



COMMUNITY ASSET TRANSFER POLICY AND GUIDANCE FOR APPLICANTS

Forward

Whilst Shropshire is one of the most sparsely populated rural counties in England, with around 94% of its area classified as rural, it has a diverse range of local towns and villages which form our communities in which many of our 306,100 residents live.

As part of our core objective to strengthen our local towns and villages the Council, through working with the local Town or Parish Council or the Voluntary Sector, may enable the transfer of suitable land or buildings to a community group or organisation.

The Community Asset Transfer Policy sets out the Council's approach to Community Asset Transfer and provides information on organisations that can provide a wide range of advice for those groups who are keen to take on an asset to manage for the benefit of their local community.

The Policy has been prepared in conjunction with representatives of the Voluntary and Community Sector Assembly and will help to support the Council's core objectives of encouraging our communities to flourish and making Shropshire a better place.

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Shropshire Council Community Asset Transfer Policy

1. Statement of Commitment:

Shropshire Council is committed to Community Asset Transfer ('CAT') where that will bring benefits to our communities and contributes towards the Council's aims and objectives.

Shropshire Council recognises that CAT forms a valuable part of the overall framework of supporting and sustaining the Voluntary and Community sector in Shropshire.

In developing this policy Shropshire Council is committed to using council assets to assist in forming long-term partnerships with Voluntary and Community sector organisations ('VCSOs') that meet the Council's criteria, in order to create stronger, more cohesive and more sustainable communities.

We will proactively investigate potential opportunities for CAT to local communities and social enterprises, where the assets may be beneficially managed by those who regularly use them and in doing so will seek to minimise financial liability for the Council in the future.

We will have a transparent process for CAT and will adopt an agreed method of assessing all requests for CAT of the Council's assets.

Our policy will integrate with the Localism Bill 2011.

2. What is Community Asset Transfer?

2.1 Definition: "The transfer of land or buildings from the Council's freehold ownership into the stewardship and/or ownership of Voluntary and Community sector organisations."

2.2 CAT can take place in different forms:

- management agreement
- licence to occupy
- short lease
- long lease
- Freehold transfer

2.3 CAT usually involves a transfer at less than market value, either at a reduced cost, or for a nominal consideration. The social, economic or environmental benefits of the proposed Transfer may be taken into account in determining the value.

2.4 CAT can apply to land and buildings used by the community. A community building is defined as "A free-standing building that is managed, occupied or used primarily by the voluntary and community sector and where community-led activities for community benefit are the primary use of the building".

3. Why may the Council transfer assets to Voluntary & Community Sector organisations?

3.1 We believe that VCSOs are often best placed to manage facilities in their local communities. They make extensive use of volunteers and their local knowledge and hands-on management of the asset is likely to result in lower overheads and better value-for-money, as well as a more intensive use of the asset.

3.2 Community management and ownership of assets directly supports the Council's new, devolved decision making process. It empowers local communities, puts local organisations in control, encourages pride of place and generates wealth in Shropshire's communities.

3.3 An asset can also provide a VCSO with greater financial viability and reduce its dependency on grants. The asset will enable it to apply for external funding that is not available to the council, or even to secure loan finance on the value of the asset.

3.4 Better use of its assets can help the council achieve improved outcomes and efficiencies.

4. Which organisations can be considered for CAT?

4.1 VCSOs or organisations that are not for private profit:

- unincorporated charitable organisation
 - company limited by guarantee with charitable status
 - Community Interest Company (CIC) limited by guarantee or by shares
 - community benefit Industrial & Provident Society with an asset lock
 - Charitable Incorporated Organisation
 - CASC Community Amateur Sports Club
- other charitable bodies may be considered at the Councils discretion.

4.2 CAT recipients can be of any size and need to:

- aim to deliver social, economic or environmental benefits
- directly benefit the people of Shropshire
- benefit as wide and diverse a range of local people as possible within the community in which the asset is located

4.3 Privately owned or commercial organisations can only be considered if their main aim is to deliver social, economic or environmental benefits and they meet the criteria in paragraph 4.2.

4.4 National organisations whose remit is regional or nationwide are not normally considered for CAT unless they meet the criteria in paragraph 4.2.

4.5 The potential transfer of assets to Town and Parish Councils will be managed separately through the Council's surplus property procedures.

5. What are the criteria that VCSOs need to meet to be eligible for CAT?

Shropshire Council will only consider applications from VCSOs that can clearly

demonstrate all of the following in a well prepared business case which reflects:

- a clear community/social demand for the proposed CAT
- the capacity to manage the asset and have directors or management committee members who have the necessary experience and skills
- good governance arrangements, robust financial systems, and all necessary policies expected of a community organisation; this can be evidenced by having a recognised quality mark, or by meeting all the basic requirements for a good community organisation as listed in Appendix A of the policy
- the ability of the VCSO to contribute towards the Council's corporate and strategic objectives and the Shropshire Community Strategy
- that the proposed use of the asset will not adversely impact on activities, services or facilities already provided in the local community

6. On what basis will the asset be transferred?

6.1 In determining the basis of transfer we will carefully consider the specific needs of the VCSO, the condition of the asset and the requirements of potential funders or lenders. The preferred basis of transfer is through the grant of a Lease and we will determine the length of the lease term on the needs that are clearly supported by the VCSO's business plan, and on the VCSO's capacity to manage the asset. In certain cases, we may offer a phased transfer, depending on the VCSO's resources.

6.2 The transfer of the freehold of the property may in certain circumstances be appropriate and that will be considered on a specific case by case basis. An example of this may be where the VCSO already owns an adjacent property or land and wishes to integrate the asset into its existing property and a part freehold/part leasehold situation may not be appropriate.

6.3 Proposals from VCSO's that are independent, community-run and led organisations, rooted in a sense of place, and with a mission to improve things for the whole community and those which include the co-location of several services (a 'community hub') will be encouraged in this context.

6.4 The Council will determine rent payments or purchase costs on a case-by-case basis, for example; an organisation that has a substantial commercial use of a building that generates large profits in excess of the running costs would be expected to make a larger payment whereas a small community-based group managing a small property may be asked to make a smaller or nominal payment. However, the Council will expect community based groups to be responsible for all running costs of the building, including repairs, maintenance and all insurance. The terms of transfer will be negotiated on a case-by-case basis with the interested organisations. Any transfer at below market value will need to comply with State Aid rules, this will form part of the transfer process and assessment

6.5 The following is a guide to the length of term that may apply to new CATs, based on the anticipated requirements of most charitable funders:

- a management agreement or licence will normally be granted for up to 12 months
- a lease of up to 7 years with break clauses
- a lease of up to 25 years with break clauses
- in exceptional cases, a lease longer than 25 years may be appropriate if supported by a business case that demonstrates special circumstances or requirements from funders or lenders.

6.6 We will be as flexible as possible when designing lease clauses, so that maximum benefit is achieved for both the VCSO and the Council. This will enable the asset to be used imaginatively, e.g. through the ability to sub-let and through flexible user clauses. The Council intends to provide model documents based on those issued by the Asset Transfer Unit for ease of use in Community Asset Transfers.

6.7 Once granted, leases may be renegotiated at a future stage, to meet the VCSO's changed activities or circumstances, or to meet the requirements of potential funders or lenders.

6.8 Leases may, where the transferred asset forms part of an agreement for the provision of services, be accompanied by a Service Agreement that will secure the longer term benefits of the CAT. This will set out the agreed minimum standards, opening hours and activities, and how these will be measured and monitored. It will also ensure that the VCSO meets all necessary requirements to achieve optimum community benefit and use of the asset.

6.9 Leases longer than 7 years will normally only be granted to organisations that have an 'asset lock' and will contain clauses that prevent the asset being assigned or sold on for unintended financial gain and, where appropriate, the loss of the agreed benefits.

6.10 The Council is committed to the successful transfer of assets to community based groups. However, it is also recognised that running a building is an onerous commitment. The Council does not want local people to be deterred from engaging in community asset transfer because they are apprehensive about the possible risks of transfer.

6.11 Therefore the binding agreement leading to Community Asset Transfer, will include (a) transfer or return of building should the venture cease, including dissolution, insolvency or corruption, (b) the Council retaining the right to cease the agreement should conditions of transfer be breached, (c) appropriate covenants regarding future use of property and (d) provisions to enable the Council to inspect the building and the services being provided to ensure that it is being used and managed appropriately. In the case of (a) a dilapidations liability may well apply. In accepting the return of an asset the Council will not normally assume any responsibilities or liabilities of the VCSO. In addition the Council will not normally act as guarantor for a VCSO when transferring an asset or subsequently after transfer.

6.12 The Council will share with any interested VCSO its information regarding the condition and operating costs of any asset that may be transferred without warranty or liability to a third party. The acquiring VCSO should take their own appropriate professional advice as to the condition, future repairs and maintenance liabilities and premises management issues. The VCSO will be expected to satisfy the Council that they are able to maintain the building satisfactorily after transfer.

7. How to apply for a Community Asset Transfer?

7.1 On receipt of notification of an asset being considered for disposal or transfer by the Council a VCSO should complete an Initial Expression of Interest form and return that to the Council within the stipulated period. The expression of interest will be assessed and if suitable the VCSO will be invited to make a Formal Expression of Interest Application to the Council. Examples of both forms are attached at Appendix B (i) and B (ii).

7.2 The Formal Expression of Interest will include the requirement for the submission of a Business Plan. The Council would expect the Business Plan to demonstrate the aims and objectives of the VCSO, the specific proposal for the asset, evidence of community need and project and management plans for the proposal. Further detail of the sections of the Business Plan is set out in Section A7 in the Guidance Notes for completing the Formal Expression of Interest. A wide range of help and support is available to organisations considering Community Asset Transfer and they are listed at Appendix D.

8. What is the assessment process for CAT applications?

8.1 The table sets out the timetable for consideration of applications for Community Asset Transfer and reflects the timetable which is afforded to organisations seeking to exercise the Community Right to Bid.

Steps	Elements	Assessors / decision makers	Timescales for outcomes by either Council or VCSO
Initial expression of Interest stage			
1.	Advertisement on the Community Asset Transfer Register . Initial expression of interest to be provided by VCSO within timetable required.	VCSO body VCSO representative	IEOI to be submitted by the advertised closing date
2.	Notification to VCSO that the VCSO can proceed through the stages below	Council officer	1 Month from date of notification
Formal Expression of Interest			
Stage 1:	Submission of Formal Application to the Council	VCSO representative	Max 6 weeks
	Desktop Assessment	Council Officers	Max 2 Months

Stage 2	Preparation of detailed business case and feasibility assessment	VCSO Body	Max 3 Months
Stage 3:	<ul style="list-style-type: none"> i), Full assessment of the Business case against the assessment criteria ii), Legal advice and professional support iii), Written report iv), Formal Decision by Senior Officer or Cabinet if it is a lease longer than 10 years or a “Key Decision”. v), written notification of decision 	Council Officers	Max 2 Months
Stage 4:	<ul style="list-style-type: none"> i), Issue Draft Heads of Terms ii), Preparation of draft leas or contract and service agreement (if required) iii), Obtain Secretary of State consent (where necessary) iv), Completion of all agreements and documentation 	Council Officers, VCSO officers and their solicitors	3 to 6 months

8.2 An example of the assessment tool(s) that will be used at Stage 3 is attached at Appendix C.

9. Appendices:

Appendix A: VCSO organisational requirements

Appendix B (i): example of Initial Expression of Interest for Community Asset Transfer Application form

Appendix B (ii) example of Formal Expression of Interest for Community Asset Transfer Application forms and Guidance notes

Appendix C: Assessment tool for Formal Expression of Interest

Appendix D: Organisations offering help and support

Appendix E: Glossary

Hyperlink to Shropshire Council's corporate plan:

[http://www.shropshire.gov.uk/shropshirecouncil.nsf/viewAttachments/RHUY-8PREAU/\\$file/Shropshire-Council-Plan.pdf](http://www.shropshire.gov.uk/shropshirecouncil.nsf/viewAttachments/RHUY-8PREAU/$file/Shropshire-Council-Plan.pdf)

Hyperlink to Shropshire Partnership's Community Strategy:

<http://www.2shrop.net/shropshirepartnership>

Community Asset Transfer Policy – Organisational Requirements

Shropshire Council's requirements for organisations seeking approval for a Community Asset Transfer:

In order to ensure consistency in considering applications we will look for evidence that the organisation has achieved a quality accreditation standard or exercise judgement that an organisation, that doesn't have accreditation to a quality standard, meets all the criteria below.

An organisation applying for a CAT under this policy should, where appropriate:

- a) have an appropriate governing document
- b) have clearly defined roles and responsibilities for management committee members as directors and/or charity trustees
- c) have elected officers, elections and regular meetings in accordance with its governing document
- d) comply with all Charity Commission and Companies House requirements as may be required
- e) understand conflicts of interest and have an appropriate process for dealing with them
- f) understand its community and its current needs, monitor the quality and relevance of its services, seek feedback, and ensure that its services are fully accessible and appropriate to its community
- g) have regular financial updates for the organisation and Trustees/Directors or Management Committee members understand their role and obligations
- h) produce annual accounts, appropriately examined or audited, and containing the Annual Report
- i) have written policies covering payment of Trustees/Directors/Management Committee Members and volunteers, have a Reserves Policy, have procedures for paying/reclaiming the correct amounts of tax, NI and VAT
- j) operate a consistent charging and lettings policy that balances the needs of the organisation with the needs of local groups
- k) have a separate trading company with a clear legal relationship, where applicable
- l) have a clear recruitment policy and written procedures for the recruitment, induction and support of employees and volunteers
- m) have contracts of employment and written conditions of service for all staff

- n) comply with relevant equal opportunities legislation in its work and recruitment/employment of staff
- o) have the correct licences, permissions and insurance cover, where applicable
- p) comply with good health and safety practice and legislation
- q) comply with The Children's Act and The Safeguarding Vulnerable Groups Act 2006

There are a range of quality accreditation assessment standards and these include:

Locality 'Healthcheck'

Locality uses a 'healthcheck' approach which includes an assessment of a development trust's organisational health, financial robustness and whether it is pursuing environmental, social and economic objectives. For further information see www.locality.org.uk/locality/activities/services/healthcheck.

Community/voluntary sector Code of Good Governance

The Governance Hub (now part of the National Support Service of NCVO) has set out a code for good governance for the voluntary and community sector. For further information see: www.ncvo-vol.org.uk/governanceandleadership.

The Charities Evaluation Services PQASSO kite-mark

The PQASSO kite-mark is an externally assessed quality assurance system for small organisations. Areas covered include: governance, management, staff and volunteers, managing resources and monitoring and evaluation. For further information see: www.ces-vol.org.uk/index.cfm?pg=42.

VISIBLE Communities™

The organisation offers accreditation and assessment around seven key standards. It also offers an opportunity for review of an organisation in terms of its policies and procedures. Further details of pre-VISIBLE can be downloaded from www.visiblecommunities.org.uk/index.php?page=10.

Clubmark (Sport England)

Clubmark is the only national cross sports quality accreditation scheme for clubs with junior sections. It is built around a set of core criteria which ensure that accredited clubs operate to a set of consistent, accepted and adopted minimum operating standards. **Sport England** recognises and values the commitment made by sports clubs to develop high quality, welcoming environments for young participants. The development of clubs that encourage young people to take-up sport, improve their talents and give them the option to initiate and maintain life-long participation in sport is an essential part of our work to support the sporting infrastructure in England. For further details visit www.clubmark.org.uk.



INITIAL EXPRESSION OF INTEREST FOR COMMUNITY ASSET TRANSFER

If you want to express an interest in applying for a Community Asset Transfer of either land or a building under Shropshire Council's Community Asset Transfer Policy, please fill in all the sections on this form. The form can either be completed electronically or in writing.

When completed you should send to:

Strategic Asset Manager, Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND or by e-mail to: steve.law@shropshire.gov.uk. Your enquiry will be acknowledged within 10 days of receipt.

Data Protection Act 1998

PLEASE READ CAREFULLY

The details you provide on this form will only be used in connection with assessing your expression of interest Asset Transfer enquiry. Your information may be shared with Elected Members, colleagues within Shropshire Council and other Voluntary and Community agencies.

1. About You	
Your name	
Contact Address	
Telephone number	
Fax number	
E-mail address	
Please let us know if you have any particular communication needs	

2. If you represent an organisation; i.e Charity, Community Interest Company; please give details:	
Name of Organisation:	
Type of Organisation:	
Type/size of building required	



FORMAL EXPRESSION OF INTEREST FOR COMMUNITY ASSET TRANSFER

You should not complete this form until you are invited to do so by The Council following confirmation that your initial expression of interest can proceed to the next stage. **Please read the accompanying guidance notes while you are filling in this form.**

We will not be able to process your application unless we receive all the information that is relevant to your asset transfer. You should fill in all the sections of the form and write 'not applicable' if a section does not apply to you. The form can be completed electronically or in writing.

Data Protection Act 1998

PLEASE READ CAREFULLY

The details you provide on this form will only be used in connection with assessing your expression of interest Asset Transfer enquiry. Your information may be shared with Elected Members, colleagues within Shropshire Council and other Voluntary and Community agencies.

Name of Asset	
C.A.T. reference number:	

SECTION A – ABOUT YOU AND YOUR ORGANISATION

1	Please provide the details of the organisation making the application	
Name of Organisation:		
Address of Organisation (inc postcode):		
Telephone number		
Fax number		
E-mail address		

2	Please provide details of the contact person in relation to this application	
Full name		
Position in Organisation		
Telephone number		
Fax number		
E-mail address		

3	What type of organisation are you?		
Company limited by guarantee	<input type="checkbox"/>	Company Registration Number:	
Limited Company	<input type="checkbox"/>		
Community Interest Company	<input type="checkbox"/>		
Unincorporated organisation	<input type="checkbox"/>		
Co-operative	<input type="checkbox"/>		
Industrial & Provident Society	<input type="checkbox"/>		
Registered Charity	<input type="checkbox"/>		
Other (please specify)			

4	Is the organisation part of a bigger local or national organisation?	
Yes	<input type="checkbox"/>	
No	<input type="checkbox"/>	
If yes please provide details including contact details, the services they provide and confirmation that they are aware of your application for this Transfer		

5	What are the current services provided by your organisation?

6	When was your organisation established?

7	<p>Please confirm that the organisation has prepared an Outline Business Plan for the proposal and attach a copy with this form.</p> <p>A full detailed business plan will be required if the application proceeds</p>
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outline business plan available	Yes	<input type="checkbox"/>	
	No	<input type="checkbox"/>	
Name of business plan			
Detailed Plan also available	Yes	<input type="checkbox"/>	
	No	<input type="checkbox"/>	

8	What is the length of time you are requesting the Asset to be transferred for?
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A Lease for up to 10 years	<input type="checkbox"/>	
A Lease for 10-25 years	<input type="checkbox"/>	
A Lease in excess of 25 years	<input type="checkbox"/>	
A freehold transfer*	<input type="checkbox"/>	

*Please note: if you are requesting a freehold transfer this will be in exceptional circumstances only and you will need to fully demonstrate why a long lease will not suffice.

9	Is this a joint or partnership application? If yes, please give details
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Yes	<input type="checkbox"/>	
No	<input type="checkbox"/>	
If yes give details of all partners involved:		

10	<p>Does your organisation's governing body endorse this application for Asset Transfer?</p> <p>If you answer no, please explain reason(s) why</p>
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Yes	<input type="checkbox"/>	
No	<input type="checkbox"/>	
If No please explain the reason(s)		

SECTION B – GOVERNANCE ARRANGEMENTS OF THE ORGANISATION

11	What are the aims and objectives of the organisation?

12	Does the organisation have a set of governing documents?	
	Please tick all that apply and attach a copy with your application.	
Yes	<input type="checkbox"/>	
No	<input type="checkbox"/>	
Constitution	<input type="checkbox"/>	
Articles	<input type="checkbox"/>	
Other (please give details)		

13	Does the organisation have an established Management Committee or Board of Trustees/Directors? If yes, please tick the type of governing body you organisation has and explain how many people are there on it.	
Yes	<input type="checkbox"/>	
No	<input type="checkbox"/>	
Management Committee	<input type="checkbox"/>	
Board of Trustees	<input type="checkbox"/>	
Board of Directors	<input type="checkbox"/>	
Other (please state)		
Number of People in Governing Body		

14	Does the organisation hold regular meetings? If yes please state frequency	
Yes	<input type="checkbox"/>	
No	<input type="checkbox"/>	

Frequency			
14a	Are the Meetings Minuted?		
Yes	<input type="checkbox"/>		
No	<input type="checkbox"/>		
14b	Are signed copies of the Minutes Available?		
Yes	<input type="checkbox"/>		
No	<input type="checkbox"/>		

SECTION C – EQUAL OPPORTUNITIES AND OTHER POLICIES

15	What policies does the organisation have and when were they last reviewed?		
Equal Opportunities	<input type="checkbox"/>	Date last reviewed	
Health & Safety	<input type="checkbox"/>	Date last reviewed	
Volunteers	<input type="checkbox"/>	Date last reviewed	
Other (please state)	<input type="checkbox"/>	Date last reviewed	
Other (please state)	<input type="checkbox"/>	Date last reviewed	

SECTION D - FINANCIAL SUSTAINABILITY OF THE ORGANISATION

16	What is the annual income of the organisation?		
Less than £10,000	<input type="checkbox"/>	£50,000 to £100,000	<input type="checkbox"/>
£10,000 to £30,000	<input type="checkbox"/>	Over £100,000	<input type="checkbox"/>
£30,000 to £50,000	<input type="checkbox"/>	Other (please state)	

17	What is the annual expenditure of the organisation?		
Less than £10,000	<input type="checkbox"/>	£50,000 to £100,000	<input type="checkbox"/>
£10,000 to £30,000	<input type="checkbox"/>	Over £100,000	<input type="checkbox"/>
£30,000 to £50,000	<input type="checkbox"/>	Other (please state)	

18	How is the income generated?		
Room Hire	<input type="checkbox"/>	External Grant Funding	<input type="checkbox"/>
Fund Raising	<input type="checkbox"/>	Contracts/commissioning	<input type="checkbox"/>
Trading	<input type="checkbox"/>	Membership Fees	<input type="checkbox"/>
Other (please specify)			

19	Does the organisation hold a Bank Account	
Yes	<input type="checkbox"/>	
No	<input type="checkbox"/>	

20	How many employees and volunteers are part of your organisation?

21	Does the organisation currently manage / or have they previously managed any buildings and/or facilities?	
Yes	<input type="checkbox"/>	
No	<input type="checkbox"/>	
If yes give details:		

22	Does your organisation have a financial management policy and procedures in place?	
Yes	<input type="checkbox"/>	
No	<input type="checkbox"/>	

23	Does the organisation have audited accounts?	
Please append a copy of the last years audited accounts with your application.		
Yes	<input type="checkbox"/>	
No	<input type="checkbox"/>	

23a	Are the Accounts Independently audited?
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Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

24	Please provide a short summary of the project including its forecast costs and timetable for completion

SECTION E - DECLARATION

Declarer 1	
I declare that I have read and accept the guidance notes. As far as I know the information on this application is accurate and truthful. If any information should change, I will notify the Asset Transfer Team immediately in writing.	
Sign and date	
Print name	
Position in Organisation	
Telephone number	
Fax number	
E-mail address	

Declarer 2	
I declare that I have read and accept the guidance notes. As far as I know the information on this application is accurate and truthful. If any information should change, I will notify the Asset Transfer Team immediately in writing.	
Sign and date	
Print name	
Position in Organisation	

Telephone number	
Fax number	
E-mail address	

Date Application Received by Shropshire Council:

SECTION G – IMPORTANT NOTES

Now that you have completed your application, please check that all sections have been completed in accordance with the guidance notes.

We recommend that you retain a copy for your records and should your circumstances or contact details change then please notify the appropriate officer.

Please attach;

- A copy of the Outline Business Plan
- Your Organisations Governance document(s)
- Last years audited Accounts

Please do not send any other supporting documents, with this application, however, they may be requested in the future.

Please send your completed application form to the following address:

Strategic Asset Manager, Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND or **by** e-mail to steve.law@shropshire.gov.uk. We will acknowledge your application within 10 working days of receipt.



GUIDANCE NOTES FOR COMPLETION OF FORMAL EXPRESSION OF INTEREST FOR COMMUNITY ASSET TRANSFER

This document gives you information to help you fill in the Formal Expression of Interest for Community Asset Transfer application form. You should not fill in this form unless you have previously submitted an Initial Expression of Interest form and have been invited to proceed to a full application. Please take time to read these guidance notes before you complete the form.

The following section takes you through each question on the application form. It is important to answer every question, which applies to your project as clearly and fully as you can. If there is insufficient space provided to complete a question then a separate continuation sheet can be used, clearly stating the section and question number that the information refers to.

If you have any problem filling out this form or answering any of questions you should contact Steve Law, Strategic Asset Manager either on 01743 253467 or by e-mail to steve.law@shropshire.gov.uk

We look forward to receiving your application.

SECTION A – ABOUT YOUR ORGANISATION

1 Please provide the name and address of the organisation making the application

Please give the name of your organisation as shown in your governing document.

The address provided should be the official or registered address of your organisation, including the full postcode, and the area code in the phone and fax number.

This will be the organisation that will receive the asset should the application be successful.

2 Please provide details of contact person in relation to this application

Please provide details of the main contact person in the organisation in relation to your application. The contact person must be someone from your organisation, and be able to provide detailed information about the application and the organisation.

Please also let us know if this person has any particular communication needs.

3 What is the legal status of the lead organisation?

Please tick the appropriate box(es) and provide registration numbers if applicable.

4 Is the organisation part of a bigger local or national organisation?

If yes please provide details including contact details, the services they provide and confirmation that they are aware of your application for this Transfer

Tell us if your organisation is part of a bigger local or national organisation, it is important that you provide the name and contact details of the associated organisation. Also include where the organisation operates from, the services it provides and confirmation that you have agreement from the larger organisation in relation to this transfer.

5 What are the current services provided by your organisation?

Please provide information about the current services provided by the organisation and whether they are targeted at particular groups. Include in this section the geographical area covered and the groups that benefit from your services.

6 When was your organisation established?

Please provide information about how long the organisation has been established.

7 Please confirm that the organisation has prepared a Business Plan for their proposal and attach a copy with this form.

Please confirm that your organisation has prepared a Business Plan, state the name of the document and attach a copy to this application form. An outline plan will be sufficient at the first stage but a full detailed plan will be required if the application proceeds.

We would expect that the business plan will include sections covering the topics set out below:

Introduction	A snapshot of what the organisation does, where you are now, where you want to go and how you will get there Background Description of the organisation Vision, aims and objectives Services you provide and who benefits
Organisation and Management	Governance Management structure (including skills, experience and knowledge held by members) Staffing (if appropriate) QA Standards held by organisation Policies, systems and procedures for Health and safety Equal opportunities Environmental principles Financial policy and agreements Booking and hiring procedures (if appropriate)
Proposal	Outcomes, aims, objectives and, if applicable, any targets

	the proposal would achieve, including their monitoring and assessment over the life of the project. Identifying how these linked to Shropshire Council priorities and other relevant strategies.
Community needs	Needs – evidence Other community facilities / gaps in provision Any local Consultation that has been undertaken Community Benefits – including potential projects, usage etc.
Partnerships	Outline any key partnerships and relationships needed to deliver this proposal
Property	Identify site. Proposals for site – building / refurbishment Length of lease or proposed transfer arrangement If it is planned to refurbish or extend the building then reference should be made to any Planning issues and Project management arrangements
Risk assessment	A risk assessment to show that you have undertaken a methodical review of the risks that may face your organisation over the life of the plan, have assessed the likelihood of them happening and their impact, and have formed a plan for dealing with those events, should they occur
Project Plan	You should include a timeline of key tasks and activities. You should also explain how you will monitor and review your plan and who will be responsible for doing this. Description of any proposed development. Detailed breakdown of timings/costs for any proposed building works or refurbishment proposals, and how this would be funded

Please note that a Business Plan will be required to be submitted for all proposed community asset transfers. Support and advice on preparing Business Plans can be obtained from a wide range of sources and some of those are listed at Appendix C of the Community Asset Transfer Policy.

8 What is the length of time you are requesting the Asset to be transferred for?

Please state the length of time you wish to have the asset transferred to your organisation for in terms of number of years.

9 Is this a joint or partnership application? If yes, please give details

Please tick Yes or No as appropriate

If Yes provide information about the name of partner organisation(s) working with you and explain the capacity in which the partners are involved.

10 Does your organisations' governing body endorse this application for Asset Transfer? Please tick as appropriate. If you answer no please explain reason(s) why

Please confirm if your organisations' governing body are in agreement with this application for Asset Transfer or not by ticking the appropriate box.

If you answer No, please explain the reason(s) for this decision.

SECTION B – GOVERNANCE ARRANGEMENTS OF THE ORGANISATION

11 What are the aims and objectives of the organisation?

Explain what the aims and objectives are of the organisation. *Aims are statements detailing the purpose of your organisation. Objectives are about how you will achieve the aims.*

12 Does the organisation have a set of governing documents? Please tick as appropriate and please attach a copy with your application.

Please tick Yes or No to advise if your organisation has a set of governing documents. If you have ticked Yes then advise on the name of the document by ticking the appropriate box.

If you tick Other, please provide name of the governing document.

13 Does the organisation have an established Management Committee or Board of Trustees/Directors? If yes, please tick the type of governing body your organisation has and explain how many people are there on it.

Provide information about the type of governing body your organisation has by ticking the appropriate box and stating the number of people on the Governing Body.

14. Does the organisation hold regular meetings, are they minuted and are signed copies of the minutes available?

SECTION C – EQUAL OPPORTUNITIES AND OTHER POLICIES

15 What policies does the organisation have and when were they last reviewed?

Please indicate by ticking in the appropriate boxes for the policies which your organisation has.

Where you have ticked a box for a particular policy please enter the date on which this Policy was last reviewed.

Please note that depending on the intended use of the asset and services that you organisation provides details of other policies may be required (for example child protection, vulnerable adults etc.)

SECTION D - FINANCIAL SUSTAINABILITY OF THE ORGANISATION

16 What is the annual income of the organisation?

Please provide information on the annual income of the organisation by ticking the appropriate box.

17 What is the annual expenditure of the organisation?

Please provide information on the annual expenditure of the organisation by ticking the appropriate box.

18 How is the income generated?

Please tick all income sources that apply (room hire, fund raising, external funding, trading, membership fees etc.) and provide information on any other income generated

19 Does the organisation hold a bank account?

Please advise yes or no.

20 How many employees and volunteers are part of your organisation?

Please advise of the numbers of employees and/or volunteers who are part of your organisation.

21 Does the organisation currently manage / has previously managed any buildings and/or facilities? – Please give details

Please tick Yes or No as appropriate

If Yes, provide information about the name and address of the buildings and /or facilities that have been or are under the management of your organisation. Include information about the size of the building/facility, services operated, number of people involved – paid staff, volunteers etc.

22 Does your organisation have a financial management policy and procedures in place?

Please indicate if your organisation has a financial management policy and procedures.

23 Does the organisation have independently audited accounts? And are they audited? Please append a copy of the last years audited accounts with your application.

Please indicate if the organisation has independently audited accounts by ticking the appropriate box.

24 Please provide a short summary of the project including its forecast costs and timetable for completion of any related improvement project

Please provide a short summary of the forecast costs and timetable for completion of your project for taking on the asset. This may include running costs as well as any improvements planned to the building.

SECTION E - DECLARATION

Please make sure that all sections are fully and accurately completed and date the application after signing. The declaration must be signed by **two** appropriate members of the organisation of which one **MUST** be The Chairperson. One must be someone other than your contact person.

Assessment tool for Formal Expression of Interest

Scoring methodology for Application Form:

Score Definition

0	Response does not meet criteria and/or is unacceptable	2	Response fit for purpose. Good in many respects. No significant weaknesses, issues or omissions
1	Response partially meets requirements but contains material weakness, issues or omissions and/or is inconsistent	3	Response meets criteria to exceptional standard. Robust and detailed in all material respects. Minimal omissions

Question number	Information	Assessment Criteria	Score
1	Details of the organisation	Completion of table	Yes/no
2	Details of contact person	Completion of table	Yes/no
3	Legal status/Type of organisation	Completion of table	Yes/no
4	Is the organisation part of a larger local or national body	Completion of table	Yes/no
5	What current services are provided by the organisation	Completion of table	Yes/no
6	When was the organisation established	Completion of table	Yes/no
7	Has the organisation prepared a Business Plan for their proposal	Completion of table	Yes/no. If no application to be rejected or held
8	Length of time of Asset Transfer	Completion of table	Yes/no
9	Is it a joint or partnership application	Completion of table	Yes/no
10	Does the organisation's governing body endorse the application?	Completion of table	Yes/no. If no application to be held
11	Aims and objectives	Completion of table	Score
12	Governing documents	Completion of table	Score

13	Established management arrangements i.e Committee or Board	Completion of table	Score
14	Frequency of meetings of management body	Completion of table	Score
14a	Are meetings minuted?	Completion of table	Score
14b	Are signed copies of minutes available	Completion of table	Score
15	Policies	Completion of table	Score:
16	Annual income	Completion of table	Score:
17	Annual expenditure	Completion of table	Score:
18	Income stream(s)	Completion of table	Score:
19	Organisation bank account	Completion of table	Yes/no
20	No of Employees and volunteers	Completion of table	Score:
21	Management of other buildings	Completion of table	Score:
22	Financial management policy and procedure	Completion of table	Score:
23	Are accounts audited	Completion of table	Yes/no
23b	Is the audit independent	Completion of table	Yes/no
24	Sort Summary provided	Completion of table	Score:
E	2 Declarers Are they related	Completion of table	Yes/no

Assessment of Business Plan Sections:

Scoring Methodology for Business Case sections:

0	Response does not meet requirements and/or is unacceptable	1 to 2	Response partially meets requirements but contains material weaknesses, issues or omissions and/or is inconsistent
3 to 4	Response meets requirements to a minimum acceptable standard, however contains some weaknesses, issues or omissions. Lacking detail and/or clarity.	5 to 6.	Fit for purpose. Good in many respects. No significant weaknesses, issues or omissions
7 to 8	Response meets requirements to a high standard. Robust and detailed in all material respects. Few weaknesses, issues or omissions.	9 to 10	Response meets requirements to an exceptional standard. Robust and detailed in all material respects. Minimal or no omissions

Topic	Information	Assessment criteria	Score
Introduction	A snapshot of what the organisation does, where you are now, where you want to go and how you will get there, Background, Description of the organisation, Vision, aims and objectives, Services you provide and who benefits	The Organisation should be able to demonstrate that it has a clear purpose together with an understanding of the activities it wishes to deliver.	Out of 10
Organisation and Management	Governance Management structure (including skills, experience and knowledge held by members) Staffing (if appropriate) QA Standards held by organisation Policies, systems, procedures Health and safety Equal opportunities Environmental principles Financial policy and agreements Booking and hiring procedures (if appropriate)	The organisation is able to demonstrate skills specific to managing community buildings in areas such as financial, Customer Care, Business Development, Project Management, Human Resources, Health and Safety, Safeguarding etc. They have a written policy and provided detailed induction process covering the roles and responsibilities of Trustees / Directors / Management Committee Members and essential information on the organisation. They have produced evidence of Trustee / Director / Board Member induction policy / procedures. The organisation has demonstrated that they operate in accordance with robust Policies around Inductions, payment of trustees, conflict of interest. The organisation has clearly demonstrated they are familiar with this document and have kept it under review to ensure it is up to date, still relevant to the organisation and meets the latest legislation. The organisation will need to be incorporated or have to agree to incorporate in order to	Out of 10

		take on the asset constituted for social benefit and, wherever possible within their legal structure, demonstrate an 'asset lock' provision(for example through the dissolution clause in their governing document) to ensure that the asset is retained for community benefit.	
Proposal	Outcomes, aims, objectives and, if applicable, any targets the proposal would achieve, including their monitoring and assessment over the life of the project. Identifying how these linked to Shropshire Council priorities and other relevant strategies.	The organisation has demonstrated how the interests of local people will be better served. This has included community involvement and explained how they build their capacity to get involved. The organisation has also demonstrated how they would engage locally especially with under-represented groups - they have shown how they would ensure equal access and that there was no dominance by one specific interest group	Out of 10
Community needs	Needs – evidence Other community facilities / gaps in provision Any local Consultation that has been undertaken Community Benefits – including potential projects, usage etc.	The organisation has demonstrated how the organisation plans to safeguard or create new local services / activities. They have shown they can do this without duplicating activities, services or facilities provided in the local community.	Out of 10
Partnerships	Outline any key partnerships and relationships needed to deliver this proposal	They have demonstrated their ability to work collaboratively with other community interests to best use the assets available - they have also produced partnership working examples and have demonstrated real intent of their organisation.	Out of 10
Property	Identify site . Proposals for site – building / refurbishment Length of lease or proposed transfer arrangement Management plan for the asset If it is planned to refurbish or extend the building then reference should be made to any Planning issues and Project management arrangements	Details of the management arrangements for the project should be provided. The application should show there is a clear process for making decisions in relation to the asset, e.g. who will be responsible for room bookings, site problems, compliance with legal issues such as Health and Safety and so on.	Out of 10
Risk assessment	A risk assessment to show that you have undertaken a methodical review of the risks that may face your organisation over the life of the plan, have assessed the likelihood of them happening	Identification of the different risks associated with the project and a description of the implications of those risks occurring. Risks should be evaluated in two ways – the likelihood that the risk item will occur and the level of impact if the risk item does occur. A	Out of 10

	and their impact, and have formed a plan for dealing with those events, should they occur	description of what the organisation strategy will do to prevent the risk items occurring, or coping with them if they do, should also be provided.	
Project Plan	<p>You should include a timeline of key tasks and activities. You should also explain how you will monitor and review your plan and who will be responsible for doing this.</p> <p>Description of any proposed development.</p> <p>Detailed breakdown of timings/costs for any proposed building works or refurbishment proposals, and how this would be funded</p>	<p>Details of the project management arrangements should be provided.</p> <p>Details of the scheme, funding and management arrangements should be provided</p>	Out of 10

Organisations able to provide support and guidance

Asset Transfer Unit

This website has useful examples of asset transfer as well as good practice guides.
www.atu.org.uk

Locality

A network of community enterprise practitioners dedicated to helping people and communities wishing to arrange for Community Asset Transfer. Call: 0845 458 8336 or email: info@locality.org.uk . www.locality.org.uk

Community Matters

The National Federation for Community Organisations with over 110,080 member organisations in the UK. Provides advice on a range of community asset matters including legal issues, running a community organisation and they also provide benefits such as a community centre insurance scheme. You can make use of some services as a non-member. Call: 0845 847 4253 or email: advice@communitymatters.org.uk. www.communitymatters.org.uk

Planning Aid

Planning Aid provides free, independent and professional town planning advice and support to communities and individuals who cannot afford to pay planning consultant fees. It complements the work of local planning authorities, but is wholly independent of them.

Call: 0121 214 2900 or email: info@planningaid.rtpi.org.uk . www.rtpi.org.uk

ProHelp

A service provided through Business in the Community offering the expertise of professionals free to community not for profit organisations. www.bitc.org.uk

Sport England

Among a wide range of advice and guidance they have a Community Asset Transfer Toolkit. Developed in partnership with Locality the toolkit aims to make the process as accessible as possible by providing a wide range of information, resources and case studies. www.sportengland.org

Energize the County Sports Partnership for Shropshire, Telford & Wrekin can also provide first stop professional support, advice and access to an associated training workshop for Community Sports Clubs. They can be contacted on info@energizestw.org.uk or www.energizestw.org.uk or telephone 01743 453494.

Action with Communities in Rural England

Their website provides a wide range of information particularly for rural communities and provides link to advice and guidance on community assets. www.acre.org.uk

Community Council for Shropshire

Based in Shrewsbury, the Community Council for Shropshire can provide advice and support and links to other bodies within the County, to organisations and bodies interested in community asset transfer. Community Council of Shropshire, 4 The Creative Quarter, Shrewsbury Business Park, Shrewsbury, SY2 6LG Tel: 01743 360641. www.shropshire-rcc.org.uk

Glossary of terms:

Agreement for or to lease

Before the tenant takes a lease (confirming his leasehold ownership), the landlord might confirm in a written document called an agreement for lease that they will give the tenant a lease if certain conditions are met. If they are not met the tenant will not get the leasehold ownership. Therefore, you must be sure that you can meet the conditions of an agreement for lease if the grant depends on you having a leasehold ownership.

Asset

An item of property in ownership, guardianship or lease. In terms of asset management, relates to land and buildings, but may sometimes include other moveable items

Asset Lock

An asset lock is a restriction arising from an organisation's legal status that means that any surpluses are reinvested in the project or the building, and used to support the organisation's stated purpose. This provision ensures the asset always remains in community benefit.

Asset management

Systematic and coordinated activities and practices through which an organisation optimally and sustainably manages its assets and asset systems, their associated performance, risks and expenditures over their life cycles for the purpose of achieving its organisational strategic plan

Assignable lease

A term used for leasehold land and buildings to show whether the land and buildings can be sold to or given to another owner. The lease will say whether the land and buildings can be given to or sold to another owner and therefore if the lease is assignable. Often the lease will contain a number of conditions that have to be met before the lease is assignable. These conditions may include obtaining the consent of the landlord.

Break clause

A provision in a lease that allows the landlord or the tenant or both to bring the lease to an end before the full period of years has elapsed.

Building and engineering works

Work required to deliver the project such as extension, modernisation or conversion.

Buildings insurance certificate

Certificate to show that there is insurance for the building and its use.

Building professional

A professional adviser, or consultant, with specialist training and knowledge employed by you to act for you.

Business Case

A business case sets out the justification for a project, together with financial and non-financial assessment of various options, and makes recommendations.

Business Plan

A business plan is a written document that describes a business, its objectives, its strategies, the market as it is and its financial forecasts.

Capital Assets

Assets that have a large monetary value such as land, buildings, equipment and vehicles

Community of interest

A collaborative group of people who share a common interest, goal, mission or business process and therefore may not be easily defined by a particular geographical area.

Community Interest Company (CIC)

CICs are limited companies created for the use of people who want to conduct a business or other activity for community benefit. This is achieved by a 'community interest test' and 'asset lock' (see above). Registration of a company as a CIC has to be approved by the Regulator

Community Amateur Sports Club

A sports clubs which is recognized as a form of charity by HMRC – for further details visit <http://www.hmrc.gov.uk/charities/casc/index.htm>

Covenant

A formal promise to another person to take action or not to take action.

Dilapidations

The repairs that are required to be undertaken to a property by the tenant on surrender or termination of the Lease.

Easements

Rights over property that is owned by someone else e.g. rights to cross land with vehicles or by laying pipes and cables.

Freehold

A form of ownership of land or buildings where ownership cannot be taken away from the owner unless they agree. This is the most permanent way in which someone can own land or buildings. The owner owns the property forever, or until they sell it or give it away.

They do not have to pay anyone for the use of the land and buildings.

Land Registry

The national land database where landowners can record their ownership. If they do so their land is registered land. Anyone can find out who owns a piece of land if it is registered at the Land Registry.

Lease

An agreement between landlord and tenant granting the tenant the right to possess the leasehold property subject to payment of rent. Under normal circumstances, the tenant is free to do what they want with the property for the duration of the lease, provided they comply with the requirements of the lease.

Leasehold

A form of land ownership that the tenant holds from a landlord for a limited number of years.

Legal charge

A legal document that registers the interest of the person who lent or granted the money/ interest over the property. The legal charge prevents the property owner from selling the land without the consent of the lender, so the charge is the lender's security for the loan/grant. If the owner goes bankrupt or fails to keep to the rules about how the money must be used, the legal charge should mean that some or all of the money could be recovered.

Management committee

Members of your organisation's governing body (who may be called trustees, directors, members of the management committee).

Planning permission or planning consent

The permission required from the Local Authority to build on land, or change the use of land or buildings.

Peppercorn rent

Minimal rent paid to keep a claim, or title, in force.

Private sector

Sole traders and organisations run for private profit and that are not controlled by the state.

Refurbish

To renovate, re-equip, or restore

Registered land

Registered land is governed and maintained by the Land Registration system. Land and buildings that are registered at the Land Registry are allocated a unique title number. The particular piece of land is documented by a land registry 'official copy of title', which shows the title number, the property description, the name of the landowner (registered proprietor) and any other matters relevant to the land and recorded by the land registry.

Restriction (on title)

An entry made on the official copy of title at the land registry (see registered land) notifying someone of the lender's interest in the property. The restriction will warn anybody having possible dealings with that property that the landowner needs the lender's consent before selling or leasing the land.

Restrictive covenant

A covenant acknowledged in a deed or lease that restricts the free use or occupancy of property.

Searches

Questions asked before land or buildings are bought to check if there are any rights, restrictions, covenants or other matters affecting the property that may cause the new owner a problem.

Security of Tenure

A good, strong and usually well documented right to own or use a property for a period of time.

Social enterprise

A business with primarily social objectives whose *surpluses are principally reinvested in the business* or in the community, rather than being driven by the need to maximise profit for shareholders and owners.

State aid

State aid is an EC term for any public support given selectively to an undertaking that could potentially affect competition and intra-community trade. State aid provided by European Union Member States can distort the market, which in turn can result in lower competitiveness for business, less innovation and ultimately higher prices for consumers. There is therefore a need for effective State aid control in order to maintain a level playing field for free and fair competition in the single market.

Tenant

The holder or owner of a lease who pays rent to the landlord for the use of the property.

Tender

A formal process that allows contractors to bid to supply a service or carry out work at a stated cost.

Tenure

The form of right (title) under which land or a building is held or occupied (freehold or leasehold or licence).

Title

The legal right by which property is owned or occupied.