# Application Form: RIPA/BOPS Expression of Interest

## Introduction

Complete this form to apply to [join the RIPA/BOPS project team](https://localdigital.gov.uk/ripa-bops-eoi) to design and implement modern development management software in your council. Up to £400,000 each of funding is available for 5 new councils.

### How to complete this form

1. Applicants must have signed the [Local Digital Declaration](https://localdigital.gov.uk/declaration/).
2. Applicants must have read and agreed to work towards the [Adoption Commitments](https://localdigital.gov.uk/ripa-bops-adoption-commitments).
3. Applicants must have senior stakeholder commitment (from your Director responsible for planning services, as a minimum).
4. Make sure you complete all sections of this form.
5. All applications must be submitted, via this form, by 5:00pm on 26 November 2021.

For support on completing this form, **please refer to** [**the application guidance**](https://www.localdigital.gov.uk/ripa-bops-eoi-application-guidance/).

Once you've completed the form, email it to [DigitalPlanningTeam@communities.gov.uk](mailto:DigitalPlanningTeam@communities.gov.uk) with the subject line ‘Application to RIPA/BOPS EOI’.

Please contact us with any queries at [DigitalPlanningTeam@communities.gov.uk](mailto:DigitalPlanningTeam@communities.gov.uk)

## 1. Basic Information

| **1.1 What is the name of your organisation?** |
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| **1.2 Who is the lead applicant for this funding bid?**  *The lead applicant should be the single point of contact for this funding bid, and will help DLUHC staff to arrange kick off activities with the council team members.* | |
| --- | --- |
| Name |  |
| Role |  |
| Email |  |
| Phone number |  |

| **1.3 Who is the Director of Planning Services sponsoring the project from your council? Please also include the details of any other senior stakeholder sponsors.**  *Please list names, job titles and email addresses as appropriate* |
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| **1.4 Who is the Section 151 Officer in your council?** | |
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| Name |  |
| Role |  |
| Email |  |

| **1.5 Who is your current provider of planning case management software?** |
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## 2. Application Questions

| **2.1 What commitments has your organisation made to digitising your planning services?**  *Tell us about any work that is underway, initiatives that have already taken place, strategies that have been defined or budgets that have been allocated.*  *Word guide: 250 words* |
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| **2.2 How much funding are you applying for?**  *Councils can apply for up to £400,000 each. Up to £300,000 of this is to backfill staffing costs, and up to £100,000 is to support integration and migration costs identified by the project team.*  *The funding is to cover your contributions up to the end of March 2023.* | |
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*\*\* Questions continue on next page \*\**

| **2.3 Who do you expect to be part of the RIPA/BOPS project team on behalf of your council?**  *Up to £300,000 is available to backfill staffing costs.*  *We know that effective council partners within the project team currently:*   * *Can commit total staff time of at least 80 hours per week, split between the nominated team members.* * *Contribute the following capabilities and experience: project leadership, project delivery and administration, planning policy, validation, data, integrations and infrastructure* * *May have team members who sit outside of the planning service, but have strong regular links with their planning colleagues.*   *Please highlight where recruitment will need to take place before team members can commit regular time for project work* | | | |
| --- | --- | --- | --- |
| **Name and Role** | **Availability from Jan 2022**  *[Delete as appropriate]* | **No. of hours per week** | **Day rate (£)** |
|  | * Available * Not Available but in-post * Recruitment needed [perm] * Recruitment needed [contract] |  |  |
|  | * Available * Not Available but in-post * Recruitment needed [perm] * Recruitment needed [contract] |  |  |
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|  | * Available * Not Available but in-post * Recruitment needed [perm] * Recruitment needed [contract] |  |  |
|  | * Available * Not Available but in-post * Recruitment needed [perm] * Recruitment needed [contract] |  |  |
|  | * Available * Not Available but in-post * Recruitment needed [perm] * Recruitment needed [contract] |  |  |

| **2.4 What non-staffing costs do you anticipate?**  *Up to £100,000 is available to support the costs of, for example, integration and migration requirements as identified by the project team.*  *Word guide: 250 words* |
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| **2.5 How will you ensure that the team is in place to begin delivering at pace by April 2022?**  *Please outline any gaps you anticipate in your recruitment.*  *Word guide: 250 words* |
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| **2.6 What is your team’s experience in using** [**agile development practices**](https://www.gov.uk/service-manual/agile-delivery)**?**  *Please indicate what experience your team members have in working in an agile delivery environment and applying user-centred approaches to design.*  *Dedicated support from DLUHC will coach team members through these processes, and training will be made available to council staff.*  *Word guide: 250 words* |
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| **2.7 How will you ensure that project team members effectively engage with other parts of the council and champion the new products internally?**  *You are likely to need to regularly engage with planning, IT, transformation, data and GIS teams, and senior leadership at the very least.*  *Word guide: 250 words* |
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| **2.8 What support do you expect to need from DLUHC and long-standing project partners to navigate any potential issues or blockers that you may have?**  *DLUHC and current project partners have previously had to navigate challenges with finance, legal and IT teams, to name but a few. If you tell us your concerns we may be able to share solutions or approaches that have worked elsewhere.*  *Word guide: 250 words* |
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## 4. Agreements with the Department for Levelling Up, Housing and Communities *[on behalf of your organisation]*

| **3.1 Confirm that you commit to delivering the project outputs listed in the table below within a 12 week period \*** | ***Tick box to agree*** |
| --- | --- |
| RIPA and BOPS are not fully functioning software products. The project team, supported by DLUHC, will continue to develop them over the next 2-3 years, until they can perform the same functions as existing software.  We acknowledge and understand this, and we are content to join the team on the development journey. |  |
| We have signed the [Local Digital Declaration](https://localdigital.gov.uk/sign/) and agree to follow the 5 core principles throughout the work on these products. |  |
| Our Section 151 Officer consents to the funds being carried over and spent in the next financial year (March 2022-23). |  |
| We agree to commit staff time to all relevant RIPA/BOPS team meetings and agile ceremonies. |  |
| We have read and agree to work towards fulfilling the RIPA/BOPS Adoption Commitments. |  |
| We agree to let all outputs from this project be published under open license with a view to any organisation accessing, using or adopting them freely. |  |