



STAGE 1 - SPELTHORNE COMMUNITY ASSET – SAMPLE 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 – use which has the primary purpose of serving the community

Community letting = 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	
	What length of lease is the organisation seeking	For info – non scoring				

What is the proposed usage of the 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				
About your members:					
How many members/current service users do they have? (relative to the service)	0-10	11-30	31-60	61+	
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%	
Is evidence provided to demonstrate the local need / community support for their acquisition of the asset	No evidence	Minimal evidence	Good evidence to demonstrate local need and community support	Strong evidence to demonstrate local need and community support	
Subtotal	172				

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	
	Perceived benefit to asset/Council:					
	Would organisation be willing take on repair and maintenance?	No responsibility for repairs or maintenance.	Keeping clean, tidy and complying with statutory maintenance requirements only	Internal repairs and maintenance.	Full internal and external repairs and maintenance	
	What experience does the organisation have in maintaining an asset?	None	Some experience within the building trades.	Previous involvement with managing property.	Professional experience and/or previous property management experience.	

	Would presence of organisation reduce anti-social behaviour?	No change		Partly	Significantly	
	Has the organisation secured funding?	No funding applications made	Applications made but no funding secured	Application approved	Secured funding	
	Does organisation receive advisory funding support from relative organisation?	No support			Yes	
	Subtotal	/32				

3.	Local provision	4	8	12	16	Score
	Does the current provision in the borough cater for the demand?	Yes	Equal	No – short wait lists	No- long wait lists	
	Has the organisation demonstrated community support for their organisation?	No			Yes	
	Subtotal	/32				

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	/146				
	Total as a percentage					
	Proceed to stage 2??	YES/NO				

Scored by:

Signed:

Date:

Approved by:

Signed:

Date: