be capable of providing or assisting in providing the service. This information is also required for any organisations that you propose to form a consortium with to deliver the service and/or any sub-contractors you propose to use to deliver the service.

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E Outcomes and Delivery - tell us about outcomes that you expect to achieve

Tell us about outcomes to be achieved by the relevant body or consortium in providing or assisting in the provision of the relevant service:

Details of the outcomes to be achieved	
How the provision or assistance will promote or improve the social, economic or environmental well-being of the relevant area (social value)	
How it will meet the needs of the users of the service	
Please add any other information you would like us to consider about outcomes to be achieved in providing the service	
Value for money	
Compliance with legislation <i>If relevant, please provide evidence of ability to comply with legislation relevant to the proposed service (e.g. child protection, health and safety)</i>	
Insurance <i>Please provide evidence of employers', public liability and other insurance necessary for delivery of the service.</i>	

You only need to complete this question if your relevant body is a group of Rossendale Borough Council staff:

Tell us how the relevant body proposes to engage other employees of Rossendale Borough Council who are affected by the expression of interest.

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F Tell us about your financial resources

Please provide information about the financial resources of the relevant body. Financial information is also required for any organisations that you propose to form a consortium with to deliver the service and/or any sub-contractors you propose to use to deliver the service.

General financial resources statement:
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This section asks for some financial figures about your organisation (and the ultimate holding company if there is one). Please provide the figures for the two most recent years (if available).	
Is your organisation a formal legal entity?	Yes/No

Please indicate the turnover of the organisation for the past two years. NB: Charities should include their reported Income figure		£ for year ended
		£ for year ended
Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year?		Yes/No
If "no", what were the reasons, and what has been done to put things right?		
Has your organisation met all its obligations to pay its creditors and staff during the past year?		Yes/No
If "no", what were the reasons, and what has been done to put things right?		
What is the name and branch of your bankers (who could provide a reference)?	Name	
	Branch	
	Contact details	
If asked, would you be able to provide at least one of the following?		
<i>A copy of your most recent audited accounts (for the last two years if this applies).</i>		Yes/no
<i>A statement of your turnover, profit and loss account and cash flow for the most recent year of trading.</i>		Yes/no
<i>A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position.</i>		Yes/no

Please note:

The Freedom of Information Act 2000 (FOIA) applies to Rossendale Borough Council and therefore information provided by you may have to be disclosed by us in response to a request unless we decide that one of the statutory exemptions applies.

Any information you provide will remain confidential and will not be disclosed to any other party except where required either for official audit purposes or it is deemed subject to the Freedom of Information Act 2000 as detailed above.

Declaration

1) I/We certify that the information included in this Expression of Interest is true to the best of our knowledge and belief.	
2) I/We accept the FOIA conditions set out at the beginning of this Eol.	
3) I/We certify that we have not done and undertake that we will not at any time offer or agree to pay or paying or giving any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done any act or omission in relation to this expression of interest.	
4) I/We certify that to the best of our knowledge, this expression of interest and any accompanying information supplied, complies with the requirements laid down in respect of Chapter two, the 'Community Right to Challenge' under the Localism Act 2011 and any subsequent Regulations issued by Statutory Instrument or other regulatory method.	
FORM COMPLETED BY	
Name:	
Position (Job Title):	
Date:	
Telephone number:	
Signature:	

If there is any documentation you would like to share with us to support your expression of interest, please enclose or attach it to with the form.

Completed forms should be returned to:

**Stuart Sugarman, Director of Business, stUARTSUGARMAN@ROSSENDALEBC.GOV.UK
Rossendale Borough Council, The Business Centre, Futures Park, Bacup,
Rossendale, OL13 0BB**