Expression of Interest Form

The Council requests further information to be supplied in the EOI than that which is outlined in the statutory regulations. As such, this information is not a requirement for considering an EOI nor will it be used as grounds on which an EOI is rejected, but may be beneficial in creating a broader picture of the proposed idea. Additional information requests are followed by 'optional'.

If you are proposing to deliver a service/s or any part of a service/s in consortium or using a sub-contractor – the information in paragraphs 4 and 2 c must be given in respect of each member of the consortium and each sub-contractor as appropriate.

Please ensure that you have read all the supporting documentation before completing this form.

1. Summary o Set out your overall intent, summarising the benefits. optional o Demonstrate how you meet the definition of a relevant body (see Section 1)
2. Aims and Objectives o **Vision –** what is the driving force behind the organisation? optional o **Mission –** the mission statement is a summary of what the organisation does or intends to do, for whom and where. o In particular, a) how the provision or assistance will promote or improve the social, economic or environmental well-being of the

borough; and b) how it will meet the needs of the service users.

- o How are the services delivered now, and how does your idea improve on that? optional.

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3. **Range of services –** a description of the service/s that your proposed organisation will provide. This could include a range of services or a single service area.

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4. **Finance –** provide information about the financial resources of your organisation.

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5. Stakeholder engagement

- **Employee engagement –** staff-led enterprises must indentify other employees of the Council that will have to be involved and informed in the development of the EOI.

- How would your organisation manage the transfer of staff under TUPE? optional

- **Other stakeholders –** identify other stakeholders who will be affected by your EOI, this will include service users, community organisations and partner organisations. optional

Once stakeholders are identified, consider the following questions in relation to each of them:

- What is their involvement in the idea?

- What interest do they have in developing the idea?

- How will the change affect them?

- What influence do they have on plans?

- Who else needs to be engaged?

6. Partnership/collaboration – if your proposal includes an intention to work in partnership or collaboration with existing enterprises or other service areas

and organisations, you should outline the details here. You should also illustrate how this will benefit service users and the wider community, for example through improved community engagement and ownership. optional

7. **Risks –** list and briefly describe the risks that are immediately obvious in relation to the project. This may relate to staff skills in certain areas, such as financial management, leadership and governance. It may also include competition and the nature of the market for the services you wish to provide. optional

8. **Timescales –** provide a general statement as to the approximate length of the project and show approximate milestones. State that detailed timescales will be provided if this EOI is approved. optional

9. **Costs –** it is unlikely that you will have a full understanding of the costs at this stage. You might wish to give an indication of what you think the costs of setting up and running the organisation will be and recommend that a full feasibility study be carried out if the submission is successful. optional

10. **Governance –** you will need to consider how you will involve staff and the local community in the management and direction of the organisation. Some mutuals, for example, have service users as members and directors of the organisation. optional