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**EXPRESSION OF INTEREST**

**DELIVERY PARTNER TO UNDERTAKE COMPLIANCE CHECKS.**

City of Wolverhampton Council (The Council) is seeking a Delivery Partner to deliver a Selective Licensing Scheme in designated areas, and an Additional Licensing Scheme.

**Description of the Expression of Interest**

The Council is actively seeking a Delivery Partner to execute both a Selective Licensing Scheme in designated areas and an Additional Licensing Scheme. Before making a formal decision regarding the Additional Licensing Scheme, a public consultation exercise will be conducted, expected to commence in September 2024. The Delivery Partner must apply to the Council’s Private Rented Sector Licensing and Enforcement Team for scheme implementation, with the exact start date yet to be confirmed.

To qualify, the application should meet the following criteria:

* **Comprehensive Service Proposal:** The Delivery Partner should provide a full-service solution that supports the Local Authority’s private landlord license scheme at every stage. This includes handling license applications, conducting a minimum of one property inspection during the designation period, managing compliance, addressing breaches, and offering general support to both landlords and tenants.
* **Online Operational Capability:** The scheme must operate seamlessly online throughout the entire 5-year designation period. Additionally, it should include appropriate support mechanisms for scheme members, inspectors, and the Local Authority enforcement team.
* **Sector Expertise:** Demonstrated understanding of the private rented sector and awareness of the challenges faced by landlords and tenants.
* **Proven Track Record:** The Delivery Partner must have a minimum 5-year track record successfully implementing similar schemes with other Local Authorities/public sector organisations. Evidence should highlight how your approach effectively identifies poorly performing landlords through engagement, inspections, and timely remedial actions.
* **Transparency and Conflict of Interest:** Applicants must disclose any privately rented property interests (ownership and management) within the designated area for all individuals proposed to work on the scheme. Clear identification of any business or personal conflicts of interest is essential.
* **Local Presence:** The Delivery Partner should confirm the availability of a locally based area manager throughout the designation period, maintaining direct links to the enforcement team.
* **Qualified Staff:** Access to HHSRS qualified staff with knowledge of private landlord practices is preferred.
* **ICO Registration and Data Protection Policy:** The Delivery Partner must provide written confirmation of its registration with the Information Commissioner’s Office (ICO) and maintain a clear and transparent Data Protection policy.
* **Resource Levels:** The Delivery Partner should demonstrate sufficient resource levels to effectively support the scheme.
* **Local Employment Commitment:** While subject to the availability of suitably qualified/experienced individuals, the Delivery Partner should commit to employing locally.
* **Landlord Support Service:** The scheme should include a comprehensive landlord support service, including online training for both landlords and tenants.
* **Declaration of Interest:** Completion of the Declaration of Interest form (provided by the Council) is mandatory.
* **Payment Collection Facility:** The chosen Delivery Partner will be required to provide a payment collection facility.

Expressions of Interest are invited from suppliers who can meet the above criteria so that discussions can take place prior to a procurement exercise being undertaken. Interested parties should contact [Cleo.bucknor@wolverhampton.gov.uk](mailto:Cleo.bucknor@wolverhampton.gov.uk)

**Closing date for Expression of Interest is Friday 3 May at 12 noon.**