



Community Asset Transfer Business Case



1. Summary

Name of the asset subject to CAT:		Ref no:
Address of the asset subject to CAT:		
Name of the community organisation:		
Type of constituted community organisation:		
Registration number (and where registered):		
Registered address of the community organisation:		
Name of contact for the community organisation:		
Role / title of the contact:		
Email of the contact:		
Telephone of the contact:		
Type of asset transfer being requested	Choose an item.	
Estimated value of the transfer property:	Choose an item.	
Where leasehold – requested period		
An expression of interest has been approved by the council?	Choose an item.	

2. Profile of Community Organisation

2.1 Overview of your community organisation (no more than 300 words)				
2.2 Objectives of the community organisation (as outlined in your constitution)				
2.3 Does your community organisation meet these statements? Planned is based on being in place at the point of the transfer.	yes	planned	no	Please give details if the answer is no:
We are a Woking based community organisation or have a track record of providing social benefit in the borough.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We are appropriately constituted e.g. registered charity, community interest company or charitable incorporated organisation, non-for-profit organisation, co-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

operative or cooperative and community benefit society.				
Our constitution allows for the management of assets to operate for public good resulting in social, economic or environmental benefits to the local community in the borough.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We have 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"/>	
Our organisation complies with relevant equal opportunities legislation in its work and recruitment/ employment of staff - embraces diversity and works to improve community cohesion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We comply with requirements of our regulatory body e.g. Charity Commission and/or Companies House.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We have safeguarding policies in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

3. Proposition for CAT

3.1 Please give an outline of plans for the asset including capital refurbishment (max 400 words).	
3.2 Outline what is the basis of your plans including public engagement with summary of consultation data (max 300 words, and attached findings from consultation).	
3.3 State how the CAT support the development plans and ambitions of the community organisation (max 300 words).	
3.4 How the asset complements other services or assets in the neighbourhood, evidenced by supporting letters (max. 200 words).	
3.5 If the asset and its planned activities will compete with other services please explain why the provision is needed. Include n/a if not relevant. (max 200 words).	
3.6 Outline the reason for freehold request or the reason for the period of leasehold (max 300 words).	
Choose an item.	
3.7 Council Objectives of CAT	How the proposition meet the council's objectives for CAT? (max. 100 words for each section)
CATs will be a route to sustaining valued community assets and enabling locally run services to thrive and flourish independent of council funding.	

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.	
CATs will foster social and economic benefit for the local area, focusing on social inclusion and be environmentally considerate.	

4. How the CAT will be managed and operated

4.1 Describe how the asset will be managed on a day-to-day basis, e.g. arrangement for site management, including staffing and tenants (max 400 words).	
4.2 Outline the governance of your group managing the Asset e.g. the management board and strategic decision making (max 300 words).	
4.3 Provide details of key activity and how will people get involved (max 400 words, can include a programme of activity as supporting evidence).	
4.4 Summarise the engagement plan to retain existing users and new audiences, including engaging difficult to reach groups (max 400 words, can include an engagement plan as supporting evidence).	
4.5 The outcomes and impacts of the CAT.	Key performance indicators for measuring success (next to the outcomes and impacts).

5. Financial Forecasts

Please provide complete the below summary revenue tabled reflective of the cashflow attached; and a capital income and expenditure, again supported by a more detailed attachment.

5.1 Summary revenue		Year 1 £,000	Year 2 £,000	Year 3 £,000	Year 4 £,000	Total
Revenue Costs	Cost 1:					
	Cost 2:					
	Cost 3:					
	Cost 4:					
	Cost 5:					
	Cost 6:					
Total cost						
Revenue Income (inc.	Income 1:					
	Income 2:					

savings)	Income 3:					
	Income 4:					
	Income 5:					
	Income 6:					
Total income						
Net surplus/loss (cost less income)						

5.2 Summary capital		Year 1 £,000	Year 2 £,000	Year 3 £,000	Year 4 £,000	Total
Capital Costs (inc. investment)	Cost 1: Choose an item.					
	Cost 2: Choose an item.					
	Cost 3: Choose an item.					
	Cost 4: Choose an item.					
	Cost 5: Choose an item.					
	Cost 6: Choose an item.					
Total cost						
Capital Income (inc. grant status)	Income 1: Choose an item.					
	Income 2: Choose an item.					
	Income 3: Choose an item.					
	Income 4: Choose an item.					
	Income 5: Choose an item.					
	Income 6: Choose an item.					
Total income						
Net capital cost (cost less income)						

5.1 Note on revenue income and expenditure (max 300 words).
5.2 Notes on capital income and expenditure (max 300 words).

6. Additional Information

Please Outline key risks and mitigation in operating the CAT.

Risk	Likely	Impact	Mitigation	Revised likely	Revised impact
	Choose an item.	Choose an item.		Choose an item.	Choose an item.
	Choose an item.	Choose an item.		Choose an item.	Choose an item.
	Choose an item.	Choose an item.		Choose an item.	Choose an item.
	Choose an item.	Choose an item.		Choose an item.	Choose an item.

Woking Council is committed to equality in line with the Equality Act as well as recognising other inequalities relating to our county and council commitments. Please consider how the initiative will have a negative or positive impact on our community.

Community	Positive impact	Negative	Mitigation against the negative
Equality based on age			
Equality based disability			
Equality based gender			
Equality based pregnancy and maternity			
Equality based race and ethnicity			
Equality based sexual orientation			
Equality based marriage and civil partnerships			
Low income households			

7. Transparency information

Woking Borough Council is a public body and must adhere to the highest standards of public decision making which includes objectivity and transparency and it must avoid any conflicts of interests. The Council must be aware of all relevant facts which may affect its decision making therefore please answer the following questions:

	yes	planned	no	Please give details if the answer is yes or planned:
Financial Interests: Does your organisation or any of your committee members/trustees or their family members have any financial interests or other personal interests (e.g. employment) linked to the Council?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Political Activities: Does your organisation have any publicly stated affiliations towards a particular Political party?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Committee or Trustee Members: Does your organisation have any Elected Members (Borough/County/Member of Parliament) or their family members on your Committee or Trustee Board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Legal Matters: Is your organisation currently involved or may have future involvement in any legal proceedings that could create conflicts of interest with the Council as a public body?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Public Statements: Has your organisation made any public statements that could create the perception of any conflicts of interest with the Council as public body?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Educational/Religious Activities: Does your organisation promote or participate in any religious/educational activities that could create conflicts of interest with the Council as a public body?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other Conflicts of Interest: Does your organisation have any other conflicts of interest that you have not disclosed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

8. Authorisation and Attachments

Authorities by the chairperson (or equivalent) of the board of trustees to agree to the submission of this business case for CAT.

Name of chairperson or equivalent:	
Role within the Community Organisation:	
Email contact:	
Date of Submission:	
<input type="checkbox"/>	I have read Woking Borough Council's CAT policy and agree to the points within it
<input type="checkbox"/>	I agree that the organisation I represent meets the community organisation criteria
<input type="checkbox"/>	I agree to the draft lease agreement

The following information is provided to support the business case.

<input type="checkbox"/>	The community organisation constitution (required)
<input type="checkbox"/>	Results on consultation (if relevant)
<input type="checkbox"/>	Programme of activity (if relevant)
<input type="checkbox"/>	Engagement plan (if relevant)
<input type="checkbox"/>	Cashflow forecast for 3 years (required)
<input type="checkbox"/>	Capital budget (if relevant)
<input type="checkbox"/>	Latest set of management accounts (required)
<input type="checkbox"/>	Supporting letters
	Other information (please list):