



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:

Date:

Signed: