

# Community Asset Transfer

**Application Assessment Matrix – For Internal Use Only**

**(This document is provided for guidance purposes only and how applications will be considered / scored by the Council.)**

|  |  |
| --- | --- |
| Date Application Received |  |
| Applicant Names or Name of the Applicant Organisation |  |
| Details of the Asset including the address |  |

**Section A - Eligibility Check**

Answering ‘No’ to the following questions may result in the Application being declared ineligible and therefore rejected.

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| **A** | **Have the following documents been attached to the Application** | **Yes/No** | **Any comment** |
| **1** | Copy of Governing document(s) |  |  |
| **2** | Business Plan |  |  |
| **3** | Copy of audited / independently checked accounts for the organisation’s last financial year |  |  |
| **4** | Copy of the last three bank statements |  |  |
| **5** | Copy of minutes or letter confirming authority to signatory to submit the Application Form on behalf of the organisation |  |  |

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| **Section B - Applicant Organisation** | | |  | |  |
| **B** | | **Criterion** | **Yes/No** | | **Any Comments** | | |
| **1** | | Does the organisation have any legal standing? |  | |  | | |
| **2** | | If yes, has the legal standing of the organisation been clearly defined and established? |  | |  | | |
| **3** | | Does the organisation hold an Annual General Meeting or similar governance meeting? |  | |  | | |
| **4** | | Has the organisational management and staffing structure been clearly defined? |  | |  | | |
| **5** | | Has the organisation provided sufficient information for the Council to consider the organisation’s financial sustainability / viability? |  | |  | | |
| **6** | | Does the organisation have written procedures covering the following?   * Recruitment & Induction * Training & Development * Health & Safety * Equality & Diversity * Safeguarding * Disclosure Barring Service Checks * Grievances / Complaints |  | |  | | |
| **7** | | Does the organisation have insurance policies currently in place? |  | |  | | |
| **8** | | Has the organisation been refused insurance cover? |  | |  | | |

The Business Case for Awarding Asset Transfer

Using the qualitative assessment below, assessors will score each of the following criteria between 1 to 10 based on the responses / information provided by the Applicant.

|  |  |
| --- | --- |
| 10 | **Outstanding**: The information in the application covers all elements; contains a high level of relevant and detailed information; supported by clear evidence; shows a thorough understanding of requirements; no weaknesses or omissions. |
| 9 | **Excellent:** The information in the application covers all elements; and with relevant and detailed information, supported by clear evidence; but with limited minor issues, weaknesses or omissions in the information or evidence only. |
| 8 | **Very Good:** The information in the application covers all key elements and with relevant and detailed information, backed up with clear evidence; with a few minor issues, weaknesses, or omissions in the information or evidence. |
| 7 | **Good:** The information in the application covers all key elements and associated specified contract requirements and standards; and with relevant information, backed up with evidence, but lacks detail in some areas; some minor issues, weaknesses, or omissions in some areas of information or evidence. |
| 6 | **Better than Satisfactory:** The information in the application covers all of the key elements and associated specified contract requirements and standards; but is not fully detailed or fully backed up with clear evidence in some areas; a number of minor and / or one or two more significant issues, weaknesses, or omissions in some areas. |
| 5 | **Satisfactory:** The information in the application covers all key elements and associated specified contract requirements and standards; but is not fully detailed or fully backed up with clear evidence in some areas; with a large number of minor, and / or a number of significant weaknesses, issues or omissions in the detail or evidence. |
| 4 | **Less than Satisfactory:** The information in the application has some weaknesses, issues or omissions, lacking detail, clarity and / or evidence with regard to at least one key element and associated specified requirements. |
| 3 | **Weak:** The information in the application has some weaknesses, issues or omissions, lacking detail, clarity and / or evidence with regard to several key elements and associated specified requirements and standards. |
| 2 | **Poor:** The information in the application has material weaknesses, issues or omissions, lacking detail, clarity and / or evidence with regard to many key elements and associated specified requirements and standards. |
| 1 | **Very Poor:** The information in the application does not meet the requirements or does not include sufficient information or clarity or evidence or information in support, to determine whether the response meets the requirements. |

**In accordance with its policy, the Council fully supports organisations wishing to apply for Community Asset Transfer and its assets. However, for such applications and any transfer to be successful, organisations need to score highly ie equating to at least “Very Good” as referenced above. The Council does not wish offer false hope or see organisations effectively set up to fail.**

**For the above reasons, applications need to be clear, credible and robust in most if not all respects. Only those with a score in excess of 136 points (ie out of a total of 170 points available based on the 17 criteria below) will be recommended for approval to progress / move forward to the next stages of the process.**

## Section C - The Proposal

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| --- | --- | --- | --- |
| **C** | **Criterion** | **Score** | **Any Comments** |
| **1** | To what extent are the Aims and Objectives of the organisation clearly defined and in accordance with the applicant’s proposal? |  |  |
| **2** | To what degree are the organisation’s clients / users a priority group for the Council? |  |  |
| **3** | To what extent does the applicant’s executive summary define why the organisation requires the asset and how it will make a difference to the organisation? |  |  |
| **4** | To what degree does the proposal identify how the activities, services, events and uses will be delivered through use of the asset? |  |  |
| **5** | How does the proposal assist the Council with delivery of its’ Corporate Aims and Objectives? |  |  |

**Section D - Community and Partnership Impact**

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| --- | --- | --- | --- |
| **D** | **Criterion** | **Score** | **Any Comments** |
| **1** | To what extent has the organisation demonstrated a demand within the local community for their proposal? |  |  |
| **2** | To what extent has the organisation demonstrated how their proposal will provide added community benefit as a result of acquiring the asset and furthermore how they intend to measure and evidence this? |  |  |
| **3** | To what degree has the organisation undertaken a consultation exercise with the local community and partners about their proposal? |  |  |
| **4** | To what degree is there evidence that the organisation works in partnership with other organisations and community groups in the area? |  |  |
| **5** | To what degree is there evidence that the organisation has an inclusive approach to the needs of different groups of people within the wider community? |  |  |

## Section E - The Asset

|  |  |  |  |
| --- | --- | --- | --- |
| **E** | **Criterion** | **Score** | **Any Comments** |
| **1** | To what degree has the organisation provided details of any proposed works they intend to carry out to the asset, including indicative costs and how these will be funded? |  |  |
| **2** | To what degree has the organisation demonstrated that it has a full understanding of the issues affecting the asset? This should include the following:-   * Condition * Suitability * Accessibility * Health & Safety * Planning Restrictions * Environmental |  |  |

**Section F - Financial**

|  |  |  |  |
| --- | --- | --- | --- |
| **F** | **Criterion** | **Score** | **Any Comments** |
| **1** | To what degree has the organisation demonstrated that the project is financially viable, sustainable and reasonable in terms of projected revenue / income sources and outgoings / expenditure? |  |  |
| **2** | To what degree have the capital costs of any improvement works been accounted for and the funding sources identified? |  |  |

**Section G - Capacity to Manage the Asset**

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| --- | --- | --- | --- |
| **G** | **Criterion** | **Score** | **Any Comments** |
| **1** | To what degree has the organisation demonstrated it has the skills and capacity to manage the asset and deliver the proposal? |  |  |
| **2** | To what degree does the organisation demonstrate a clear understanding of the roles, responsibilities and issues arising from the management of the asset and compliance with amongst other matters the following?   * Health & Safety * Day to Day Maintenance * Risk Management * Safeguarding * DBS Checks |  |  |
| **3** | To what degree has the organisation demonstrated it has a succession plan in place to ensure it maintains the right skills and knowledge for the duration the agreement / lease sought? |  |  |

**Summary**

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| --- | --- | --- | --- |
| **Section** | | **Score** | **Any Comments** |
| **C - The Proposal** | |  |  |
| **D - Community and**  **Partnership Impact** | |  |  |
| **E - The Asset** | |  |  |
| **F - Financial** | |  |  |
| **G - Capacity to Manage the Asset** | |  |  |
| **TOTAL SCORE** | |  | **(minimum score to progress = 136)** |
|  | | | |
| **Assessment Group Recommendation:** | | | |
|  | | | |
| **Members of Assessment Group:** | | | |
| **Date of Assessment:** |  | | |