

Stage 1

Stage 2

Stage 3

Asset Advertised for 1 month

Stage 1a – Information form completed by interested organisations

STAGE 1a - FURTHER INFORMATION FORM INITIAL ASSESSMENT

Officers from Asset management will access all stage 1 information forms. Officers from Community Wellbeing, Neighbourhood Services or other departments may be asked to contribute. Following initial assessment against scoring matrix officers will recommend applications to officer panel for stage 1b.

STAGE 1b – FURTHER INFO ASSESSMENT PANEL ASSESSMENT

Panel consists of Group Heads of Community and Wellbeing, Regeneration and Growth and the Property and development Manager. Panel view highly scoring applications from stage 1a and decide which should move to stage 2.

SUCCESSFUL - STAGE 2

Business Case and Health and Safety Questionnaire documents undergo a robust objective review by officers in Asset Management, Finance, Community Wellbeing and Neighbourhood Services and assessed for a second time against the full assessment criteria using the Council's Stage 1 Scoring Matrix Form. If there is a suitable applicant for community letting a recommendation is made to Councillors at stage 3.

STAGE 3

The portfolio holders for Assets and Community Wellbeing receive report and officer recommendation regarding the asset. A final decision is then made on whether to let the asset to the recommended organisation. This decision will be made within one week of receipt of the officer recommendation unless the Council's Constitution requires Committee authority. Where Committee authority is not required, the appropriate delegated authority will be requested.

Unsuccessful applicants are notified

Successful Applicant

Successful applicant notified and legal documentation drawn up including heads of terms

