



## **GUIDANCE FOR DEVELOPING AN EXPRESSION OF INTEREST**

### **A. Meeting Programme Pre-selection criteria**

- ❖ Confirm that all pre-selection criteria will be met by deadline (TBC by OPE) and provide an outline timeline for meeting this commitment
- ❖ Clearly state the lead Local Authority for your partnership

### **B. Vision Statement**

- ❖ Provide a short background statement on your partnership area, local priorities, demographics and issues
- ❖ Explain how OPE will be used to support your partnership's strategic aims and objectives
- ❖ Outline where there are links to wider government initiatives such as Devolution, City Deals, and Enterprise Zones and explain how will OPE drive the delivery of these wider agendas
- ❖ Where there is a specific issue to tackle, state how OPE can support its resolution .E.g. support the release of a specific site, gain traction with a central government agency etc.

### **C. The Partnership and Governance Arrangements**

- ❖ Confirm that your OPE partnership has senior level (Chief Executive or equivalent) support and leadership
- ❖ Provide an overview on your partnership's governance arrangements. If not in place confirm your commitment to establishing appropriate governance which drives delivery of your key OPE projects
- ❖ If your partnership is still being established, advise when you intend to establish is by and note have you must have sign up to proposals for the partnership by the final application deadline
- ❖ If appropriate note how your OPE governance arrangements fit with the wider corporate governance arrangements within the council, city deal, LEP or Devolved area Detail who your key partners are. This should include all local government, central government and wider public sector partners.
- ❖ Consider the value of the LEP being a strong member of your partnership. Is access to funding essential to the delivery of your plans?

### **D. Resources**

- ❖ Ensure that you have the resources necessary to drive the delivery of your OPE programme
- ❖ Or state your intention to use OPE funding to recruit resources.

#### **E. Programme Plan**

- ❖ Provide information on the key work streams to be delivered through OPE (e.g. health and social integration, town centre regeneration, DWP co-locations, Shared depots, releasing land for growth or housing)
- ❖ Outline overall objectives and anticipated outcomes

#### **F. Project plans**

- ❖ Provide an outline project plan for each project and address the following:
  - The high level timescales for delivery.
  - Provide estimated benefits that each project will deliver in terms of
    - Capital receipts
    - Reduced running costs
    - Jobs
    - Homes
    - Integrated Services

#### **G. Overall Outputs**

- ❖ Provide a high level table of outputs that your overall programme aims to deliver (this will be the combined total of all your individual projects)

#### **H. Key Asks**

- ❖ Detail your any key asks of the OPE programme E.g. this could be support to engage a public body to discuss unlock an underutilised site which is key to regeneration

#### **I. Costs**

- ❖ Provide an outline cost plan for your programme of work.
- ❖ Outline intentions of how to use £50k development funding.

**Ensure that your final application is signed off by both the S151 Officer from the lead Local Authority and the lead officers from your partner organisations.**

## ONE PUBLIC ESTATE APPLICATIONS – FREQUENTLY ASKED QUESTIONS

### 1. Application templates.

**Q:** Is there an application template I need to complete when applying?

**A:** *There is no application template for written applications though you will need to use a pro forma to detail the projected benefits your OPE programme will look to deliver. This is available at [www.local.gov.uk/onepublicestate](http://www.local.gov.uk/onepublicestate)*

- *New applicants are asked to provide a written ‘expression of interest’ which should be written in no more than 8 pages of A4 (font size 11). Should you wish to provide a high level overview of your programme benefits then you may include a benefits spreadsheet in addition to a written submission.*
- *Existing OPE areas developing an appendix to their OPE Phase 3, 4 or 5 Services and Assets Delivery Plan are advised to provide a written statement detailing the expansion of their programme of work (there is no restriction in the length of this document) and complete a pro forma detailing any additional projected benefits OPE Regional Teams will be able to provide this pro forma.*

### 2. Support developing applications

**Q:** What support is available when developing my expression of interest (EOI) to apply for the programme?

**A:** *OPE regional teams will be able to provide support with the development of your EOI. Contact details are at the end of this document.*

### 3. Pre-selection criteria - Mapping (Record all land and property assets owned by partnership authorities (except social housing stock) and public sector partners on the ePIMS Lite system)

**Q:** Does the criteria relate to the specific geographical areas identified for the projects or the entire authority?

**A:** *You are required to map **all** partners across **all** local authorities named as partners in the application (i.e. beyond specific targeted sites). This will include local authority and other named public/ voluntary sector body assets.*

**Q:** How does GPU/ LGA envisage data being maintained after the initial upload of asset data?

**A:** *One Public Estate is a continuing programme and therefore we expect all parties to update data bi-annually as a minimum.*

### 4. Pre-selection criteria - Property Board (Have in place an effective board, bringing together partnership members and wider public sector partners who will help to drive plans. Local authority only fora are unlikely to

**suffice. LEPs will be crucial players in this engagement – they will be key co-investors in your plans)**

**Q:** Is Local Authority only Board membership acceptable?

**A:** *No, we would expect members to include the wider public sector.*

**Q:** Is a shadow board acceptable where the longer term plan is to fit with the governance structure for a devolved authority/ combined authority which has yet to be formally agreed?

**A:** *Yes, however, we would expect you to have a robust plan and timeline in place for appointing the formal board.*

**5. Pre-selection criteria - Valuations (Provide information on the estimated value of all local authority owned land and buildings within your partnership area.)**

**Q:** Does criteria relate to specific geographical areas identified for targeted funding or the entire authority?

**A:** *The valuations should be made available for all individual Local Authority assets named within the partnership.*

**Q:** Are Net Book Values sufficient?

**A:** *Where a Local Authority is planning to dispose of an asset we would expect the estimated value to be a market value. However, if the asset is not likely to be released then the valuation is likely to be on the basis of either existing use or depreciated replacement cost (effectively the book value).*

**6. Pre-selection criteria - Ownership (Make details of all land and property owned by the partnership publically accessible, including in authorities' statutory annual reports.)**

**Q:** Is it sufficient to be compliant with the Local Government transparency code requirements?

**A:** *Yes, the code*

*[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/408386/150227\\_PUBLICATION\\_Final\\_LGTC\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/408386/150227_PUBLICATION_Final_LGTC_2015.pdf) requires that Local Authorities publish details of all land and building assets on an annual basis.*

**7. Pre-selection criteria - Surplus land (Provide details of current surplus land and land which is expected to become surplus or redeveloped as part of this programme.)**

**Q:** Do we have to include this on e-PIMS Lite? Or can we provide outside the system?

**A:** *Local Authorities on the OPE programme are expected to classify their assets into categories dependent on when or if they are likely to become*

*surplus (or be redeveloped) and their flexibility of use in future years on the e-PIMS system.*

## **8. Funding.**

**Q:** Can I use funding to purchase land and buildings?

**A:** *No, all funding provided through the programme is classified as revenue.*

**Q:** What can I use capacity funding for?

**A:** *Capacity funding is available to drive day to day delivery of the OPE programme. This could include paying for project management resource, feasibility work, master planning etc.*

## **9. Ministerial Star Chamber**

**Q:** How do I get access to the Ministerial Star Chamber?

**A:** *The Ministerial Star Chamber will be convened on an as required basis. However, we anticipate that the majority of issues will be resolved through regional GPU/ LGA advisers.*

## **10. Forecast Outputs/ Benefits**

**Q:** Is it acceptable to state a range of outputs for housing numbers as this will be dependent on planning?

**A:** *A range is fine. However, if this is not known please stick to planning standards. For example - The Planning Policy Statement 3 (PPS3) asks local planning authorities to set out a range of densities across their plan area rather than simply to specify one broad density band (Department of Communities and Local Government, 2006). It also requires a national indicative minimum of 30 dwellings per hectare to guide policy development. It does not suggest a maximum.*

**Q:** How do I show the realisable benefits of a scheme which overlaps with other sources of funding/ other programmes?

**A:** *All applications/ plans should be transparent - You should provide visibility of other initiatives underway, where funding exists from other programmes, and savings projected. Using OPE funding to increase the pace of delivery, or broaden the outputs of already existing schemes is an acceptable OPE output, but the additional benefits OPE funding has delivered should be clearly stated.*

For any additional questions please contact your OPE regional team. Contact details can be found at the end of this document.

## CONTACTS

For support and advice whilst developing your OPE Application, or for further information on the programme please contact your OPE regional team:

Region: North West,  
West Midlands

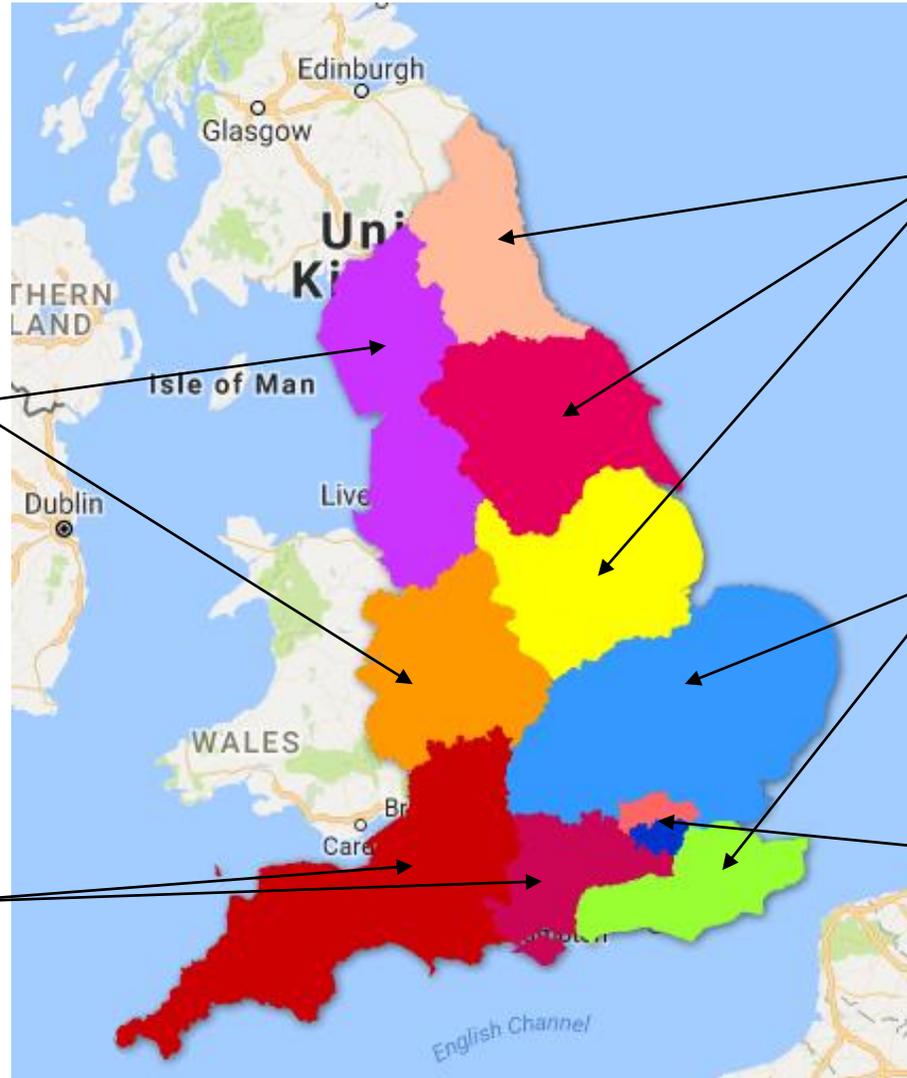
Jayne Traverse  
[jayne.traverse@local.gov.uk](mailto:jayne.traverse@local.gov.uk)  
07464 652 847

Carl Hewson  
[carl.hewson@cabinetoffice.gov.uk](mailto:carl.hewson@cabinetoffice.gov.uk)  
07736 453 451

Region: South West and South  
Central

Craig Egglestone  
[Craig.Egglestone@local.gov.uk](mailto:Craig.Egglestone@local.gov.uk)  
07824 371718

Chris Watts  
[Chris.watts2@cabinetoffice.gov.uk](mailto:Chris.watts2@cabinetoffice.gov.uk)  
07701371973



Region: North East, Yorkshire and  
Humber, East Midlands

Michael O'Doherty  
[michael.o'doherty@local.gov.uk](mailto:michael.o'doherty@local.gov.uk)  
07464 652 905

Susan Betts  
[susan.betts@cabinetoffice.gov.uk](mailto:susan.betts@cabinetoffice.gov.uk)  
07736 846 786

Region: East of England and South East

Ben Stoneman  
[ben.stoneman@local.gov.uk](mailto:ben.stoneman@local.gov.uk)  
07717 720620

Liz Wigley  
[liz.wigley@cabinetoffice.gov.uk](mailto:liz.wigley@cabinetoffice.gov.uk)  
07841 800 771

Region: London

Joe Garrod  
[Joe.Garrod@local.gov.uk](mailto:Joe.Garrod@local.gov.uk)  
07919 385412