**Expression of Interest to become a Locally Trusted Organisation (LTO)**

**for Heart of Pitsea Big Local**

|  |  |
| --- | --- |
| Organisation |  |
| Address |  |
| Contact name |  |
| Telephone |  |
| Email |  |

**Please describe how you would work with Heart of Pitsea, clearly stating the costs for any aspects you consider additional to the 5% LTO fee described in ‘Locally Trusted Organisations’ and ‘Local Trust Terms and Conditions for LTOs’, in relation to the following:**

|  |
| --- |
| **Finances**  |
| Can you provide dedicated staff to assist Heart of Pitsea with finance matters? |  |
| Can you implement an Internal costing system to record Heart of Pitsea payments and expenses? |  |
| It is essential to provide 6-monthly financial reporting to Local Trust. Guidance will be provided. Is your organisation capable of providing this function? |  |
| The Heart of Pitsea partnership and Youth Forum require to be kept informed with monthly financial reports. This element would require liaising with the Treasurer and Big Local Rep. Does your organisation have the ability and capacity to compile monthly easy-to-understand reports and maintain good communication?  |  |
| The Heart of Pitsea regularly require fast and prompt invoices/payments (often needed within a week). Is this possible with your organisation? |  |
| The role of the Locally Trusted Organisation is to support the partnership to operate appropriately. Attending meetings in the HoP area may be required. Would your organisation be able to provide a representative to attend and provide support/advice when required? |  |
| Does your organisation have Financial Policy or procedures?  |   |
| **HoP workers** |
| The Heart of Pitsea currently employ a Full-time HoP Coordinator, Part-time Administrator and are planning to employ two/three Youth Leaders. Their current contracts would be required to be transferred following TUPE regulations. Can your organisation complete this task efficiently and minimise the impact upon our staff team? |  |
| Can your organisation administer Human Resources functions for HoP workers (PAYE, enrolment in your company pension scheme etc)? Please note: HoP will provide staff management |  |
| There have been occasions that the Heart of Pitsea require employing additional roles for various projects or tasks. Can you assist HoP with recruitment processes (if required)? |  |
| **Office resources** |
| The Heart of Pitsea require office support for our part-time Administrator. There would be a necessity for basic storage for leaflets and other promotional items (small filing cabinet or cupboard). If you can provide office space and general resources e.g. printing facilities, access to internet etc, please provide details? |   |

**Please detail what additional support your organisation can offer the Heart of Pitsea?**

*The Heart of Pitsea are keen for the Locally Trusted Organisation to display the qualities listed below. Please consider these within your response.*

**In order of importance:**

* Value
* Professional support
* Organisation ethos
* Networking development potential
* Relevant experience

**Please return by Friday 19th October 2018 to:**

Tracey Griffith traceygriffith99@gmail.com and Sue Houghton inmystride@outlook.com