



Please reply to:

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Date: 14 September 2020

Notice of meeting

Extraordinary Overview and Scrutiny Committee

Date: Tuesday, 22 September 2020

Time: 4.30 pm

Place: Skype Video Conference call

To: Members of the Overview and Scrutiny Committee

Councillors:

V.J. Leighton (Chairman)	R.D. Dunn	I.T.E. Harvey
O. Rybinski (Vice-Chairman)	T. Fidler	N. Islam
C.L. Barratt	N.J. Gething	T. Lagden
J.H.J. Doerfel	M. Gibson	L. E. Nichols
J.T.F. Doran	A.C. Harman	D. Saliagopoulos

Councillors are reminded to notify Committee Services of any Gifts and Hospitality offered to you since the last Council meeting so that these may be entered in the Gifts and Hospitality Declaration book.

Spelthorne Borough Council, Council Offices, Knowle Green

Staines-upon-Thames TW18 1XB

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AGENDA

Description	Lead	Timings	Page Number.
1. Apologies To receive any apologies for non-attendance.	Chairman	4.30pm	
2. Disclosures of Interest To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.	Chairman		
3. Community Asset Policy To consider the report to Cabinet on the Community Asset Policy, and make any recommendations the Committee considers appropriate for consideration by the Cabinet at its meeting on 23 rd September 2020.	Chairman	4.35pm	3 - 32

Overview and Scrutiny Committee

22 September 2020



Title	Community Asset Policy		
Purpose of the report	To make a decision		
Report Author	Heather Morgan, Group Head Regeneration and Growth		
Cabinet Member	Councillor Jim McIlroy	Confidential	No
Corporate Priority	Financial Sustainability		
Recommendations	<p>Cabinet to:</p> <p>Approve the Community Asset Policy attached at Appendix 1 and the Stage 1 Further Information Form, Stage 1 Matrix Scoring Form and Flow Chart</p>		
Reason for Recommendation	<p>The Council regularly has calls for the use of its assets by a range of organisations and community groups.</p> <p>It is critical that we advertise any opportunities which come up for the assets that we own, and assess them in an open and transparent way.</p> <p>This policy sets out how we will achieve this.</p>		

1. Key issues

- 1.1 The Council holds a number of municipal assets. Part and parcel of the approach moving forward will be to undertake a review of all these assets to determine whether they are still required for operational and service needs, whether they need to be re-purposed or failing that whether there is an opportunity to offer them to the wider community for their use.
- 1.2 It should be noted that this Community Asset Policy does not apply to purely commercial business operations.
- 1.3 The policy will apply to situations when the Council has properties which are coming up for lease renewal, or where we have a vacant property which is surplus to Council requirements. As an authority we do need to ensure that every opportunity is offered out to other community organisations regardless of whether or not there is a current tenant whose lease is coming up for renewal in case to ascertain which community use might be best for the premise. The only situation where this would not apply would be when there is

a lease in place 'inside the Act' or there are other legal or technical reasons why this cannot be done.

- 1.4 It comes into play when the Council reaches the point of offering an asset to the wider community. Prior to doing so the assets team will have established if the building is fit for purpose and what works might need to be done in order to bring it 'up to spec'. This will be factored in (as required) as part of any lease.
- 1.5 Assets receive regular requests from various businesses, charities, organisations and individuals on whether we have any surplus buildings or land that may be available. These range from people wanting to run a nursery or pre-school, a charity (for example Men in Sheds), a café (Lammas) to those wanting to set up a start-up company. There are many more 'calls' on our assets than there are to be let.
- 1.6 A clear and transparent process needs to be in place which allows all potential organisations to be made aware of an opportunity and to 'bid' for that. This policy seeks to do that.
- 1.7 The Council recognises that community groups provide significant support to our residents and deliver valuable services that we as an authority are not in a position to do. In addition, there is a strong ethos of encouraging small fledging businesses to grow. Key to all of this however is a focus on delivering for the residents within Spelthorne first and foremost.
- 1.8 The policy sets out a clear and transparent three stage process by which the Council will make a decision on who to lease a building or piece of land to. It will exclude licences as this is a Council permission granting a licence occupy or do something on our land, whereas a lease is the grant of legal interest in land which gives exclusive possession for a fixed period of time. Each opportunity will be advertised for a month to gauge interest. This will be done on the Council's website and via social media. At the same time as the advert is placed on the website ward councillors will be advised by email as well as residents associations and any other community groups that the Council may be aware of (via the Community Development Manager). These organisations can then pass the message out to the local community to ensure the opportunity for local community groups to bid for space is maximised.
- 1.9 The application form and scoring matrix will be appended to the advert and will form part of the advertising process so applicants will know from the outset what information will be required from them and more importantly how the Council will assess that information. The scoring matrix in particular sets out in detail what the authority will take into account and does allow the Council to evaluate a range of different types of applications.
- 1.10 Technical assessment will be undertaken by officers who will (after going through the two stage process) put a report to the Leader, the Portfolio Holder for Investment Portfolio Management, and Regeneration and the Portfolio Holder most relevant to the application with the recommendation to proceed with the lease or community asset transfer as appropriate. The final decision will rest with those councillors.
- 1.11 Requests or approaches received by a Councillor relating to any municipal property will need to be referred directly to the assets team as they need to have full sight of every potential opportunity that has come to the Council no

matter by what route. It will then be for the assets team to manage the process in accordance with the policy. Where a Councillor has had any involvement, this will be recorded in the assessment report considered by the Councillor panel at the end of Stage 2. Councillors with such involvement will not be party to the final decision making process.

2. Options analysis and proposal

- 2.1 The Council could decide to continue to deal with requests from organisations on an ad hoc basis as and when they come forward. This will not necessarily expose the opportunity to everyone within the wider community (it is effectively almost first come first served). As a result it could be the case that an organisation that might otherwise have benefitted from a lease does not do so. There is also the risk that the Council may not achieve best value for money (in the context of its municipal portfolio). Continuing this approach does not maximise openness and transparency and runs the risk of potential challenge. This option is not recommended
- 2.2 The alternative is for the Council to adopt this proposed policy. It will allow equality of opportunity, it sets out a clear and transparent framework and ensures that the community benefits are at the heart of the decision making process for these type of assets. This option is recommended.

3. Financial implications

- 3.1 There are no financial implications per se with the implementation of this policy. Business cases will be considered at stage 2 of the process when we advertise individual opportunities, and will help determine the overall level of rental income required for the eventual successful applicant.

4. Other considerations

- 4.1 Equality and diversity will be taken into consideration as part and parcel of the process including where adaptation might be required to a building in order to ensure equal access is provided.

5. Sustainability/Climate Change Implications

- 5.1 The use of otherwise redundant buildings or unused land provides a sustainable re-use of assets which would otherwise cost the Council money to repair, maintain and keep secure without providing any community benefit.

6. Timetable for implementation

- 6.1 It is proposed that this policy comes into immediate effect upon approval. It is intended to keep the matter under active view as this is a new policy and procedure. A review will be undertaken in six months to assess its effectiveness and to ascertain if any revisions or amendments are required.it will then be reviewed on an annual basis.

Background papers:

None

Appendices:

Community Asset Policy and Procedure
Stage 1 Further Information Form
Stage 1 Matrix Scoring Form
Flow Chart
Equality Impact Analysis (to follow)

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Community Asset **Policy**

September 2020

Community Asset Policy

1. Introduction

The Council defines a community asset as a building and/or land that has a community use and from which a community based activity or service is/could be delivered.

The Council's Property Portfolio includes land, buildings and other structures. Assets from the portfolio that are utilised by the community for social, health or leisure purposes include; community centres and halls, parks, play areas and recreation grounds, pavilions & changing rooms, tennis courts, bowls clubs, leisure centres, allotments and scout/uniformed group huts. (N.B. this list is not exhaustive and does not include miscellaneous land that may be considered for future community use. A full list of the types of community assets can be seen in Appendix 3 of the Asset Management Plan).

The Council's portfolio of assets are held to; support direct service delivery, support delivery by partners including the voluntary sector, stimulate economic activity and regeneration and support the Council's budgets. The Council has a duty to act as custodian of community assets whilst supporting and facilitating third sector development through community use agreements/leases.

For the purpose of this policy the term 'Asset Transfer' refers to the transfer of a long-term community asset lease to a community organisation.

2. Purpose of the policy

The purpose of the Community Asset Usage Policy is to establish a transparent and positive framework that sets out the Council's desired objectives for long-term community asset usage. This policy will be used to robustly evaluate current and proposed community usage arrangements through the establishment of a cross service evaluation criteria and procedure. The procedure will:

- source information across services to respond to queries from community groups in a timely manner.
- ensure that Elected Members and officers understand how the evaluation of community asset usage can benefit both the Council and local communities.

Through implementation of the policy and procedure, the Council will ultimately gain a robust methodology to inform and influence long-term community asset usage decisions.

3. Objectives

The objectives of this policy are:

- to ensure a transparent, equitable process for the assessment of community assets and their future use
- to maximise the benefit of Council owned assets for local communities
- to maximise the utilisation of community assets through shared usage arrangements
- to provide long-term sustainability for services and assets to ensure due consideration is given to assets that are already highlighted for potential investment by external sources

- to provide value for money for the Council and residents
- to provide a stimulus for partnership working
- to enhance the Council's reputation

4. Local policy context

The Council will adopt an agreed method of assessing the benefits of current use vs proposed community use that is strategically linked to its corporate priorities.

Housing - To strive towards meeting the housing needs of our residents, providing working families and others in housing need within the Borough with suitable accommodation.

Economic Development -To stimulate more investment, jobs and visitors to Spelthorne to further the overall economic wellbeing and prosperity of the Borough and its residents.

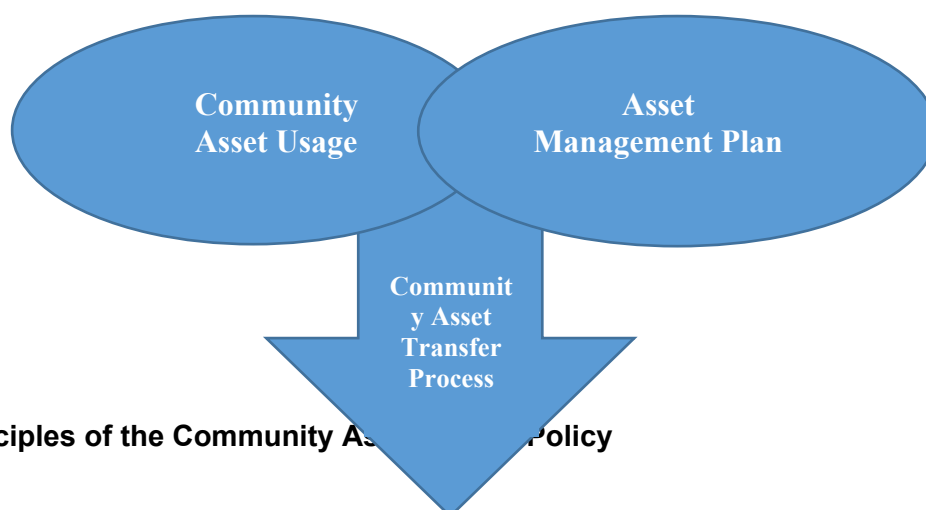
Clean and Safe Environment - To provide a place where people want to live, work and enjoy their leisure time and where they feel safe to do so

Financial Sustainability - To ensure that the Council can become financially self-sufficient in the near future

The proposed Asset Management Plan for Spelthorne Borough Council will set out the Council's commitment to undertaking a comprehensive review of its entire municipal property estate over the next 3 years, starting with the Council's building assets. The key issues to be identified are:

- the suitability of the building/ location for the delivery of the service
- whether the service is needed for the long-term
- whether the property occupied represents or could represent value for money.

The findings from this review will contribute to the scoring of the Community Asset Evaluation, particularly the financial and community use criteria. The Community Asset Usage Policy will dovetail with the Asset Management Plan to assist in the identification and recommendation of community assets that are suitable for Community Asset Transfer. Any Community Asset Transfer recommendation will consider equal opportunities and the need to provide an open application process against an agreed criteria.



5. Principles of the Community Asset Usage Policy

The policy on Community Asset Usage is underpinned by the following principles:

- any proposed community asset usage must support the aims and priorities of the Council as set out in an adopted policy e.g. Corporate Plan, Asset Management Plan, Health and Wellbeing Strategy
- any community asset usage criteria and procedure must support the overall policy objectives
- recognise the Council's dual roles as a supporter of the third sector but also as a steward of publicly owned assets
- all Council service areas and Elected Members will endorse and help deliver this agenda
- the policy will be maintained and delivered by a Corporate Working Group consisting of representatives from Asset Management, Leisure Services, Community and Neighbourhood Services.

This policy will be supported by a robust evaluation criteria and procedure as set out in the accompanying document.

For clarity:

- This policy applies to leases (the grant of legal interest in land which gives exclusive possession for a fixed period of time) but will exclude licences as this is a Council permission granting a licence occupy or do something on our land
- This policy will also apply to situations when the Council has properties which are coming up for lease renewal, or where we have a vacant property which is surplus to Council requirements. As an authority we do need to ensure that every opportunity is offered out to other community organisations regardless of whether or not there is a current tenant whose lease is coming up for renewal in case to ascertain which community use might be best for the premise. The only situation where this would not apply would be when there is a lease in place 'inside the Act' or there are other legal or technical reasons why this cannot be done.
- Prior to applying this policy to a particular asset the Council will establish if the building is fit for purpose and what works might need to be done in order to bring it up to spec. This will be factored in (as required) as part of any lease.
- As part of this pre-assessment process each individual asset will be looked in its own right when the specification is pulled together on what the Council are looking for (e.g. a small toilet might be suitable for a business or a community use and this will be determined prior to advertising)

6. Policy Ownership and Review

Asset Management will have overall ownership of the community asset policy and procedure. All enquiries regarding community asset usage received by officers or Elected Members will be referred to the Asset Management Team. This is to ensure the enquiry can be processed in line with this policy and procedure and will include cross service evaluation. Officers from Community Wellbeing, Neighbourhood Services and any other relevant department will contribute to Stage 1 Assessment Scoring Forms as required. The Officer Panel that has responsibility for making recommendations will consist of the Group Heads for Community and Wellbeing and Regeneration and Growth and the Property and Development Manager.

There will be a process of lease reviews for all Community Assets. The timings of these reviews will depend on the individual asset and the outcome of the evaluation.

This policy will initially be reviewed 6 months after implementation and then on an annual basis.

Community Asset Usage Procedure

This procedure sets out a framework for considering Community Asset Usage requests. It outlines the stages of the decision making process plus the assessment criteria and processes at each stage.

For the purpose of this procedure the term 'Asset Transfer' refers to the transfer of a long-term community asset lease to a community organisation.

STAGE 1 - Advertising available asset and initial application and assessment

The authority will only consider advertising an asset where:

It is in the freehold/leasehold interest of the Council

It has already undergone assessment for current benefit to community users and value for money using the adopted policy criteria

It is not already identified in Councils strategies or service delivery plans for future external investment to enhance its current usage. The exception to this would be a proposal that includes the same activity as the current usage e.g. an application could be considered from a football club that wants to make use of a pavilion that has been highlighted for investment in the Councils Playing Pitch Strategy.

Assets identified for potential asset transfer or community having undergone the process set out above will be advertised on the Council's website for a period of 1 month. Each opportunity will be advertised for a month to gauge interest. At the same time as the advert is placed on the website we will advise ward councillors by email as well as residents associations and any other community groups that the Council may be aware of (via the Community Development Manager). These organisations can then pass the message out to the local community to ensure the opportunity for local community groups to bid for space is maximised.

Community groups and organisations will be invited to express their interest in using or leasing the asset by completing a Stage 1 Further Information Form (**Appendix 1**).

All enquiries relating to community asset usage from residents, sports clubs, community groups or organisations and Elected Members will be directed to the website to view potential opportunities. The Stage 1 Further Information Form will be available on the website along with the Scoring Matrix Form which they will be scored against (**Appendix 2**). This will ensure there is full transparency around the process which will be undertaken.

There will be 3 key factors to be considered within stage 1 but the individual criteria which expressions of interest will be scored against may vary depending on the asset being advertised. This will be made clear upfront when the assets is initially advertised.

The Applicant must be a Voluntary and Community Sector organisation - i.e. it must be a legal entity which is:-

- Appropriately constituted, for example, a registered charity, a community interest company or a charitable incorporated organisation, a not-for-profit company; a co-operative, sports

club or CASC (Community Amateur Sports Club). A requirement to have charitable status will be dependent on the size of the asset and will be specified at advert stage. (For example where there is a substantial asset and the community group is looking to access government or other grant funding in order to operate then charitable status will almost always be required in any event for them to access that funding)

- Community-led, i.e. its governance arrangements must ensure that members of the community are able to influence its operation and decision making processes.

Stage 1 Criteria:

The three key factors to be considered within the Stage 1a Community Asset Usage Policy/procedure criteria are:

- a. The current benefits to the local community provided by the organisation and/or asset versus those to be gained from new or increased access to the community asset.
- b. The alignment of any new usage proposal with the Council's strategic values and objectives.
- c. The impact of the current and/or proposed usage on the sustainability of the asset and service.

Stage 1 assessment of proposals via the Scoring Matrix Form will take into account these factors, considering both the likelihood and impact of failure.

Stage 1 Procedure:

Stage 1a

Assets identified for potential asset transfer or community use following the review of the Council's property estate will be advertised on the Council's website for a period of 1 month. Community groups and organisations will be invited to express their interest in using or leasing the asset by completing a Stage 1 Further Information Form (**Appendix 1**).

The Property and Development Manager will initially assess all Stage 1 enquiries using the 'Further information Form' and 'Stage 1 Scoring Matrix Form' (**Appendix 2**). See attached Flow Chart for further details (**Appendix 3**). Where necessary, Community Wellbeing and Neighbourhood Services will be asked to contribute to provide missing information.

Stage 1 Scoring Matrix Forms that score 75% or below will not meet the Council's key criteria for long-term community asset usage. Asset Management will inform the enquirer accordingly once all assessments have been completed that they have been unsuccessful in their submission.

This stage will be completed within 2 weeks of the closing date of the advert.

Stage 1b

Stage 1 Scoring Matrix Forms that score 75% and above will be assessed by the Officer Panel (Group Heads of Community and Wellbeing, Regeneration and Growth and the Property and Development Manager). That group will undertake a basic options appraisal to compare current and proposed usage facts and decide which applications should move to stage 2. Once this process has been completed Asset Management will advise those applicant(s) that have been successful in moving to Stage 2.

This will be completed within 2 weeks of the completion of the stage 1a assessment.

STAGE 2 - Consideration for Asset Transfer

Stage 2 requires applicants to produce a full business case, including financial considerations and evidence of ability to sustain the asset and service they provide. The level of detail in the business case will be to a large extent determined by the size of the asset and the community offering being put forward (for example a community café in a disused toilet will require less than an organisation looking to take a whole community hall).

These documents will undergo a robust objective review by officers in Asset Management, Finance, Community Wellbeing and Neighbourhood Services (the latter two as required) and assessed for a second time against the full assessment criteria using the Council's Stage 1 Scoring Matrix Form.

This process will be completed in 2 weeks. If as a result of additional requests for information or a large number of business case submissions this 2 week turnaround cannot be achieved the Council will write and advise all applicants in writing of the date of the extended deadline by which that assessment will be complete.

Stage 2 Criteria:

A successful Stage 2 full business case will need to evidence the following criteria:

Community Use

The proposed use of the asset is genuinely for the benefit of the local community and offers real potential for the development of a sustainable, successful and independent community organisation.

The asset will benefit local residents, including less advantaged groups and provide affordable membership costs.

Strategic Direction

The proposed use of an asset reflects the outcomes and objectives of the Council's Corporate Plan and Asset Management Plan.

Local Provision

The application demonstrates that there is supply and demand for the service and no surplus duplication within the local area.

Finance

The applicant provides a business plan that demonstrates:

- Value for money for the Council
- Security /sustainability of service to ensure continued utilisation and prevention of anti-social behaviour

Stage 2 Procedure:

Stage 2a:

Successful applicants from stage 1 are invited to submit a detailed business plan. These should be submitted by the applicants within 2 weeks of being advised they have advanced to stage 2 of the process. Where this deadline cannot be achieved the applicant should advise the Council why and how long this will take.

Stage 2b:

Business cases are reviewed by officers in Asset Management, Finance, Community Wellbeing and Neighbourhood Services (the latter two as required) and assessed for a second time against the full assessment criteria using the Council's Stage 1 Scoring Matrix Form.

A full financial review will be undertaken by the Finance team.

This process will be completed in 2 weeks. If as a result of additional requests for information or a large number of business case submissions this 2 week turnaround cannot be achieved the Council will write and advise all applicants in writing of the date of the extended deadline by which that assessment will be complete

STAGE 3 – Asset Transfer Recommendation

These assessments will be used to determine if there is a suitable applicant which the Officer Panel can recommend to the relevant Councillors. If there is a suitable applicant, a full report including the Stage 1 Scoring Matrix Form, the relevant business case and officer recommendation will be sent to the Leader, the Portfolio Holder for Investment Portfolio Management, and Regeneration and the Portfolio Holder most relevant to the application with the recommendation to proceed with the lease or community asset transfer as appropriate.

A final decision on whether to accept the recommendation of the Officer Panel will be made on the asset by these Councillors. This decision will be made within one week of receipt of the officer recommendation.

The successful applicant will be notified in writing on the decision of the Council and liaison will then take place with the Assets and Legal teams on drawing up the necessary legal documentation.

COUNCILLOR INVOLVEMENT

Requests or approaches received by a Councillor relating to any municipal property will need to be referred directly to the assets team as they need to have full sight of every potential opportunity that has come to the Council no matter by what route. It will then be for the assets team to manage the process in accordance with the policy.

Where a Councillor has had any involvement, this will be recorded in the assessment report considered by the Councillor panel at the end of Stage 2. Councillors with such involvement will not be party to the final decision making process.

REVIEW PROCESS

All those unsuccessful applicants who reached stage 2 will then be notified that they have not been successful indicating the reasons why. Any applicants not satisfied with the final decision will need to contact the Council and go through the Councils Corporate Complaints Procedure <https://www.spelthorne.gov.uk/article/16560/Comments-compliments-and-complaints>

APPENDICES

Stage 1 Further Information Form

Stage 1 Scoring Matrix Form

Flow Chart

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COMMUNITY ASSET USAGE POLICY STAGE 1 - FURTHER INFORMATION FORM

In order to assess your initial usage enquiry for a Council owned asset, please provide more information on your organisation, your users, and how your long term usage would align with the Council's strategic values and objectives as set out in the guidance notes at the end of this document.

We will use this information to assess against our key criteria and will inform you if your enquiry passes the Stage 1 assessment. **Organisations will need to answer all questions below. The Council will not be able to assess incomplete forms.**

1.	Community Use
	<u>About your organisation:</u>
1.1	What is the name of your club/organisation?
1.2	What is your organisations legal entity and current governance? Please attach evidence in form of proof of charity status or trading number. Forms without this information will not be considered.
1.3	What service does your organisation provide?
1.4	Does your organisation have an interest in a particular Council asset? i.e. building or land?
1.5	If yes, which Council owned asset/assets is your club/organisation interested in and in what capacity e.g. short / long term lease? Please note a long term lease would be 25 years or more.
1.6	What is the reason for your interest a Council owned asset? e.g. lease ending in current site.
1.7	How many m2 and hours per week would you be wanting to make use of an asset? Please make sure you provide:

- days of week
- times
- floor space in m2.

1.8 Are you a current hirer of a Council owned facility? Please provide details of m2 usage and hours per week.

1.9 One of the Council's objectives is to maximise the usage of community assets. If there is surplus hire/booking space outside your requested usage, would you consider sharing space on a long-term lease with another community group?

About your members:

1.10 How many members/current service users do you have?

1.11 How many of your members/users are Spelthorne residents?

1.12 How many projected members/service users do you expect over the next:

12 months:

2 years:

5 years:

1.13 What is the cost of any membership to local residents – do you offer concessions? Are your rates affordable to your service users?

1.14 Are diverse/less advantaged groups users of their service?

1.15 If yes, what percentage of users are from less advantaged groups?

1.16 How would your club/service attract more people from less advantaged groups?

2.	Strategic Objectives
2.1	<p><u>Benefits of usage</u></p> <p>If you were to use this facility, what benefits would the local people receive from your service? Please refer to the Council's strategic values and objectives in the guidance notes and explain how your benefits relate to these.</p> <p>Corporate Plan:</p> <p>Health and Wellbeing Strategy:</p> <p><u>Benefits to asset</u></p> <p>Please provide any benefits that the Council's asset would receive from your usage. We are interested in how your usage would impact on the sustainability of the asset:</p> <p>2.2 Would your organisation be willing take on responsibility for internal maintenance? Please provide details.</p> <p>2.3 Would presence of your organisation within an asset reduce anti-social behaviour?</p> <p>2.4 Has your organisation secured any capital funding that could benefit the asset?</p> <p>2.5 Does your organisation link with a funding partner who is interested in investing in the asset or receive advisory support from relative organisation?</p>
3.	Local Provision
3.1	Please confirm if you are aware of any other similar groups operating in Spelthorne or in the locality of the asset of interest?
3.2	Do you currently operate a waiting list for your service and if so how many people are listed?
4.	Declaration of interest
	The Council has a duty to consider any situation in which staff personal interests, or interests that owe staff to another body or person, may (or may

	appear to) influence or affect the Council's decision making. Please therefore answer the following questions:
4.1	Is your club/organisation receiving any political interest and or support from local Councillors?
4.2	Are you or any of your committee members related to a member of staff at the Council?
4.3	Are you or any of your committee members self-employed and contractually obliged to provide goods or services to a member of staff or Councillor at the Council?
5	Additional information
	Please supply any additional information that you think might be of interest to the scoring panel.

Guidance Notes:

Spelthorne Borough Council's Strategic Plans

The Council's Corporate Plan sets out four main priorities.

Housing

Key aim: To strive towards meeting the housing needs of our residents, providing working families and others in housing need within the Borough with suitable accommodation.

Economic Development

Key aim: To stimulate more investment, jobs and visitors to Spelthorne to further the overall economic wellbeing and prosperity of the Borough and its residents.

Clean and Safe Environment

Key aim: To provide a place where people want to live, work and enjoy their leisure time and where they feel safe to do so.

Financial Sustainability

Key aim: To ensure that the Council can become financially self-sufficient in the near future.

Spelthorne Health and Wellbeing Strategy 2020 – 2023.

Asset Management Plan

Health and Wellbeing Strategy

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STAGE 1 - SPELTHORNE COMMUNITY ASSET – SCORING MATRIX FORM

Name of community organisation, representative or Councillor expressing interest: _____

Name of Asset /Premise: _____

Decision to move to STAGE 2?: Yes/No

Definitions:

Community use = for charity or not for profit organisations.

Asset Transfer = long term lease.

Community Asset = Council owned buildings and or land.

1.	Community Use	Points 2	Points 4	Points 6	Points 8	Score
	About your organisation:					
	Evidence of organisations legal entity and current governance.	No governance.	Work in progress	Evidence pending	Evidence provided	
	Is the organisation seeking a long-term lease of at least 25 years?	Not seeking			At least 25 years.	

Current hirer of a particular Council asset? Low – few hours a week. High – high no. of hours.	For info – non-scoring				
What is your proposed usage of the/an asset? Measurement(s) – 7 days a week 4 pm to 8 pm	10-40% available hours	40-50% available hours	50-60% available hours	100% available hours	
Is the asset in a less advantaged ward?	For info – non scoring				
If there is surplus hire/booking space outside the requested usage, would they consider sharing space on a long-term lease with another community group?	No	Yes – for specific activity	Yes – part spare hours	Yes – all spare hours	
About your members:					
How many members/current service users do they have? (relative to the service)	0-10	10-30	30-60	60+	
How many members/service users are residents?	25% Small percentage	26% - 50%	51% - 75%	76 – 100% Large percentage	
How many projected members/service users do they expect over the next: 1,2 and 5 years.	No increase	Small increase	Double numbers	More than double	
Is the cost of membership affordable to service users?	High cost upfront cost	Medium upfront cost	Low upfront cost	No membership – low cost pay as you go	
Are diverse/less advantaged groups users of their service? What percentage of users are from less advantaged groups?		Less than 50%	40% to 75%	75% to 100%	
How would you intend to attract less advantaged groups?	No plans	Little evidence	Some evidence	Strong evidence	

	Strategic outcomes for users? Economic, Health and Wellbeing etc	No outcomes	One outcome	Two outcomes	Evidence of multiple outcomes	
	Subtotal	/88				

2.	Strategic Objectives	Points 1	Points 2	Points 3	Points 4	Score
	Community benefits of usage:					
	Alignment with Council objectives in Corporate Plan?	Tenuous link to one theme	Partially supports one theme	Supports one theme and partly supports others	Supports More than one Corporate Plan Theme	
	Alignment with Council Community, Health and Wellbeing plans?	No links	Partial links to one theme	Links to one theme	Evidence of more than one theme	
	Prioritised within current Service Delivery Plans? (internal input)	Not listed		Listed in draft future service plan	Yes prioritised for specific purpose	
	Is a particular asset mentioned and if so is it highlighted within a Council Strategy for investment? i.e. Playing Pitch or Homelessness Strategy. See Guidance Notes for list of properties. (Internal input)	Panel to discuss and score highly if the asset already has funding assigned to it.				
	Perceived benefit to asset/Council:					
	Would organisation be willing take on internal maintenance?	No responsibility		Part internal repairing lease	Full internal repairing lease	
	Would presence of organisation reduce anti-social behaviour?	No change		Partly	Significantly	
	Does organisation have secured funding?	No funding		Application approved	Secured funding	

	Does organisation receive advisory funding support from relative organisation?	No support			Yes	
	Subtotal	/28				

3.	Local provision	4	8	12	16	Score
	Is the type of usage/activity/facility catered for within plans for the new Spelthorne Leisure Centre?	Yes			No	
	Does the current provision in the borough cater for the demand?	Yes	Equal	No – short wait lists	No- long wait lists	
	Does the Council own a venue of a suitable size that could be evaluated against this proposal? (internal input)	No			Yes	
	Subtotal	/48				

4.	Declaration of interest	Non- scoring- for information				
	Political interest from local Councillors?					
	Committee members related to a member of staff or Councillor?					
	Committee members contractually obligated to provide self-employed goods or services to any member of staff or Councillor?					

5.	Supporting Information /Additional considerations	-10	-5	0	+5	+10
	Comments:					

6.	Total Score	/164				
	Total as a percentage					
	0 to 82 = 0 – 50% = 83 to 99 = 51 - 60% = 25% 100 to 115 = 61 – 70%= 50% 116 to 131 = 71 - 80% = 75% 132 to 148 = 81 – 90% = 85% 149 to 164 = 91 – 100% = 100%					
	Proceed to stage 2??	YES/NO				

Scored by:

Signed:

Date:

Approved by:

Signed:

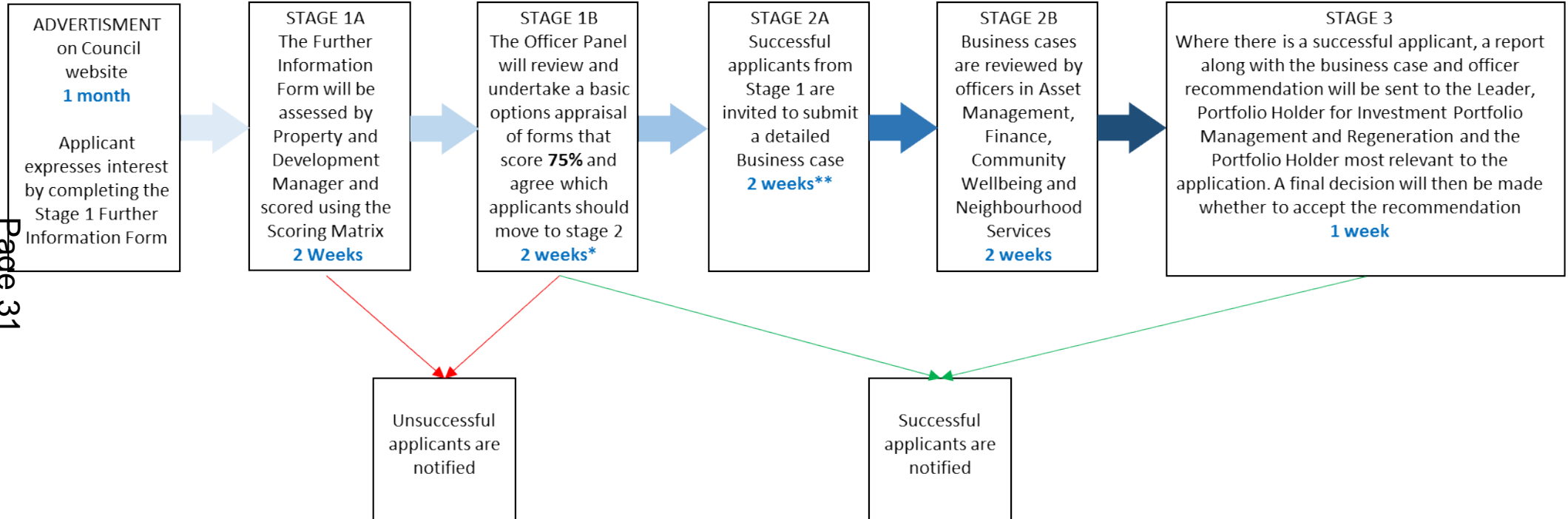
Date:

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Stage 1

Stage 2

Stage 3



* In the event that the 2 week turn around cannot be achieved the Council will write and advise all applicants the date of the extended deadline

** Where this deadline cannot be achieved the applicant should advise the Council why and how long this will take

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