

## Appendix 2

### Appendix 2 – Community Asset Transfer Framework Community Asset Transfer Framework

This framework should be used in line with the Community Asset Transfer Policy. Answering “Yes” to all of the questions in this framework does not necessarily mean that a proposal for asset transfer will be approved or even recommended. Answering “No” to one or more questions does not necessarily mean that an asset transfer will not be possible. This framework is intended as a guide to help inform decisions and is to be used as an appendix to any decision report. There will be other issues to be considered outside of this framework. Community asset transfer is discretionary and subject to the decision of the relevant decision making body (Either Executive Board or the Director of City Development, dependent on the length of lease proposed and the market value of the property).

Answer all questions Yes or No. Please comment on all No answers. Comments may also be inserted for Yes answers if required.

<b>Council Objectives</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Is there a sponsoring service for the asset transfer proposal?			
Does the asset transfer align with the service’s planning objectives, and therefore link into LCC strategic outcomes?			
Had a need for the service to be provided been identified prior to the request for asset transfer?			
Will the sponsoring service monitor service delivery?			
Does the asset transfer link to any contract, service level agreement or other formal agreement with the sponsoring service or other LCC service?			

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<b>Local Objectives</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Are local ward members supportive of the proposal?			
Will the proposal provide clear benefits to the local community?			
Will these benefits improve the social, economic or environmental well being of local residents?			
Has local consultation been carried out with the local community?			
Does the consultation show clear community support for the proposal?			
Have alternative buildings been considered that could be more suitable for the proposal and is this the most suitable building?			
<b>Business Plan</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Has a business plan been produced that is realistic and shows the proposal to be viable?			
Is the proposal free from the requirement of ongoing grant subsidy from third parties?			
Are contracts in place for income generating activities?			

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Has an independent assessment been undertaken that shows the business plan to be viable?			
<b>Funding</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Is the proposal free from reliance on third party capital funding?			
If not, is the required funding already in place?			
Is the funding sufficient to bring the building into suitable repair for the proposal?			
<b>Organisation</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Is the organisation already established rather than being set up primarily for this proposal?			
Does the organisation have the capacity to manage the building and project?			
Have written governance measures been provided?			
Does the organisation have recognised not for profit legal status?			
If approved would this be the organisation's first successful request for Community Asset Transfer?			

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<b>Financial Objectives</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Has alternative development potential of the site been considered?			
Would the proposal have no significant impact on the capital programme?			
Would this transfer be supportable when considered alongside other proposals approved recently and currently proposed?			
Will transfer of the asset achieve costs savings for LCC?			
<b>Other Considerations</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Will the project avoid State Aid issues?			
Has an equality, diversity, cohesion and integration impact assessment been carried out?			
Does the organisation have an open access policy that welcomes access for all sections of the community and that will applied at the subject property?			
Does the organization have a safeguarding policy?			
Has the property been registered as an asset of community value under the Assets of Community Value provisions?			

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<b>Total Count Yes/No</b>			
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