



## Express of Interest

Name of the asset subject to CAT:		Ref no:	
Name of the community organisation:			
Name of assessor:			
Date completed by assessor:			

### Guidance notes

Evaluation of the expression of interest should be completed by no less than 3 assessors, ideally representing finance, property and the service. In the first instance the assessors will score the expression of interest individually and then come together as a panel to agree the final score.

All the information required to complete the evaluation should be contained in the expression of interest submitted by the community group (and follows the same order of questions). If a decision can not be made because of lack of information this should be noted and the community group can resubmit (they have one opportunity to make a resubmission). When evaluating the expression of interest consider the size of the asset transfer in proportion to the expectation – this is reflected in the evaluation scoring.

Remember this is only the expression of interest and the community group will provide more detail if they proceed to the next stage of preparing a business case.

Section 1 is a quick checklist that relevant information has been received; whilst section 2 (mandatory questions) is based on criteria that the community group need to meet. If any of the responses are “no”, then the expression of interest is rejected.

Section 3 (scoring) is for each assessor to complete for each expression of interest – scoring is based on the closest answer to the statement scored at 1, 5 or 10 and no inbetween numbers. The results will form the evidence of why the council has made the decision to advance to the business case stage (or not) and there might be more than one community group interested in the same asset. For this section:

1. The assessors individually score the expression of interest using the evaluation table
2. The assessors submit the completed evaluation form to the lead officer who co-ordinates the scores – in no less than three working days prior to the evaluation meeting

3. The evaluation meeting takes place with the lead officer and the assessors – a chairperson should be agreed upon between the three assessors, and if there is a disagreement on the score, they will have the casting vote
4. Notes are taken to form a summary sheet, which is shared with the community group (they also may ask and receive the evaluation from the individual assessors).

## 1. Checklist

<input type="checkbox"/>	All relevant sections of the expression of interest have been completed.
<input type="checkbox"/>	The expression of interest has been signed by the person with the relevant authority.

## 2. Mandatory Requirements

The community group should meet the following requirements. Any no response will lead to a rejection of the transfer. A “planned” response is accepted based on requirements being in place at the point of the transfer.	no	yes	planned	Comments/evidence
The community group applying for the transfer is based in Woking or has a track record of providing social benefit in the borough.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The community group are registered with a recognised and/or registered with a relevant body e.g. charity commission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Which:
The group has a constitution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Their constitution allows for assets to operate for public good resulting in social, economic and/or environmental benefits to the local community in the borough.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The group has the capacity to manage the asset and have directors, committee members or staff who have the necessary experience and skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Their constitution includes relevant equal opportunities relating to its work, recruitment/employment of staff, embraces diversity and aims to improve community cohesion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Track record of compliance with its regulatory body, e.g. Charity Commission and/or Companies House.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any outstanding issues:

The community group should meet the following requirements. Any no response will lead to a rejection of the transfer. A “planned” response is accepted based on requirements being in place at the point of the transfer.	no	yes	planned	Comments/evidence
Evidence of safeguarding policies in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### 3. Evaluation Scoring

Statement	Score: 1	Score: 5	Score: 10	Notes	Score
Plans for the asset are clearly outlined, and are both realistic whilst making improvements.	There is very little information on the plans for the asset once transferred.	There has clearly been thought as to the future use of the asset which is proportionate to its scale.	The plans are well thought out and have ambition for its future use which gives confidence on achievability.		
The plans for the asset complement other services or assets in the neighbourhood.	There is little demonstration of need in the area in providing services that support the community.	There is clear evidence of need for the service that supports the community.	There is clearly a gap in provision for the service based on data provided with strong evidence of needs for targeted community services.		
The asset and its planned activities will compete with other services.	The asset is at risk of competing with other providers in the borough, which will lead to lack of sustainability or take use away from existing provision.	Though there is a degree of competition with other activities and services, this has been addressed through a strong rationale.	There is no competition with other services, and will provide a vital function.		
Council objective: CATs will be a route to sustaining valued community assets and enabling locally run services to thrive and flourish independent of council funding.	It is not clear how the asset will be sustained in the long term independent of council funding.	The statement shows that some thought has gone into the sustainability of the asset independent of the council funding.	It is clear how the asset will be sustained in the long term, managed by the community without council funding.		

Statement	Score: 1	Score: 5	Score: 10	Notes	Score
Council objective: CATs will be a vehicle for enabling and empowering community organisations to directly operate assets and to support the growth and development of the third sector.	It is not clear how the transfer of the asset will support the community sector in the borough.	The statement shows that some thought has gone into enabling and empowering the growth/sustainability of the community group.	The transfer will support the development of the third sector, including the group itself and the sector more widely.		
Council objective: CATs will foster social and economic benefit for the local area, focusing on social inclusion and be environmentally considerate.	The statement does not show how the asset transfer will foster social and economic benefits.	The statement demonstrates the asset transfer intends to foster social and economic benefit.	The plans for social and/or economic benefit are relevant to the asset being transferred, with reference to social inclusion and environmental considerations.		
Total score					