

### Community Asset Transfer Roadmap



#### **Discovery Stage**

CAT

policy

Activity of Woking Borough Council

Identify a suitable asset for transfer when set against the CAT policy and commercial protocols, including consultation with services current and future use

Conduct options appraisal to consider best value for the asset next to community need and any restrictions e.g. covenants and planning implications

Present options to the CAT Board

The CAT Board decides best option as a community transfer

Yes

Briefing to senior management, member executive and ward members on the potential for a CAT

List CAT opportunity on the council website and other means of communications

Activity of the Community Organisation

Identify a suitable asset for transfer when set against the CAT policy

Research history of the asset if suitable for transfer, including any existing community interest and local provision

Present to the trustees / members of the community organisation the potential of the asset as a CAT

Trustees / members agree to proceed, recorded in the minutes of the board meeting

Approach the council regarding the potential of the asset as a CAT

Joint meeting between the council and the community organisation

Yes

Agreement to proceed?

Report to senior management, executive and ward members on the CAT proceeding

Yes

Report back to trustees on proceeding with the CAT and record agreement to prepare Expression of Interest (EoI)

Update or form a constitution, if necessary, for submission to regulatory body e.g. Charity Commission or Companies House

Conduct community engagement and consultation

Consider early external, independent advice

Prepare information pack, including:

- Up to date running costs
- Current income
- Condition surveys
- Staff and TUPE implications
- Covenants
- Planning restrictions
- Dependencies
- Draft lease

Council and community enterprise agree timeline for Eol

Move to Expression of Interest Stage

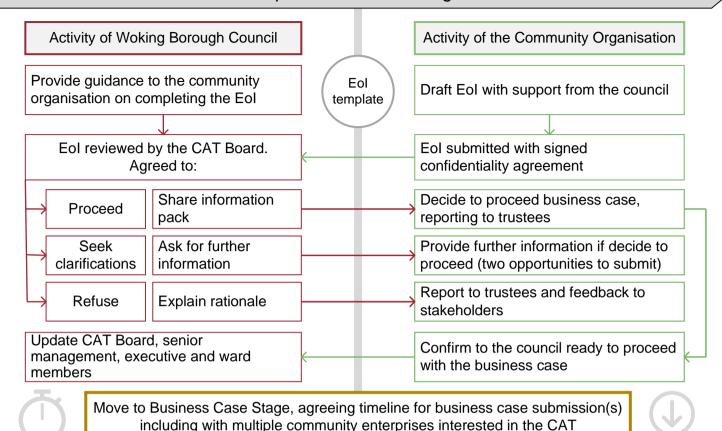


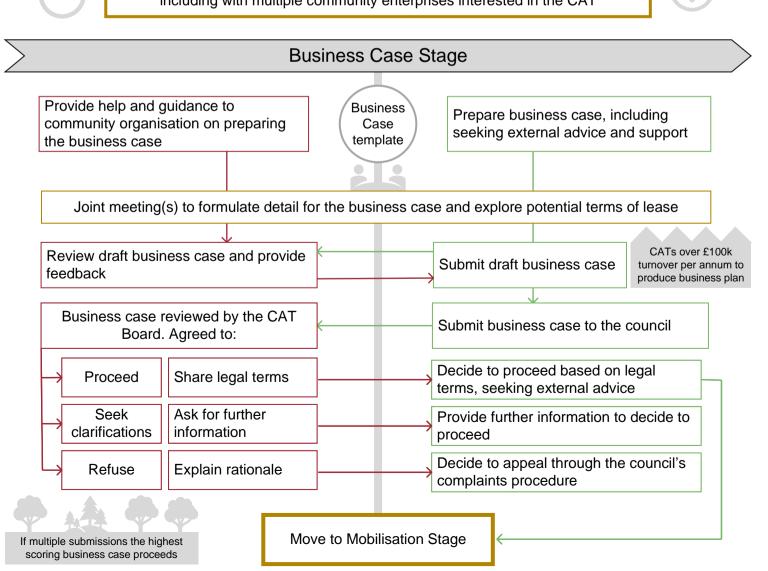


## Community Asset Transfer Roadmap



#### **Express of Interest Stage**







# Community Asset Transfer Roadmap



#### Award and Mobilisation Stage

Activity of Woking Borough Council Activity of the Community Organisation Recommendation report prepared for Confirm all funding sources, policies in formal decision through governance place and constitution updated Final check that all requirements and Recruit new board members or staff if Agreed commitments are in place terms necessary Issue final version of terms of the lease Trustees of community organisation and agreement agree to terms Sign contract Joint press release Agree improvement works that need to Conduct works to the asset be conducted

Move to Operation Stage

### Operation Stage including Change

Reflect on any lessons learned in the CAT process

Help promote the CAT and its activities

Receive and review annual report prepublication to consider any missing elements Start operation of the asset

Promotional activity, fundraising, audience development

Produce and publish annual report based on agreed key performance indicators

Annual review meeting

Consider any change request at the CAT Board with recommendations to the executive if substantial

Agree change request

Revise legal terms, formally agreed

Disagree change request

Seek solution or cease agreement

Asset reverts to the council if no longer viable for the community organisation or does not comply with the CAT Policy

Change Seeks permission from the council for:

- Development work to the asset
- change requests to the agreement
- Substantial change to the business case
- Sub-letting arrangements

Review and accept new terms and continue to operate the CAT

Continue to operate the CAT without the change request or cease agreement