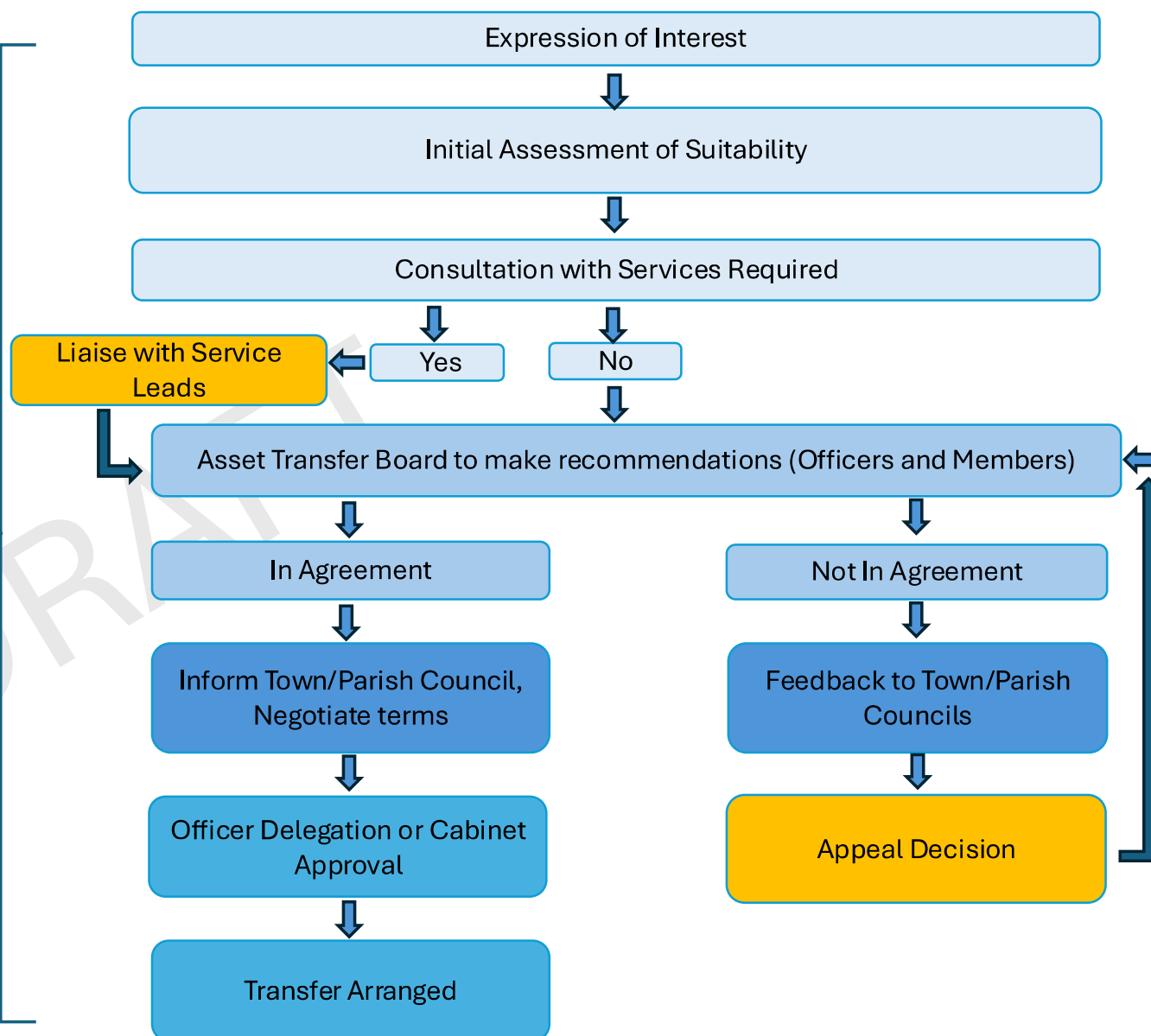


Asset Transfer to Town and Parish Councils

This process allows for the devolution of control and resources, enabling Town and Parish councils to meet local needs and achieve local visions for the future in ways that may be more efficient and effective than the larger council.

If a Town/Parish Council express an interest in an asset and would be suitable to consider as a transfer, we would provide a Property Information Sheet.

Town/Parish Council must be able to demonstrate the need within their community and a small business case is required to show the intended use to benefit the community.



Town/Parish councils complete an Expression of Interest, available via Shropshire Council website

Officer to confirm receipt and provide Property Information sheet, detailing:

- Cost of maintaining asset (if known)
- Number of years SC would consider leasing (99 years – 125 yrs as standard or shorter dependent on circumstance)
- Condition of asset (in current financial emergency, condition reports will not be produced)
- Estimated Market Value of asset (if known)
- Operational Costs
- Current use of the asset including Shropshire council service delivery
- Contracts/Covenants in place

Should the Town/Parish council wish to formally apply for a transfer, they will be requested to submit a business case to help inform Asset Transfer Board. To include viability, capacity, community groups who would benefit etc.

Who:

- Town and Parish Council Asset Transfer Lead (Shropshire Council Officer)
- Town/Parish council representative

Initial Assessment of Suitability

Officer to review business case alongside Property Information Sheet. Initial discussion of position with Asset Manager and Head of Service.

Engage with relevant officers and Local members.

The Property Information sheet , becomes the Asset Transfer Board review document, all information recorded in one place and no need for supplementary documentation to be created.

Who:

- Town and Parish Council Asset Transfer Lead (Shropshire Council Officer)
- Shropshire Council Officers such as Department Heads, Service Managers, Finance and Estates
- Local Member

Consultation with Services Required

Yes



This will open a separate process. The process will require discussion and agreement between relevant officers and members.*
Refer to Town & Parishes Operations Board.

No



Continue on to Asset Transfer Board

*It was agreed during the meeting on 14th November with members and officers that this remains outside the asset transfer process for now.

Asset Transfer Board to meet monthly unless otherwise agreed, via teams or in person.

Each asset being presented to have a Property Information sheet attached and business case from Town/Parish Council

Report will show approved or reject with any comments.

Who:

- Town and Parish Council Asset Transfer Lead (Shropshire Council Officer)
- Shropshire Council Officers
- Members

In Agreement



Officer to confirm with Town/Parish Council decision and begin transfer agreements.
Directorates involved with asset to be informed at this stage.
Senior officer/s with delegation to consider transfer.
Prepare cabinet report to ensure full transparency if required.

Not In Agreement



Officer to inform Town/Parish Council of decision and allow them to resubmit information to a future meeting.
Inform all directorates involved.

Who:

- Town and Parish Council Asset Transfer Lead (Shropshire Council Officer)
- Shropshire Council Officers
- Members
- Town/Parish council representative

Officer Delegation or
Cabinet Approval

Delegate to Head of Property and Development.
Cabinet Report to be written and submitted

Transfer Arranged

Following Cabinet approval or delegated decision, officer to deploy existing operational process for asset transfer, co-ordinating with departments such as Estates, Asset Management, Legal & Democratic, Finance and relevant services.