



## Community Asset Transfer

### Application Form Evaluation - Example

Name and Address of Organisation \_\_\_\_\_

Property and/or land address \_\_\_\_\_

Property Reference Number \_\_\_\_\_

Information supplied:-

Minute of the meeting authorising application	Yes/No
A business case	Yes/No
Articles of association or other relevant governance documentation	Yes/No
Recent annual report	Yes/No
Organisational Structure	Yes/No
Three years audited accounts	Yes/No
Current Insurance Policy	Yes/No

The following factors will be considered according to the outcome for the property for example if the main outcome is an environmental one, then this may be weighted more highly than economic or social impact.

The panel can request further information or references to support the application.

Item	Content	Comments
1.	<b>Statement of aims and objectives of the organisation</b>  Evidence of a mission statement/vision for the organisation and a business plan	
2.	<b>Strategic Impact Benefits</b>  Has the organisation demonstrated how their strategic benefits are being addressed by the transfer and that the use will continue to be enhanced by the transfer	
3.	<b>Social Impact Benefits</b>  Evidence that the organisation understands their community and its current needs. Does it monitor the activities and services it delivers and can it produce this information showing an increase in use. Does it seek feedback about its services from its customers. Is there a community profile, consultation documents or other knowledge	



	<p>showing an understanding of the area that benefit from the service and the numbers that use the service? How does it improve the quality of life for people in North Northamptonshire.</p>	
<b>4.</b>	<p><b>Economic Impact Benefits</b></p> <p>Has the organisation demonstrated the measurement of economic impact. What additional impact will this transfer bring in terms of jobs both directly employed and indirectly. Is there an apprenticeship scheme.</p>	
<b>5.</b>	<p><b>Environmental Impact Benefits</b></p> <p>Environmental policy and procedures, recycling and energy conservation initiatives. EPC rating and ability to maintain and or improve the energy performance of the property. Are there natural benefits such as increased biodiversity or carbon reduction.</p>	
<b>6.</b>	<p><b>Governance Arrangements</b></p> <p>Is there a legal entity that will have responsibility for the property. Is there a written governing document (eg memorandum and articles of association) that is current, legal and matches the stated activities. If a charity is it registered with the Charity Commission and a search completed. If a Community Interest Company or other charitable company is it registered with companies house and a search completed. Has the organisation provided a management structure, written policy covering roles and responsibilities of Trustees/Directors Look for AGM document, completion of annual returns, annual report and accounts completed on time. Minutes of AGM. Conflict of interest and data protection policies. How long has the organisation been established.</p>	
<b>7.</b>	<p><b>Equality, Diversity, Safeguarding</b></p>	



	<p>Policies to demonstrate an inclusive environment, one that understands the importance of safeguarding and demonstrates active measures taken to protect its customers. Is there a code of conduct and procedure specifying standards of acceptable behaviour including proactive measure to prevent discrimination of all types.</p>	
<b>8.</b>	<p><b>Asset Management Experience</b></p> <p>Evidence of experience to manage the property, knowledge of property laws in terms of occupiers liability, duties owed to staff and visitors in terms of property compliance. Is there a property officer and a health and safety policy and practices relating to property. Has the organisation experience of being a tenant and or owner of property.</p>	
<b>9.</b>	<p><b>Health &amp; Safety Policy</b></p> <p>Evidence of a health and safety policy and processes for staff and customers health, safety and welfare. Method statements and risk assessments.</p>	
<b>10.</b>	<p><b>Insurance Policy</b></p> <p>Current insurance policy for employers liability and public liability</p>	
<b>11.</b>	<p><b>Finance</b></p> <p>Is there a viable financial model showing the investment available to the organisation and evidence of the ability to attract funding. Are three years financial accounts and recent bank statement. Does the legal entity have the financial means to purchase and run the asset.</p>	
<b>11.</b>	<p><b>Marketing</b></p> <p>Is there a policy for promoting the activity, evidence of a growth strategy and sustainable strategy for increasing market share? Information on customer feedback?</p>	
<b>12.</b>	<p><b>Council Corporate Plan</b></p> <p>Does the information received meet the Council objectives in the Corporate Plan, if so which ones. Is this a partnership and or</p>	



	use that the Council supports because it delivers the Councils objectives.	
13.	<b>Ward Councillor Feedback</b>	

**Decision Making Panel Names & Role in the Council**


**Panel Summary & Recommendation**

--

Date: \_\_\_\_\_

**Recommendation Approved by:**

--

Date \_\_\_\_\_

Signed \_\_\_\_\_