



North Ayrshire Council
Comhairle Siorrachd Àir a Tuath

Community Asset Transfer Officers Assessment

Name of Organisation

Name of Asset

Asset Number

Single Point of Contact (SPOC)

SECTION 1: How will the Community benefit from the proposal

Community Benefits	Yes	No	Detailed Information
	<input type="checkbox"/>	<input type="checkbox"/>	
Will the proposal create a new service, activity or protect an existing service/provision in the local community?	<input type="checkbox"/>	<input type="checkbox"/>	
Will the proposal have wider community benefits – use of resources?	<input type="checkbox"/>	<input type="checkbox"/>	
Will the proposal create opportunities for local organisations to work together?	<input type="checkbox"/>	<input type="checkbox"/>	
Will the proposal bring additional economic/financial investment into the area (e.g. through grants unavailable to current owners / new employment opportunity)?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the asset suitable and/or sufficient for its proposed use? - Add details, including whether the asset complies with the Disability Discrimination Act.	<input type="checkbox"/>	<input type="checkbox"/>	
How will the proposal promote equity and reduce poverty?	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 2: What resources do the organisation have access to?

Resources	Yes	No	Current	Proposed	Capital	Revenue
Financial (Own) e.g. fundraising	<input type="checkbox"/>	<input type="checkbox"/>				
Financial (Grant Sources)	<input type="checkbox"/>	<input type="checkbox"/>				
People (Numbers /Membership)	<input type="checkbox"/>	<input type="checkbox"/>				
Capital	<input type="checkbox"/>	<input type="checkbox"/>				
Revenue e.g. regular letting income	<input type="checkbox"/>	<input type="checkbox"/>				

SECTION 3: Achievable/Criteria (Refer to Section 4 For scoring guidance)

Community Development Team Evaluation

Best Value Theme	Information Required	Score
Vision and Leadership	A clear plan for achieving the intended outcomes, ideally showing links to local or national priorities. Members of the community transfer body would also show that they have the relevant skills and experience to deliver the intended objectives.	
Effective Partnerships	The detail of any partnerships in place to help ensure successful delivery of the intended benefits. Community support is vital and can be shown through a variety of metrics such as surveys, consultations or ballots.	
Governance and Accountability	An outline to illustrate that the appropriate structures and policies are in place to help ensure success in the longer-term.	
Use of Resources	Explain how the body's current and future resources will be used as part of a medium to long term plan (5-10 years). This could include the numbers of employees or volunteers and the maintenance of any asset. This could also include the funding requirements of the group and the sources of funding already in place.	
Performance Management	Outline the way in which a community transfer body will be able to monitor the achievement of its objectives, whether that be recording volunteers time or the amount of benefit achieved as part of the overarching vision. To demonstrate openness and transparency it will be important to report performance to the community.	
Sustainability	There are five broad principles of sustainability: <ul style="list-style-type: none"> – Strong leadership – Promote good governance – Continuous improvement – Evaluate, learn and improve – Financial stability – Live within your means – Ensures equity – Be fair to all – Embrace diversity – Celebrate and foster ethnic, cultural, economic and biological diversity. 	
Equality	The community transfer body should establish that the different groups within the community have had their needs taken into account. Any request should include where a proposal may lead to a reduction in inequalities of outcome from socio-economic disadvantage.	

ACHIEVABLE	CRITERIA	SCORE	ADDITIONAL COMMENT
Best Value Themes (CD Team)	Vision and Leadership		
	Effective Partnerships		
	Governance and Accountability		
	Use of Resources		
	Performance Management		
	Sustainability		
	Equality		
	Risk Ranking Total		Up to 14 Low; 15-27 Med; 28+ High
Robustness of Business Plan (Business Team)	Assessment of organisation in relation to: Viability of business plan Detailed, cost proposals Amount of capital funding for project (secured, conditional, speculative)		

	Amount of revenue funding for project (secured, conditional, speculative) Professional team / support Delivery Programme		
	Risk Ranking Total		Up to 14 Low; 15-27 Med; 28+ High

Final Evaluation	Score
Community Development	
Finance / Business	
Total	
Final Recommendation	

Estates / Legal Final Comments

Decision			
Support <input type="checkbox"/>	Reject <input type="checkbox"/>	Defer <input type="checkbox"/>	(Further info required)
Any Conditions			
Completed By		Date	

SECTION 4: Scoring & Evaluation Mechanism

The following evaluation tool is used to assess asset transfer proposals by community and voluntary sector (COMMUNITY) organisations. It may also be used to evaluate proposals for shorter term leases to COMMUNITY organisations. The tool may be adapted on a case by case basis as appropriate. The tool is used at Stage 2 of the asset transfer process to broadly evaluate the suitability of the proposal. Scores should be applied as follows.

Evidence Overview		Score
Very Strong	Governance and financial arrangements are strong and sustainable. Best Value characteristics are evidenced and contained throughout the overall approach. Related projected benefits are very robust and demonstrate value for money: suitability, effectiveness, prudence, quality, value and the avoidance of error and other waste.	1
Strong	Governance and financial arrangements are sound and sustainable. Best Value characteristics are in evidence in the proposal. Related projected benefits are demonstrated well and represent value for money.	2
Moderate	Governance and financial arrangements are in place and acceptable. Best Value characteristics have been considered as part of the proposal. Related projected benefits are acceptable and could lead to value for money.	3
Weak	Governance and financial arrangements are weak. Best Value characteristics are not well demonstrated in the proposal. Related projected benefits are not based on robust information and demonstrates questionable value for money.	4
Poor	Governance and financial arrangements are poor. There is little evidence of Best Value characteristics in the proposal. Related projected benefits are ill defined and/or unrealistic and do not demonstrate value for money.	5

SECTION 5: Final Assessment for Committee Appraisal

Committee Report Name	
Cabinet Date	
Status of Asset (as per Asset Register – Estates)	
Current Use (Community Development Team)	
Ward	
Asset Transfer Applicant	
Proposed Terms of Transfer Ownership (Estates)	<i>Decision and Feedback Given to Applicant regarding terms agreed.</i>
Leasehold Market Value / Discounted (Estates)	<i>Decision and Feedback Given to Applicant regarding terms agreed.</i>
Final Score and Recommendation (Community Development Team)	
Completed By	
Date	
Date of Review by Asset Management Group	
Cabinet Date	
Decision	
Decision and Feedback given to Applicant Date	