

## Appendix 2

Community Asset Transfer Application process  
and assessment criteria

## **Community Asset Transfer Application process**

### **Stage One: Assessment of Asset**

- Step 1: Assessment of the Asset – is it surplus to requirements and is the asset eligible for a Community Asset Transfer?
- Step 2: If yes, Expressions of interest are invited.

### **Stage Two: Expression of Interest (please allow at least three months to complete)**

- Step 3: The applicant is asked to provide a written proposal of no more than 4 sides of A4 that explains:
- Why the asset is required by the organisation?
  - The aims and objectives
  - Who are the beneficiaries?
  - The support from the community and partners
  - Demonstrate effective management and governance arrangements
- Step 4: An assessment of the proposal will be made by a panel of council officers and in advice sought from B&NES Property Board in consultation with the Cabinet Member. Ward Councillors and, where applicable the local parish or town Council and other key stakeholders will be consulted on the proposal inviting comments.
- Step 5: The decision will be recorded on the Officers Decision register.
- Step 6: The applicant will be notified within three months of receipt of the EOI. If unsuccessful the applicant will receive a written response explaining the reasons. An initial unsuccessful EOI does not preclude from further submissions.
- Step 7: If successful, draft heads of terms and Partnership Agreement discussed.

### **Stage Three: Business Plan (please allow at least six months to complete)**

- Step 8: A business plan (3 – 5 years) will be required to be submitted. Details of what should be included in the business plan are described in more detail in Appendix 3.
- Step 9: An assessment of the business plan will be made against the CAT criteria by a panel of Council officers
- Step 10: Legal and professional advice sought by officers and cost benefit analysis
- Step 11: Heads of terms and Partnership Agreement drafted.
- Step 12: A written report for a decision will be required. The report will be presented to the B&NES Property Board. If agreed, the final decision will be made by the Cabinet Member. In exceptional circumstances, a CAT may require the approval by Full Cabinet.

**Stage Four: Completion (please allow at least six months to complete)**

Step 13: Finalise documentation and lease including service legal agreement

Step 14: Property Management regime i.e. hand-over of building or land

Step 15: Annual review

Notes:

The Council's Property Board is an advisory group and is not a decision making body. The Cabinet Member or Cabinet will be the decision makers

The timescales are provided as a guide only. In some cases these stages may be considerably shorter however, timescales recognise that some groups have limited capacity and therefore the timescales will vary case by case.

**Stage two – Expression of Interest (EOI) Assessment**

About the organisation?
What are the Governance arrangements of the organisation?
Why is the asset needed?
The aims and objectives
Who are the beneficiaries?
The support from the community and partners
Recommendations

## Stage Three - Full Application Assessment

Date Application received	
Contact person	
Name of organisation	
Registered office address	
Registered website address	
Details of asset	

### Application Checklist

Have the following documents/ information been received / provided	Comments
A completed business plan	
Details of Charity Number / Company Registration No	
Date of Registration	
Legal status <ul style="list-style-type: none"> <li>• parish / town council</li> <li>• incorporated charitable organisations including CIOs and Trusts</li> <li>• companies limited by guarantee with charitable status</li> <li>• community interest companies (CIC) limited by guarantee or by shares</li> <li>• community benefit industrial &amp; provident societies with an asset lock</li> <li>• other (please specify)</li> </ul>	
Copy of the Governing documents	
Copies of Audited Accounts	
Copies of insurance documents	
Other supporting documentation such as annual reports, minutes of meetings	
Results from any community consultation exercises	
Evidence of support from key partners, stakeholders, funders	
Copies of the all the organisations policies and procedures including the Health and Safety Policy and Equality and Diversity Policy	
Three / Five Year Income and Expenditure Template	

## Assessment form

### Corporate priorities

Criteria	Comments
Has the organisation demonstrated that it meets at least one of the Council's Corporate priorities?	

### Governance and Management

Criteria	Comments
Is the organisation clearly defined and established?	
Does the organisation demonstrate through its governance arrangements community benefit?	
Do they hold AGM or similar?	
Is the staffing and management structure been clearly defined?	
Does the organisation have up to date and written procedures covering: <ul style="list-style-type: none"><li>• Recruitment and Induction</li><li>• Training &amp; Development</li><li>• Health &amp; Safety</li><li>• Equality and Diversity</li><li>• Safeguarding</li><li>• Disclosure Barring Service Checks</li><li>• Grievances / complaints</li></ul>	
Does the organisation have sufficient insurance policies in place?	

### Equalities

Criteria	Comments
Has the organisation demonstrated an understanding of the Equality Act 2010 and how it would be applied?	

## Financial arrangements

Criteria	Comments
Has the organisation submitted a three / five year detailed income and expenditure budget that demonstrates their project is financially viable and sustainable?	
Has the organisation demonstrated that they have a good financial track record or have the necessary processes and procedures in place?	
Has the organisation demonstrated various sources of funding eg, CiL, contracts, fundraising, grants?	
Has the organisation included the costs of any improvement works and identified sources of funding. Are they considered reasonable?	

## The Proposal

Criteria	Comments
Is there a clear vision for the future use of the building or land?	
Are the aims and objectives clearly defined?	
Does the proposal clearly define the activities that will take place?	

## The Asset

Criteria	Comments
Is the asset suitable to use for the organisations proposal?	
Has the organisation demonstrated a full understanding of their duty in relation to managing the building or land including: Condition, Suitability, Accessibility, Health & Safety, Planning restrictions, Other	
Has the organisation given comprehensive details of all proposed works that are intend to be carried out, including indicate costs and means of funding these and are these realistic?	
Has the organisation demonstrated it has the skills and capacity to manage the asset and deliver the proposal?	

**Community benefit**

Criteria	Comments
Has the organisation set out the needs of the community?	
Has the organisation undertaken consultation with the community?	
Has the organisation demonstrated that they have an inclusive approach to meeting the needs of a wide range and diverse community?	
Has the organisation demonstrated the social, economic and environmental impacts? (see outcomes/impact table)	