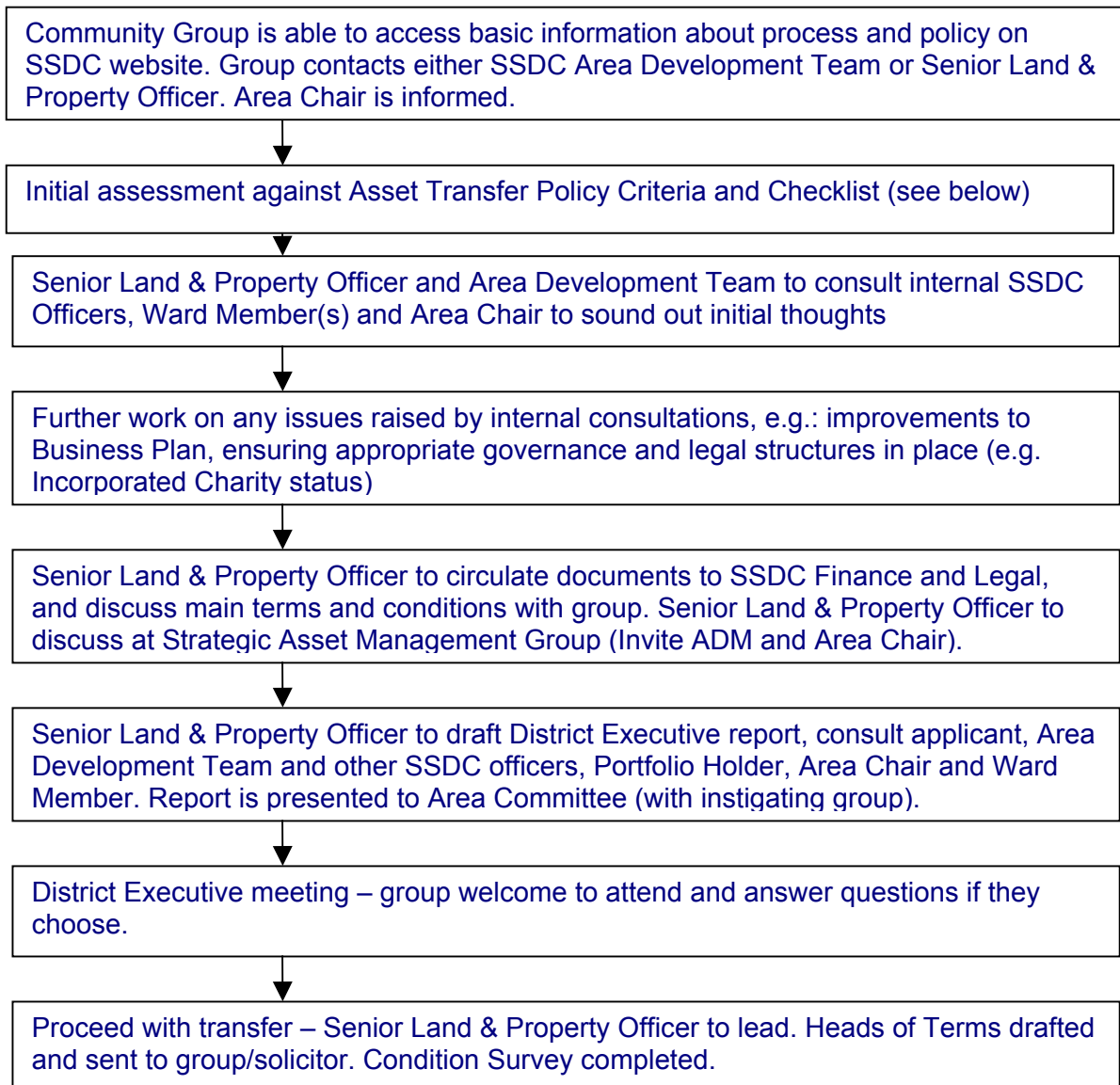


## Appendix A

### Community Asset Transfer – from request to decision.



## SSDC – Asset Transfer Policy – Assessment criteria / checklist

To ensure that the policy is implemented consistently, and any opportunities for asset transfer fit within our legal and policy framework, the following criteria/checklist should be implemented:

Criteria	Score
Do the multiple benefits of transfer, for the group, the LA and the community fit with the Council's Corporate Priorities?	Yes/No
Is there already a strong partnership between the local authority and the relevant third sector organisation?  <i>NB. It is important that there is historically a strong partnership which shows a good track record of service delivery, governance and financial management, or, if a new group, the track record of the lead individuals will be considered</i>	Yes/No
Does the local authority currently own the asset?  The asset must be held under powers which permit disposal under the 1972 Act and is compatible with the General Disposal Consent 2003	Yes/No
Does the transfer comply with state aid rules?  <i>The local authority must ensure that the nature of the "subsidy" complies with state aid rules, particularly if there is no element of competition in the disposal process</i>	Yes/No
Is the transfer to one 3rd sector partner only?  <i>NB. Assets will only be considered for transfer to one party/accountable body</i>	Yes/No
Is the 3 <sup>rd</sup> sector partner one of the following: <ul style="list-style-type: none"> <li>Registered (Incorporated) Charity?</li> <li>Town or Parish Council</li> </ul> <i>NB. Evidence of the legal status of the organisation must be provided. We can advise on this. Town &amp; Parish Councils may be considered in exceptional circumstances</i>	Please state
Has initial feasibility work with the area CDO been undertaken? <ul style="list-style-type: none"> <li>Is the asset the most appropriate to meet the needs of the 3<sup>rd</sup> sector and wider community?</li> <li>Will the asset offer real opportunities for successful and independent 3<sup>rd</sup> sector organisation to become more sustainable in the longer term?</li> <li>Will the asset provide opportunities for improved service delivery?</li> </ul>	Yes/No
Does the 3 <sup>rd</sup> sector organisation have the capacity to manage the asset effectively? Have the risks been assessed?  <i>A detailed Business Plan is required as set out in the policy above</i>	Yes/No
Will the asset be made fully available to a wide range of local groups/people, especially those working with disadvantaged communities?  <i>As set out in the business plan and constitution of the managing group</i>	Yes/No

<p>Will the asset be maintained / refurbished appropriately. Is there a future maintenance plan and the ability to fund repairs?</p> <ul style="list-style-type: none"> <li>• to reflect the needs of users</li> <li>• to reflect sustainability e.g. use of materials, waste reduction, minimise energy use</li> </ul> <p><i>Evidence must be provided. NB. SSDC will carry out a full conditions survey prior to any transfer</i></p>	Yes/No
<p>Is there adequate insurance cover?</p> <p><i>Evidence must be provided</i></p>	Yes/No
<p>Have all the suitable transfer arrangements been explored (e.g. length of lease etc)</p>	Yes/No
<p>Do the objectives of the 3<sup>rd</sup> sector organisation meet with the Council's Corporate Aims &amp; Objectives, and fit with SSDC policies on Community Grants?</p>	Yes/No
<p>Has the Council covenanted where land or buildings may have future development value, to safeguard its long-term interests?</p>	Yes/No
<p>Has SSDC assessed the building's condition and future maintenance liabilities?</p>	Yes/No
<p>Are the relevant legal agreements in place to ensure the asset(s) are not sold on or privately appropriated, except with the Council's consent and have relevant financial clawback provisions been agreed?</p>	Yes/No
<p>Do both parties agree to pay their own legal costs involved in the transfer?</p>	Yes/No