

Cydweithio i gael y gorau o'r ystad gyhoeddus  
Working together to make the best use of the public estate

## An Example of the Community Asset Transfer Process



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Stage	Requirements	Decision Maker
<p><b>Pre-Application and Stage 1 Expression of Interest (EOI)</b></p> <p>The EOI is Submitted to the Transferring Body/Authority where it will be assessed and, if necessary, further advice and assistance in preparing a full and formal Expression of Interest, with a comprehensive Business Plan, will be provided.</p> <p>In the interests of transparency and fair play to the entire community, the submission of an Outline Business Case will trigger the Council to advertise the availability of the relevant property for a period of up to 4 weeks, following which Outline Business Case's from all interested parties will have to be submitted and considered and invites will be issued to acceptable organisations to proceed to the formal Stage 1.</p>	<p><b>Outline Business Case</b></p> <p>(Document: Community Asset Transfer Outline Business case)</p> <ul style="list-style-type: none"> <li>– Background of the Community Council (CC) or Third Sector Organisation (TSO);</li> <li>– Ability and experience of providing services to the public through the medium of the Welsh language;</li> <li>– Why the asset is needed;</li> <li>– Benefits to community, TSO and Council;</li> <li>– An Organisational due diligence Health Check;</li> <li>– Support from Community, Partners &amp; Stakeholders.</li> </ul> <p>If the original Outline Business Case is initially rejected the TSO will be advised as to the reasons and, if applicable, support from Local CVC Economic Development Officer will be made available in order to improve the submission to the standard required.</p> <p>Support may be available from the Local Authority/Local CVC who can then either provide the support if capacity/skills allow or signpost to other Third Sector support in order to ensure the CC/TSO provides a Detailed Business Plan in the correct format.</p>	<p>Local Authority/Local CVC.</p> <p>Timescales: No more than 4-6 weeks.</p>
<p><b>Stage 2: Formal Expression of Interest</b></p> <p>On recommendation by Transferring Body; a Formal Expression of Interest will be submitted to the Head of Estates; and</p> <p>Strategic Asset Management by the TCOI/TSO/Community Group.</p>	<p><b>Business Plan</b></p> <p>A detailed Business Plan, in the proper format, with a minimum of 3 years financial forecasts, sustainability plan and a consultation survey has to be submitted as part of the formal Expression of Interest.</p> <p>If all the documents are in order the TSO will be invited to proceed to Stage 3. If the application is not supported a full explanation will be provided.</p>	<p>Local Authority/Local CVC.</p> <p>Head of Estates and Strategic Asset Management.</p> <p><b>Timescales:</b> Approximately 1 week.</p>

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<p><b>Stage 3: Full Assessment of Detailed Business Plan</b></p>	<p><b>Submission and Assessment of Detailed Business Plan</b></p> <p>Assessment of Detailed Business Plan with specific attention on:</p> <ul style="list-style-type: none"> <li>– Needs analysis and projected utilisation;</li> <li>– Type of transfer sought and why;</li> <li>– Planned outcomes and benefits and how they will be measured/monitored;</li> <li>– Ability and experience of organisation in providing services to the public through the medium of the Welsh language;</li> <li>– Details of any proposed partnership/collaborative working;</li> <li>– Track record for delivering service/managing property;</li> <li>– Capacity to manage the asset; and</li> <li>– Financial Sustainability planning.</li> </ul> <p>Report to Corporate Strategic Asset Management Board with a detailed assessment of:</p> <ul style="list-style-type: none"> <li>– Benefits for community, the TSO and how they relate to delivering Council priorities;</li> <li>– Risks in relation to financial and organisational ability to manage the asset;</li> <li>– Potential loss of capital receipt and existing income or other opportunity cost to the Council arising from the transfer;</li> <li>– Establish level of discount (if applicable). The General Disposal Consent (Wales) 2003 applies. Applicants should also seek a valuation;</li> <li>– Terms of transfer and any legal issues, including TUPE; and</li> <li>– Monitoring arrangements e.g. Service Level Agreement.</li> </ul>	<p>Head of Estates and Strategic Asset Management</p> <p>In consultation with:</p> <ul style="list-style-type: none"> <li>– Head of Community Regeneration;</li> <li>– Relevant Head(s) of Service;</li> <li>– Ward Members; and</li> <li>– Executive Member.</li> </ul> <p><b>Corporate Strategic Asset Management Board</b></p> <p>Following consultation with:</p> <ul style="list-style-type: none"> <li>– Head of Community Regeneration;</li> <li>– Relevant Head(s) of Service;</li> <li>– Head of Legal and Corporate Compliance; and</li> <li>– Chief Finance Officer.</li> </ul> <p><b>Timescales:</b></p> <p>No more than 8 weeks.</p>

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<b>Stage 4: Recommendation, Decision and Completion</b>	Delegated approval or report to Scrutiny Committee and Executive in line with Disposals and Acquisition Policy.	Head of Legal and Corporate Compliance. Scrutiny Committee. Executive. <b>Timescales:</b> Dependent on complexity 8-16 weeks <b>Total Timescale:</b> 21-31 weeks

**Note:**

It is important that timelines should be realistic, and provide the applicants with sufficient time to prepare any required documentation such as a Business Plan. Flexibility is important, as the timescales may also link to external dependencies such as decisions on funding packages. It is acknowledged and must be recognised by all parties that large transfers can take between 12-24 months to resolve complex issues and develop complete funding packages.