

To:

Members of Scrutiny Committee

(Councillors P H Murphy (Chairman), R Lillis (Vice Chairman), D Archer, A Behan, R Clifford, G S Dowding, B Maitland-Walker, J Parbrook, and R Woods)

Members of Cabinet

(Councillor A Trollope-Bellew (Leader), M Chilcott (Deputy Leader), M Dewdney, K J Mills, C Morgan, S J Pugsley, K H Turner, D J Westcott)

Our Ref CS

Contact Emily McGuinness emcguinness@westsomerset.gov.uk

Date 02 March 2016

**THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THE MEETING
THIS DOCUMENT CAN BE MADE AVAILABLE IN LARGE PRINT, BRAILLE, TAPE FORMAT
OR IN OTHER LANGUAGES ON REQUEST**

Dear Councillor

I hereby give you notice to attend the following meeting:

SCRUTINY COMMITTEE

Date: Thursday 10 March 2016

Time: 3.30 pm

Venue: Council Chamber, Council Offices, Williton

There will be a pre-meeting held in the Grabbist Room at 2.30pm to which all Scrutiny Members are invited.

Please note that this meeting may be recorded. At the start of the meeting the Chairman will confirm if all or part of the meeting is being recorded.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during the recording will be retained in accordance with the Council's policy.

Therefore unless you advise otherwise, by entering the Council Chamber and speaking during Public Participation you are consenting to being recorded and to the possible use of the sound recording for access via the website or for training purposes. If you have any queries regarding this please contact Committee Services on 01643 703704.

Yours sincerely



BRUCE LANG
Proper Officer

WEST SOMERSET COUNCIL

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RISK SCORING MATRIX

Report writers score risks in reports uses the scoring matrix below

Risk Scoring Matrix

Likelihood	5	Almost Certain	Low (5)	Medium (10)	High (15)	Very High (20)	Very High (25)
	4	Likely	Low (4)	Medium (8)	Medium (12)	High (16)	Very High (20)
	3	Possible	Low (3)	Low (6)	Medium (9)	Medium (12)	High (15)
	2	Unlikely	Low (2)	Low (4)	Low (6)	Medium (8)	Medium (10)
	1	Rare	Low (1)	Low (2)	Low (3)	Low (4)	Low (5)
			1	2	3	4	5
			Negligible	Minor	Moderate	Major	Catastrophic
Impact							

Likelihood of risk occurring	Indicator	Description (chance of occurrence)
1. Very Unlikely	May occur in exceptional circumstances	< 10%
2. Slight	Is unlikely to, but could occur at some time	10 – 25%
3. Feasible	Fairly likely to occur at same time	25 – 50%
4. Likely	Likely to occur within the next 1-2 years, or occurs occasionally	50 – 75%
5. Very Likely	Regular occurrence (daily / weekly / monthly)	> 75%

- Mitigating actions for high ('High' or above) scoring risks are to be reflected in Service Plans, managed by the Group Manager and implemented by Service Lead Officers;
- Lower scoring risks will either be accepted with no mitigating actions or included in work plans with appropriate mitigating actions that are managed by Service Lead Officers.

SCRUTINY COMMITTEE

Meeting to be held on Thursday 10 March 2016 at 3.30 pm

Council Chamber, Williton

AGENDA

1. Apologies for Absence

2. Minutes

Minutes of the Scrutiny Committee held on 11 February 2016, to be approved and signed as a correct record – **SEE ATTACHED.**

3. Declarations of Interest

To receive and record any declarations of interest in respect of any matters included on the Agenda for consideration at this Meeting.

4. Public Participation

The Chairman to advise the Committee of any items on which members of the public have requested to speak and advise those members of the public present of the details of the Council's public participation scheme.

For those members of the public wishing to speak at this meeting there are a few points you might like to note.

A three-minute time limit applies to each speaker and you will be asked to speak before Councillors debate the issue. There will be no further opportunity for comment at a later stage. Your comments should be addressed to the Chairman and any ruling made by the Chair is not open to discussion. If a response is needed it will be given either orally at the meeting or a written reply made within five working days of the meeting.

5. Notes of Key Cabinet Decisions/Action Points

To review the Key Cabinet Decisions/Action Points from the Cabinet Meeting held on 2 March, 2016 – **TO BE CIRCULATED AT MEETING.**

6. Cabinet Forward Plan

To review the latest Cabinet Forward Plan for the months of November onwards, published on 2 March 2016 – **TO BE CIRCULATED AT MEETING.**

7. Chairman's Announcements.

An opportunity to update the Committee on any matters of interest or matters arising

8. Update from South Western Ambulance Service Trust.

In November 2015, representatives from the SWAST attended the West Somerset Scrutiny Committee. The Committee had prepared a list of questions which had been circulated several weeks in advance. SWAST representatives were able to answer some of these questions during the meeting but requested more time to respond to the following questions:

SWAST have been invited to attend the March West Somerset Scrutiny meeting to provide answers to these outstanding questions:-

- Over the past 12 months, how many calls from West Somerset have been responded to by Ambulances leaving from within the West Somerset Area?
- Over the past 12 months, how many response times to calls from West Somerset have exceeded 45 minutes within each of your response categories?
- Are you able to provide any data that shows where the Minehead ambulances physically are when West Somerset response times have exceeded 45 minutes and crews from as far away as South Molton have attended?
- How long, on average, does it take for back up to arrive to support Rapid Response Vehicle crews within the West Somerset area?

9. Update on Car Parking Matters.

Chris Hall – Assistant Director – Operational Delivery will be attending to briefly update members on the issue of Car Park income in response to queries raised at the February Scrutiny Committee meeting.

- **BRIEFING NOTE TO FOLLOW.**

10. Freehold Transfer of land at Mill Street Watchet.

To consider Report No. WSC 33/16 to be presented by Councillor Mandy Chilcott, Portfolio Holder for Resources and Central Support.

The purpose of the report was to consider the transfer of an area of land at Mill Street Watchet to the Watchet Town Council, the extent of which is shown hatched and marked with an 'X' on the attached plan (Appendix A). The transfer of this area of land will reduce ongoing maintenance liabilities for the Council which will assist in establishing a resilient operating model.

Exclusion of the Press and Public

To consider excluding the press and public during consideration of Item 12 on the grounds that, if the press and public were present during that item, there would be likely to be a disclosure to them of exempt information of the class specified in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended as follows:-

The Confidential Appendices included as part of Items 11 and 12 (Appendix B) contains information that could release confidential information relating to the financial or business affairs of any particular person (including the authority holding that information). It is therefore proposed that after consideration of all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

11. **CONFIDENTIAL Report Freehold disposal of Barnsclose Industrial Estate.**

To consider Report No. WSC 34/16 to consider the freehold disposal of Barnsclose Industrial Estate at Dulverton be presented by Councillor Mandy Chilcott, Portfolio Holder for Resources and Central Support.

- **SEE ATTACHED.**

12. **CONFIDENTIAL Report Community Asset Transfer Policy**

To consider Report No. WSC 35/16 to be presented by Councillor Mandy Chilcott, Portfolio Holder for Resources and Central Support.

This report provided Members with details of the recent consultation completed in respect of the Council adopting a Community Asset Transfer policy.

- **SEE ATTACHED.**

13. **Scrutiny Committee Work Plan**

To receive items and review the Scrutiny Committee Work plan for 2016/17. - **SEE ATTACHED.**

COUNCILLORS ARE REMINDED TO CHECK THEIR POST TRAYS

The Council's Vision:

To enable people to live, work and prosper in West Somerset

The Council's Corporate Priorities:

- Local Democracy:
Securing local democracy and accountability in West Somerset, based in West Somerset, elected by the people of West Somerset and responsible to the people of West Somerset.

- New Nuclear Development at Hinkley Point
Maximising opportunities for West Somerset communities and businesses to benefit from the development whilst protecting local communities and the environment.

SCRUTINY COMMITTEE

Minutes of the Meeting held on 11 February 2016 at 3.30 pm

Present:

Councillor P H MurphyChairman

Councillor R Lillis.....Vice-Chairman

Councillor D Archer
Councillor G S Dowding
Councillor J Parbrook

Councillor R Clifford
Councillor B Maitland-Walker
Councillor R Woods

Members in Attendance:

Councillor I Aldridge
Councillor M Dewdney
Councillor K Mills

Councillor M Chilcott
Councillor B Heywood
Councillor A Trollope-Bellew

Officers in Attendance:

Assistant Chief Executive and Monitoring Officer – (B Lang)

Assistant Director – Resources (P Fitzgerald)

Democratic Services Coordinator (E McGuinness)

HR and OD Manger (F Wills)

Parking and Community Safety Manager (T Ann-Biss)

Democratic Services Officer - Scrutiny (M Prouse)

Democratic Services Officer (A Randell)

SC150 Apologies for Absence

An apology for absence was received from Councillor A Behan.

SC151 Minutes

(Minutes of the Meeting of the Scrutiny Committee held on 14 January 2016 – circulated with the Agenda.)

RESOLVED that the Minutes of the Scrutiny Committee held on 14 January 2016 be confirmed as a correct record.

SC152 Declarations of Interest

Members present at the meeting declared the following personal interests in their capacity as a Member of a County, Parish or Town Council:

Name	Minute No.	Description of Interest	Personal or Prejudicial or Disclosable Pecuniary	Action Taken
Cllr B Maitland -Walker	All Items	Carhampton	Personal	Spoke and voted
Cllr P H Murphy	All Items	Watchet	Personal	Spoke and voted
Cllr R Thomas	All items	Minehead	Personal	Spoke and voted
Cllr N Thwaites	All items	Dulverton	Personal	Spoke and voted

SC153 Notes of Key Cabinet Decisions/Action Points

(Copy of Notes of Cabinet Decisions/Action Points, circulated at the meeting.)

RESOLVED that the Key Cabinet Decisions/Action Points from the meeting of the Cabinet held on 3 February 2016, be noted.

SC154 Cabinet Forward Plan

(Copy of the Cabinet Forward Plan published 3 February 2016, circulated with the agenda.)

It was requested that when items were included on the forward plan for the Cabinet, consideration be given as to whether they should be submitted first to the Scrutiny Committee.

RESOLVED that the Cabinet Forward Plan published on 3 February 2016, be noted.

SC155 Dulverton Off-Street Parking Fees and Charges.

The Committee considered the report, WSC 15/16 circulated with the agenda, introduced by Cllr K Mills and presented by Tracey Ann-Biss.

The purpose of the report was to set out proposals to be considered for the increase in off-street parking fees and permits for WSC car parks located within Dulverton. This had been requested by Dulverton Town Council in the support of traffic management of the tourist industry by seeking to influence driver behavior with the following outcomes:

- Provision of additional short stay parking bays for tourists

- Continued investment in parking assets.

It also identified that ongoing investment is needed to improve the assets, the customer experience and convenience.

During the course of discussion the following points were made:-

- The situation re: the lighting provision in the car parks was raised. Members were informed that work is currently being undertaken by Property services to confirm who owned the lighting in the car park.
- The lighting and maintenance was part of a wider ongoing survey.
- It was discussed if asset transfer would be considered for the site.
- There would be a negotiated exit of the management agreement which was proposed to be taken thorough Full Council, prior to the original intended contract end in 2017.
- Members questioned if any increased charges had to be cost neutral. On-Street parking had to be used for transport improvement, as opposed to Off-Street.
- It was determined that the transport Strategy is a West Somerset appointed strategy and not linked or contributed to by Somerset County Council.
- It was asked why the compensation figure of £2500 was being offered to Dulverton Town Council. This was due to the early exit from the agreement.
- As part of the budget setting process, changes to fees following the exit would be implemented from 1st April 2016.
- Assurance was given that any signage replacement and lighting would be done with the minimum cost needed.
- Dulverton Town Council were thanked for their cooperation and agreeing to the proposals.
- The committee were to be provided with a written answer after asking for clarification as to whether there are any restrictions placed on how a council could spend any surplus income generated from off street parking.

Resolved that:-

- (1) The Scrutiny Committee support the proposed increase in off-street parking fees.
- (2) The Scrutiny Committee support the proposed increase to six months and yearly permits.

SC156 Tarr Steps Off-Street Parking Fees and Charges

The Committee considered the report, WSC 17/16, presented by Cllr K Mills, which had been previously circulated.

The purpose of the report was to set out a proposal to be considered for the increase in off-street parking fees and charges for Tarr Steps car park as requested by Exmoor National Park to support continued investment in the parking asset.

During the course of the discussion the following points were made:-

- It was confirmed to members that the Exmoor National Park Authority maintained the car park.
- Further detail could be requested from the Exmoor National Park Authority to show that the increases could be justified.

Resolved that the Scrutiny Committee support the proposed increase in the Tarr Steps car park tariff as requested by Exmoor National Park.

SC 157 Staff Severance/Compensation Policies Updates and Pay Policy Statement 2016/17.

The Committee considered the report, WSC 16/16, presented by Cllr Chilcott, which had been previously circulated.

During the course of discussion the following points were made:-

- It was questioned how the high proportion of staff not in the UNISON would be represented in the consultation.
- Members considered in future instances that paying for a UNISON regional officer to ensure a consistence of approach from the Union should be considered to avoid delays to achieving agreements from occurring.
- In terms of any future ballot action it was requested if it could be ensured that Union membership lists were up to date so that any future ballots or action be undertaken by recognised Union members in line with changing legislation.
- Both authorities achieved the living wage for all staff.
- Councillors requested that assurance to be given to protect employees with long service that could be effected by pension changes.
- Written responses were to be given to the committee relating to new pension discretions, jobs with contrast to NJC Pay Scales and UNISON membership figures.

Resolved that the Scrutiny committee support the changes to the West Somerset Council's Severance Policy and Taunton Deane Borough Council's Compensation Policy as set out in the Redundancy and Retirement policies.

NOTE; the Assistant Chief Executive and Assistant Director – Resources were not present during this item to avoid a potential conflict of interest.

SC 158 Scrutiny Committee Work Plan.

(Copy of the Forward Plan for 2015/16, circulated with the agenda.)

An update relating to the Ambulance Service was provided. Additional data had been requested in connection with response times but, to date, no response had been received. This would be pursued and the matter has been scheduled for the March Scrutiny committee meeting.

RESOLVED that the Scrutiny Forward Plan published on 13 January 2015 be noted.

The meeting closed at 4.42 pm.

Report Number: WSC 33/16
Presented by: CLLR MANDY CHILCOTT, PORTFOLIO HOLDER FOR RESOURCES AND CENTRAL SUPPORT
Author of the Report: Rachel Mulcaire
Contact Details:

Tel. No. Direct Line 01984 635339

Email: rmulcaire@westsomerset.gov.uk

Report to a Meeting of: Scrutiny

To be Held on: Thursday, 10th March 2016

Date Entered on Executive Forward Plan Or Agreement for Urgency Granted: [\[Click here and type Date\]](#)

FREEHOLD TRANSFER OF LAND AT MILL STREET WATCHET TO WATCHET TOWN COUNCIL

1. PURPOSE OF REPORT

- 1.1 To consider the transfer of an area of land at Mill Street Watchet to the Watchet Town Council, the extent of which is shown hatched and marked with an 'X' on the attached plan (Appendix A).

2. CONTRIBUTION TO CORPORATE PRIORITIES

- 2.1 The transfer of this area of land will reduce ongoing maintenance liabilities for the Council which will assist in establishing a resilient operating model.

3. RECOMMENDATIONS

- 3.1 It is recommended that Scrutiny approve:
- The freehold transfer of an area of land at Mill Street Watchet for a nominal £1 consideration.
 - All other terms and conditions of the transfer to be agreed by the Assistant Director for Property and Development in association with the Lead Member.

4. RISK ASSESSMENT (IF APPLICABLE)

Risk Matrix

Description	Likelihood	Impact	Overall
The Parish Council propose to use the area for other uses	Unlikely (2)	Moderate (3)	Low (6)

The land is to be sold at £1 consideration with a covenant limiting its use to that of a shrub area only in perpetuity, and in the event of planning consent being obtained for a more valuable use, the Council to be entitled to receive an overage payment as a share of the net increase in value.	Unlikely (2)	Minor (2)	Low (4)
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The scoring of the risks identified in the above table has been based on the scoring matrix. Each risk has been assessed and scored both before and after the mitigation measures have been actioned.

5. BACKGROUND INFORMATION

- 5.1 This piece of land is predominantly full of shrubs and is maintained by the Council's grounds maintenance team on an annual basis. The area is of triangular shape circa 19m x 24m x 12m (See Appendix A) and is located directly in front of three properties 7 – 9 Mill Street, Watchet.
- 5.2 The Town Council have advised the District that they receive regular complaints from the property owners in Mill Street about the condition of this shrub bed and have requested on several occasions since 2012 to take over the ownership of this land.
- 5.3 In 2011 an adjacent owner also requested to purchase this piece of land.
- 5.4 Due to the fact that the location of the shrub bed is directly in front of all three houses, it is not considered appropriate to offer all of the land to any one property in isolation.
- 5.5 The Town Council's request to take ownership of the land was considered and supported by the Asset Management Group on the 19th August 2015. It was recommended that the freehold of the land was transferred at a nominal consideration but for Watchet Town Council to pay fifty percent of the WSDC officer/legal time costs which were estimated at £1,500.
- 5.6 This offer was put to the Town Council who considered this at its Environment and Planning Committee meeting. Following this meeting the Town Council requested that each party pay for their own legal costs otherwise the Town Council would be faced with excessive charges.
- 5.7 This was put before the Asset Management Group on the 19th October 2015 where it was recommended that the District Council proceeded on the basis of each party paying their own legal costs on the provision that the Town Council's solicitor draws up all the relevant legal documentation. This was agreed by the Town Council at their meeting held on the 19th November 2015.
- 5.8 Under S123(2) of the Local Government Act 1972 a disposal must be for the best consideration reasonably obtainable unless the Secretary of State consents to the disposal. Circular 06/03: Local Government Act 1972 General Disposal Consent (England) 2003 gives authorities consent to dispose of land in circumstances where it considers: -
- a) that the purpose for which the land is to be disposed is likely to contribute to the achievement of any one or more of the following objects in respect of the whole or any part of its area, or of all or any persons resident or present in its area;
- i) the promotion or improvement of economic well-being;

- ii) the promotion or improvement of social well-being;
- iii) the promotion or improvement of environmental well-being; and

b) the difference between the unrestricted value (i.e. the best price reasonably obtainable for the property on terms that are intended to maximise the consideration) of the land to be disposed of and the consideration for the disposal does not exceed £2,000,000 (two million pounds).

5.9 It is considered that this disposal of land to the Town Council complies with these requirements.

6. FINANCIAL/RESOURCE IMPLICATIONS

6.1 The land is to be sold at £1 consideration with a covenant limiting its use to that of a shrub area only in perpetuity. In the event of planning consent being obtained for a more valuable use, the Council to be entitled to receive a share of the net increase in value through an overage payment.

7. COMMENTS ON BEHALF OF SECTION 151 OFFICER

7.1 None in respect of this report.

8. EQUALITY & DIVERSITY IMPLICATIONS

8.1 **Members need to demonstrate that they have consciously thought about the three aims of the Public Sector Equality Duty as part of the decision making process.** The three aims the authority **must** have due regard for are:

- Eliminate discrimination, harassment, victimisation
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

8.2 None in respect of this report.

9. CRIME AND DISORDER IMPLICATIONS

9.1 None in respect of this report.

10. CONSULTATION IMPLICATIONS

10.1 Due to the fact that the location of the shrub bed is directly in front of all three houses, it is not considered appropriate to offer all of the land to any one property in isolation.

10.2 The Town Council is acting on behalf of complaints from local residents and the Town Council have expressed a wish to maintain the area themselves to bring it to a higher standard for residents, property owners in Mill Street and visitors to the town.

11. ASSET MANAGEMENT IMPLICATIONS

11.1 The Council's ongoing maintenance liabilities will be reduced.

12. ENVIRONMENTAL IMPACT IMPLICATIONS

12.1 None in respect of this report.

13. HEALTH & WELLBEING

Demonstrate that the authority has given due regard for:

- People, families and communities take responsibility for their own health and wellbeing;
- Families and communities are thriving and resilient; and
- Somerset people are able to live independently.

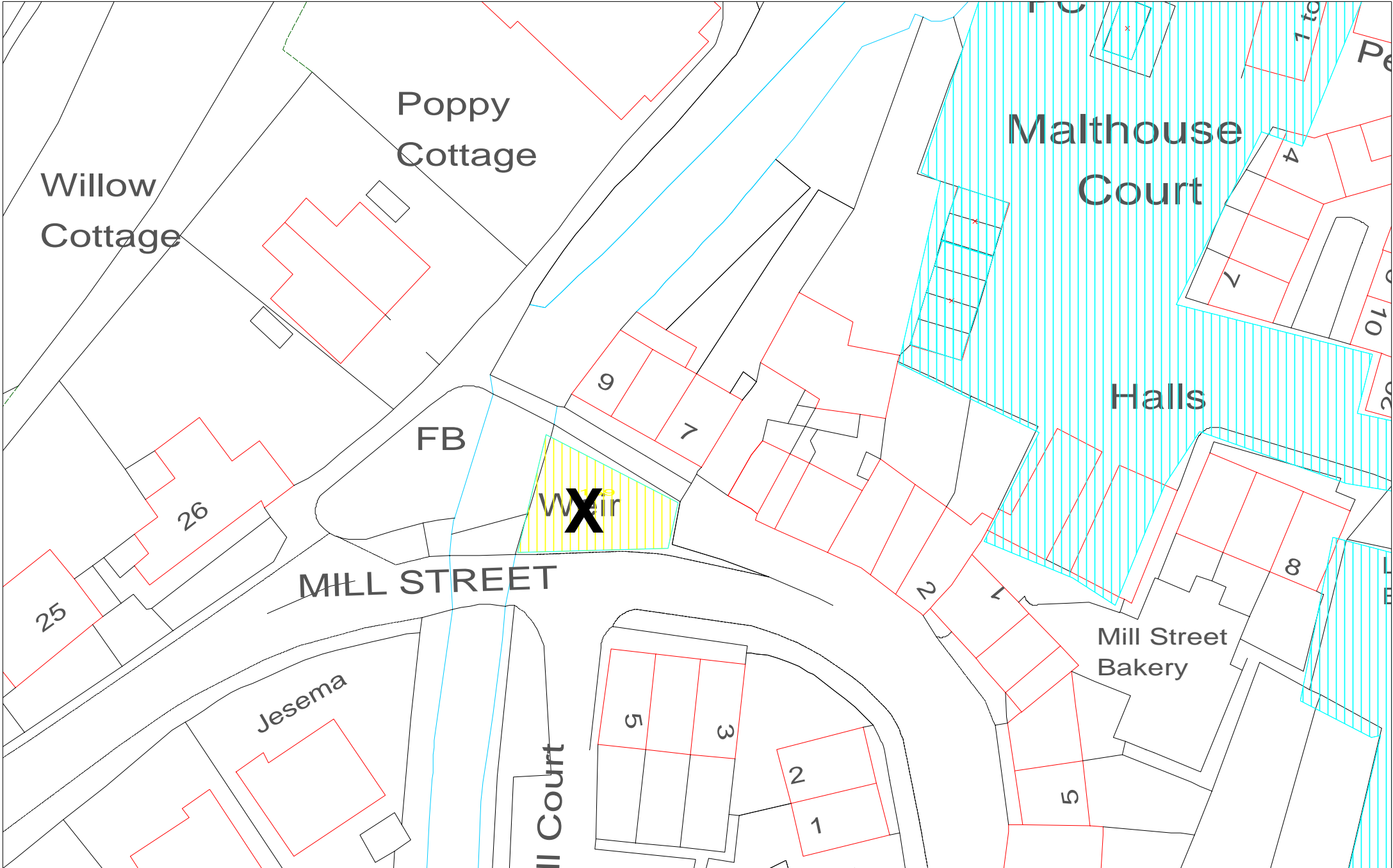
13.1 None in respect of this report.

14. LEGAL IMPLICATIONS

14.1 Each party is to pay their own legal costs but it has been agreed that Watchet Town Council's solicitors will draw up all the relevant legal paperwork to reduce the hours spent on this transfer by District Council's solicitors.

ENC:

APPENDIX A – Plan showing the area of land at Mill Street, Watchet



West Somerset Council

Scrutiny Committee – 10th March 2016

Community Asset Transfer Policy

This matter is the responsibility of Cllr Mandy Chilcott, Lead Member for Resources & Central Services

Report Author : Tim Child, Asset Manager

1 Executive Summary / Purpose of the Report

1.1 This report provides Members with details of the recent consultation completed in respect of the Council adopting a Community Asset Transfer policy.

2 Recommendations

2.1 It is recommended that:-

- The Scrutiny Committee support the adoption of the attached:
 - a) Community Asset Transfer Policy
 - b) Initial Expression Of Interest Form

3 Risk Assessment

Risk Matrix

Description	Likelihood	Impact	Overall
The key risk is that the Council fails to adopt a Community Asset Transfer policy that encourages and facilitates Community Groups where appropriate to take on leasehold or freehold ownership and management of buildings	5	3	15
The mitigation for this will be adopting a policy which is supportive and encourages engagement with Community Groups	2	3	6

Risk Scoring Matrix

Likelihood	5	Almost Certain	Low (5)	Medium (10)	High (15)	Very High (20)	Very High (25)
	4	Likely	Low (4)	Medium (8)	Medium (12)	High (16)	Very High (20)
	3	Possible	Low (3)	Low (6)	Medium (9)	Medium (12)	High (15)
	2	Unlikely	Low (2)	Low (4)	Low (6)	Medium (8)	Medium (10)
	1	Rare	Low (1)	Low (2)	Low (3)	Low (4)	Low (5)
			1	2	3	4	5
			Negligible	Minor	Moderate	Major	Catastrophic
Impact							

Likelihood of risk occurring	Indicator	Description (chance of occurrence)
1. Very Unlikely	May occur in exceptional circumstances	< 10%
2. Slight	Is unlikely to, but could occur at some time	10 – 25%
3. Feasible	Fairly likely to occur at same time	25 – 50%
4. Likely	Likely to occur within the next 1-2 years, or occurs occasionally	50 – 75%
5. Very Likely	Regular occurrence (daily / weekly / monthly)	> 75%

4 Background and Full details of the Report

4.1 Implementation of the Community Asset Transfer (CAT) policy started in July 2014.

4.2 The draft policy was sent out for consultation in August / September 2014 to local Community Groups, Parish Councils, Town Councils and made available in various libraries for comment. The result of the consultation came back with various concerns as follows:

- a) The policy was long and complicated
- b) It focused on transfers only by way of leasing out property
- c) There was no indicative timetable for progress of a CAT application
- d) It seemed to focus on the transfer of non-profitable assets and merely for community bodies to take on the cost of maintaining and running them
- e) The policy also appeared to have too much Council control with the Council being able to take back the asset if a use was found which could make it viable.
- f) It was not in the spirit of the Localism Act.

4.3 Following on from receipt of the summary of replies to the consultation process, the decision was taken to comprehensively reassess the draft policy to take into account the issues raised in the replies along with other work already undertaken. It was also decided to look further at the CAT Policies already adopted by other Councils and also discuss with their representatives their CAT policy and factors they took into consideration when implementing their CAT policy. The Council looked at the existing

CAT policies of half a dozen other Councils and spoke to a couple of Councils directly regarding their approach to how they went about finalising and implementing their policies. The result of this was that the original draft policy has been redrafted reflecting the responses to the consultation and the comments and basis of other Councils CAT policies and wider research and consideration of requirements.

- 4.4 A revised draft policy and the newly formulated Expression of Interest Form (EOI) was presented to Corporate PAG on 24th June 2015 seeking support from Corporate PAG to go out to public consultation based on that revised draft. A further report with draft policy (amended as necessary) and summary of responses would then come back to Members with a recommendation that it be adopted. Corporate PAG attendees requested a small number of amendments to the draft to be consulted on, these amendments were made and the documents re-issued to Corporate PAG attendees asking for responses within a week and by 5th November.
- 4.5 Asset Management liaised with the Council's Housing and Community Project Lead to prepare a comprehensive consultee list.
- 4.6 The final list of consultees comprised:
- a) Councillors: County, Town and Parish as well as Member of Parliament (approx. 53)
 - b) Education Organisations (approx. 1)
 - c) Faith Groups/Churches (approx. 27)
 - d) Internal Officers (approx. 7)
 - e) Partner Organisations (approx. 10)
 - f) Voluntary & Community Organisations (approx. 45)

For West Somerset Council, a total of 143 consultees were consulted by email directing them to the Council's web site.

- 4.7 The consultation questions were redrafted reflecting the responses received previously, trying to achieve a more specific and user-friendly consultation. A copy of the consultation questionnaire is attached (appendix A).
- 4.8 The consultation for the CAT policies for Taunton Deane Borough Council and West Somerset Councils ran in conjunction from 9th November 2015 to 15th January 2016, a period of just over two months. The consultations were accessed on-line on the webpages of the respective Councils, as well as in weekly/monthly/community newsletters, advertised on the council's social media and hard copies of the policies and the consultation were left in both Council offices, as well as libraries across Taunton Deane and West Somerset geographical areas. The consultation had a wide exposure, seeking to obtain representative views of the public.
- 4.9 West Somerset Council received a total of 12 responses to the Community Asset Transfer Consultation giving a response rate of 8.4%. Attached as a confidential appendix is a spreadsheet detailing all responses (CONFIDENTIAL appendix B) with a row dedicated to each response. Please note that whilst this was a joint consultation exercise with Taunton Deane Borough Council, all statistics quoted relate only to West Somerset Council.
- 4.10 The consultation was answered by a variety of respondents as detailed below:

- a) (50%) Individual
- b) (8%) Voluntary Sector Organisation
- c) (17%) Social Enterprise/Not-for-profit Organisation
- d) (8%) Town/Parish Council
- e) (16%) Other

These percentages are rounded to nearest decimal point hence totalling only 99%.

- 4.11 The first key theme of the consultation concerned whether the consultee believed that the policy would deliver wider public benefits as part of a CAT process. 75% answered 'Yes' and 25% answered 'No'. Of those answering no, there were concerns that:
- It's not in the public interest to transfer public assets from elected and accountable bodies to unelected and unaccountable bodies such as community groups. However, management of assets at local level can be beneficial to the public and therefore in its interests. Management of an asset should not be confused with ownership of an asset. Transfer, certainly in legal terms, implies a change of ownership. There is no point in answering further questions as the policy is fundamentally wrong.
 - All of the cost must not fall on local people.
- 4.12 The second key theme of the consultation concerned whether the consultee believed the policy achieves the Council's Corporate Aims and Values. 75% agreed, 17% disagreed and the remainder didn't answer. Of those disagreeing, reasons given were as follows:
- All areas must be treated equally.
- 4.13 The third key theme of the consultation concerned the Council's principles underlying the policy and as set out in section 4 of the policy, being to involve local communities, providing a pro-active asset management programme as well as giving clear transparency in decision making. Consultees were asked whether these principles would help us achieve a successful CAT policy. 83% agreed with the Council's principles, 8% disagreed and the remainder didn't answer. Of those disagreeing there were concerns that:
- The Council is "trying to have its cake and eat it".
- 4.14 The final key theme of the consultation concerned the application criteria detailed in Section 5 of the CAT policy. 83% agreed with the applicant criteria, 0% disagreed and the remainder didn't answer.
- 4.15 Other comments provided were as follows;
- This is transferring assets the Council cannot afford to other groups that cannot afford them.
 - Well funded local assets managed in cooperation with local groups is a true devolvement of assets.
 - Working in partnership with community groups can help the Council to achieve its outcomes set out in its corporate plan.
 - An excellent idea to enable constructive and positive use of community assets.
 - Discrepancy between costs to rate payers varying from parishes and towns.
 - The Council must take care that full consultation has taken place by the organisation that is to take over the asset and that they have capacity to manage the asset. Those taking over an asset should demonstrate their ability

to manage the asset and show that they have the financial ability to take their project to fruition.

- Whilst the principle is supported, there is a need for a clearer and more helpful approach to the practical stage of transferring assets. Recent experience has shown that decisions to transfer assets have floundered because insufficient thought had been given to the physical transfer and the manner in which they would be administered in the future.

- 4.16 It is apparent that some consultees are very supportive of the Council transferring assets, albeit perhaps concerned about ongoing liabilities and lack of ongoing support from the Council. Others believe that assets should be retained by the Council.
- 4.17 Following the consultation, a review by the Council's Professional Head of Service for Law & Governance made a number of minor suggestions which have subsequently been made to the policy. For ease of reference these are shown on the attached proposed policy in red - as tracked changes (appendix C).
- 4.18 The Initial Expression Of Interest Form attached (appendix D) is unchanged following this consultation.
- 4.19 Depending on the nature of the transfer, it is quite possible that side documents will need to sit alongside the transfer relating to any continued involvement by the Council.
- 4.20 The transfer of assets to community groups does have the potential to create opportunities for these groups to commission the One Team to support them post transfer.

5 Links to Corporate Aims / Priorities

- 5.1 See Section 3 of proposed CAT policy (attached).

6 Finance / Resource Implications

- 6.1 There are no new financial implications to be considered. Financial implications will relate to individual decisions and not the wider policy itself.

7 Legal Implications

- 7.1 Shape Law & Governance have reviewed and commented on proposed CAT policy

8 Environmental Impact Implications

- 8.1 None

9 Safeguarding and/or Community Safety Implications

- 9.1 None

10 Equality and Diversity Implications

- 10.1 There are no decisions in this report that require an impact assessment.

11 Social Value Implications

11.1 This proposal does not involve procurement of services.

12 Partnership Implications

12.1 None

13 Health and Wellbeing Implications

13.1 None

14 Asset Management Implications

14.1 This report originates from Asset Management

15 Consultation Implications

15.1 A thorough consultation exercise has taken place as detailed within the report which has led to the proposed CAT policy, attached

Democratic Path:

- **Scrutiny / Corporate Governance or Audit Committees – Yes**
- **Cabinet – Yes**
- **Full Council – Yes**

List of Appendices

Appendix A	Consultation Questionnaire
Appendix B	CONFIDENTIAL – Consultation Responses
Appendix C	Proposed CAT policy (with its own Appendix A)
Appendix D	Initial Expression Of Interest Form

Contact Officers

Name	Tim Child
Direct Dial	01823 356356 ext 5094
Email	t.child@tauntondeane.gov.uk

APPENDIX A

Community Asset Transfer Policy Consultation

Taunton Deane Borough Council and West Somerset Council believe that Community Asset Transfer can have a significant impact on community enterprise and wider regeneration. We are committed to working with parish/town councils, the voluntary sector and community groups on community asset transfer, to encourage community ownership of and involvement in local service delivery.

Locality provides support and advice for communities about Community Asset Transfer. For more information, please visit:

<http://locality.org.uk/our-work/assets/>

We are keen to gather the views of individuals, parish/town councils, the voluntary sector and community groups in Taunton Deane and West Somerset, regarding the Councils Community Asset Transfer Policy.

Consultation timescale: Starts on Monday 9th November 2015 and closes on Friday 15th January 2016.

When picking up a copy of the Community Asset Transfer Policy Consultation, please also pick up a copy of the policy relevant to your council to assist you with the consultation.

This information will help inform the final policy which we intend to adopt early next year. The aim of the Community Asset Transfer Policy is to set out a consistent approach for consideration of the transfer of assets (land and buildings) to parish / town councils, the voluntary sector and community groups. The Councils will consider each request by reference to the policy but at the same time also taking into account the specifics of the proposed use and the asset itself.

Q1. To ensure we understand the views of individuals/groups in different areas of Taunton Deane and West Somerset, please provide your postcode.

- TA1
 - TA2
 - TA3
 - TA4
 - TA7
 - TA20
 - TA21
 - TA22
 - TA23
 - TA24
 - Other (please state below)
-

Q2. Are you responding to the survey as an individual or on behalf of an organisation/group?

- Individual
 - Community Group
 - Voluntary Sector Organisation
 - Social Enterprise/Not-for-profit Organisation
 - Town/Parish Council
 - Other (please specify below)
-

Q3. Who does your organisation/group represent?

Q4. The Community Asset Transfer Policy is aimed to help parish/town councils, the voluntary sector and community groups considering taking on the management and running of council assets. Do you believe that this policy will help deliver wider public benefits as part of a community asset transfer process?

- Yes
- No

If No, please can you explain why

Q5. Section 3 sets out our Corporate Aims and Values. Do you agree/disagree that the Community Asset Transfer Policy achieves our Corporate Aims and Values?

- Agree
- Disagree

If you disagree, please explain how this policy does not meet our Corporate Aims and Values.

Q6. Our principles underlining the Asset Transfer Policy outlined in Section 4, are aimed at involving local communities, providing a pro-active asset management programme as well as giving clear transparency in decision making. Do you believe these principles will help us achieve a successful Community Asset Transfer Policy?

- Yes
- No

If No, please can you explain how/why these principles will not help achieve a successful policy and what other principles the Council should consider?

Q7. Within the Community Asset Transfer policy, there is a list detailing the applicant criteria shown in Section 5. Do you agree/disagree with this criteria for applicants wishing to manage a Community Asset?

- Agree
- Disagree

If you disagree, please can you explain why.

Q8. Please use the space below if you have any other comments about the draft Taunton Deane Borough Council and West Somerset Council Community Asset Transfer Policy.

If you are a Parish/Town Council, a Voluntary Sector or Community Group or Not-for-profit Organisation, please DO NOT complete Questions 9 to 12.

About You:

(Optional)

Q9. Are you:

- Male
- Female
- Transgender
- Prefer not to say

Q10. Age Category:

- Under 18 years
- 18 to 25 years
- 26 to 35 years
- 36 to 45 years
- 46 to 55 years
- Over 55 years
- Prefer not to say

Q11. Do you consider yourself to have a disability?

- Yes
- No
- Prefer not to say

Q12. Please state which ethnic group you feel you belong to:

End of Survey

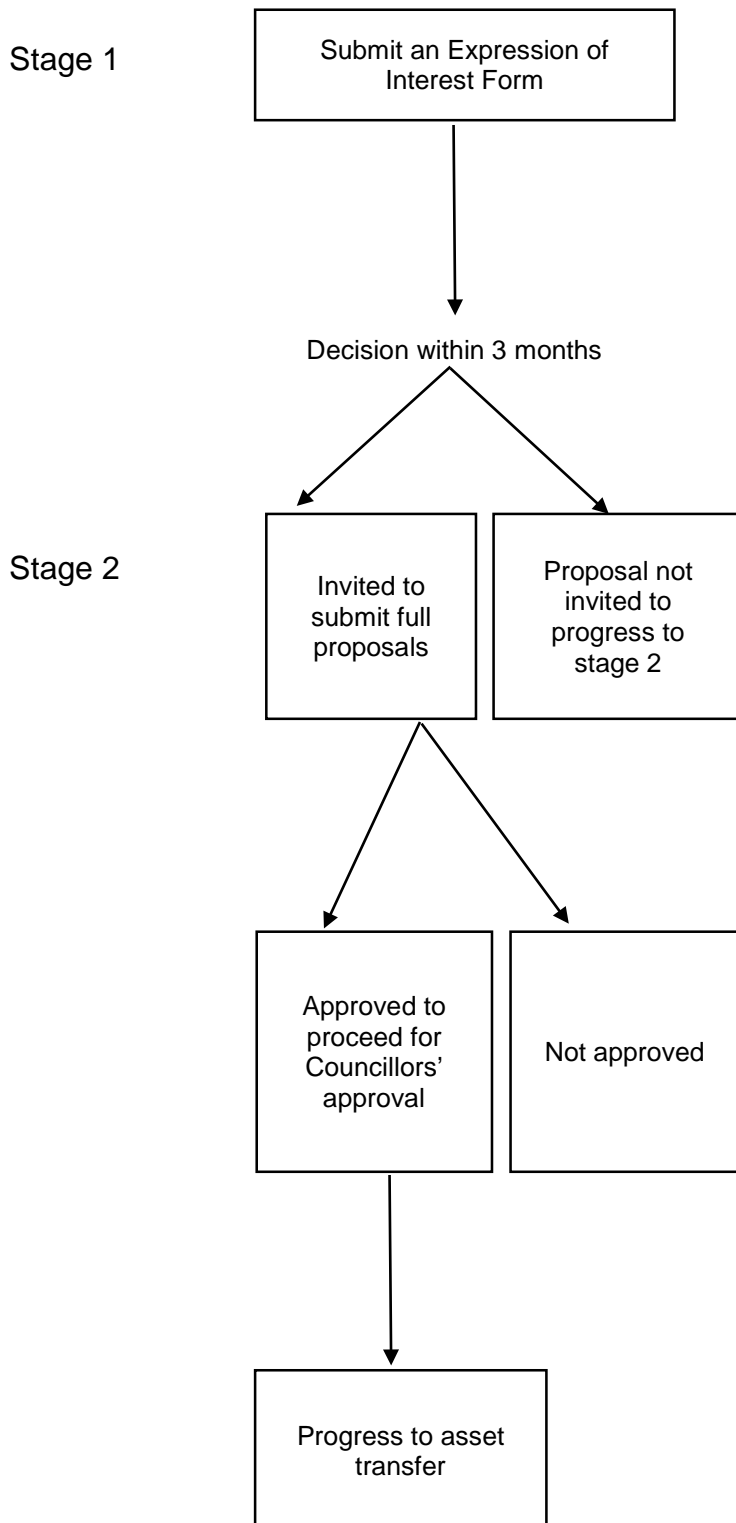
Thank you for taking part in the Community Asset Transfer Consultation.

If you need further information about the Councils and the services we provide, please visit: www.tauntondeane.gov.uk and www.westsomersetonline.gov.uk

If you have completed a paper copy of this survey, please return to:

Corporate Business Support
Taunton Deane Borough Council
The Deane House
Belvedere Road
TAUNTON
TA1 1HE

Appendix A- Process for progression of an application for a Community Asset Transfer





APPENDIX C

WEST SOMERSET COUNCIL COMMUNITY ASSET TRANSFER POLICY

1.0 INTRODUCTION

1.1 West Somerset Council (WSC) believes community asset transfer is about giving local people and community groups control in the future of their area. In England the idea was introduced through the Quirk Review (DCLG 2007) and now has legislative force via~~aligns neatly with~~ the provisions of the 2011 Localism Act. If local groups own or manage community buildings and land it will help foster a sense of belonging and bring together people from different backgrounds. Community ownership and management of buildings can also play a part in raising local people's aspirations, in enhancing the local economy, environment and have the capacity to strengthen the community, voluntary and social enterprise sector.

2.0 PURPOSE OF THE POLICY

2.1 This policy outlines the Council's approach to Community Asset Transfer (CAT). The term 'community asset transfer' relates primarily to granting long leases or passing on the freehold of property assets at potentially less than best financial consideration to voluntary, community organisations, Parish Councils, Town Councils and social enterprises (Community Groups).

2.2 Benefits to the local community, Community Groups and the Council:

- Devolving power to neighbourhoods or locally based Community Groups with an interest in the neighbourhood, in an effort to enable citizen involvement and community action.
- Act as a catalyst for social, environmental and economic regeneration (including the development of community enterprise).
- Stimulate the involvement of local people in shaping and regenerating their communities.
- Catalyst for local volunteering and increasing community cohesion and integration.
- Support the creation of community leaders, social capital and inspire others to improve their community.

- Enhance and promote local economic activity at a local level.
- Potential to create stronger, more sustainable Community Groups, providing financial security, recognition and management capacity.
- Ability to lever in additional resources, which would be unavailable to the Council acting independently.
- Enabling the 'up-scaling' of activities that promote social – economic wellbeing within community.
- Working in partnership with Community Groups can help the Council to achieve its outcomes set out in its Corporate Plan.
- Contribute towards efficiency savings and drive the diversification of public services in an era of austerity.
- Help to rationalise the Council portfolio and facilitate more effective and efficient use of its asset base.
- A stimulus for partnership working between Community Groups and the Council and improving the provision and accountability of services within communities.

2.3 The Council recognises the many benefits of CAT and will be proactive in using asset transfer as one of the tools at its disposal. The Council, therefore, aims to create a transparent, positive and proactive framework to enable asset transfer from the Council to Community Groups to happen and be successful in the long term.

2.4 Where the Council is to work in partnership with Community Groups post transfer, in some instances the Council might consider formalising this aspect contractually as part of any transfer.

3.0 LOCAL POLICY CONTEXT AND LINKS TO OTHER COUNCIL STRATEGIES

3.1 The operation of this Policy will need to have regard to the desired outcomes of other relevant Council policies and strategies.

The Council's Corporate Plan for 2015-16 has been developed for our staff, Councillors, residents and partners and was approved at Council on 25 February 2015.

The Plan outlines the Council's vision, priorities and the key tasks that will be undertaken over the next year providing clarity about what we aim to achieve.

3.2 **To enable people to live, work and prosper in West Somerset**
By:

- Championing and enabling the people, local organisations and communities of West Somerset
- Working with partners, both inside and outside West Somerset

West Somerset Council recognizes the importance of fair treatment and we are committed to ensuring everyone has access to our services and is treated equally and fairly.

3.3 Our core values are that of:

Integrity – be honest, do what is right and stick to it

Fairness – treat everyone equally, respecting his or her individual needs and abilities

Respect – always show respect for everyone

Trust – show trust in our staff and Members

4.0 PRINCIPLES UNDERPINNING THE ASSET TRANSFER POLICY

4.1 The CAT Policy will be underpinned by the following principles:

Commitment to a thriving Community & Voluntary Sector

- The Council recognises that community led solutions can sometimes achieve better outcomes than central initiatives.
- Use asset transfer as a means of supporting enabling Community Groups to become sustainable on a long term basis.
- CAT will require a long term partnership commitment on the part of the Council and the Community Group. This is the best way of minimising the risk of failure.
- Flexible lease terms to enable Community Groups to adapt and achieve long term sustainability or the transfer of the freehold interest.
- Measurable and accountable benefits to local people.
- The Council expects that the benefit from this Policy will encourage openness, conversation and understanding between groups and wider community.

Pro-active and strategic asset management intent

- CAT will become integrated in Council practice as an option for dealing with surplus property assets.

Clarity and transparency in decision-making

- A single gateway approach is taken, providing a clear point of contact for Community Groups with CAT enquiries.
- The Council will encourage Community Groups to consider taking on an asset.
- Community Groups will not be required to undertake a detailed feasibility work until an 'in principle' decision has been taken by the Council.

5.0 WHO CAN APPLY

- 5.1 Interest will be welcome from Community Groups which may be area based around communities of geography, identity or shared interest. Ideally, all applicants should meet the following criteria:
- Be community led and demonstrate support for the CAT and have clearly defined objectives which would be enhanced through the addition of the asset in question.
 - The primary purpose must be non-commercial or with profits invested back into local communities.
 - Must have a clear vision of the activities they wish to deliver, demonstrating positive measurable impacts.
 - Demonstrate good governance operating open and accountable processes, a constituted governing board who follow clear Terms of Reference.
 - Meet statutory requirements and demonstrate an inclusive approach in its policies and practices including a commitment to promoting community cohesion and integration.
 - Have the skills to deliver services and manage the asset to be transferred.
 - Demonstrate the asset will be run without Council subsidies or support. • A sustainable operating model for revenue requirements, use and maintenance will be needed.
 - Demonstrate how asset transfer will support the aims and priorities of the Council.

6.0 BASIS OF TRANSFER

- 6.1 Community Groups may need to provide contractual assurances to ensure that the asset is retained for community benefit. If this is not possible a detailed explanation of Memorandum and Articles of Associations should be provided. It is standard practice for the Council to place a restriction on use although there might be exceptions.
- 6.2 The Council will offer legal agreements to enable Community Groups to manage and develop the property as an asset ensuring the use of the asset as a community asset is retained by the applicant. Consideration to payment of professional fees and whether the Council seeks reimbursement for its own costs will be on a case-by-case basis.
- 6.3 The Council will pursue Freehold or Leasehold arrangements with the term being set after carefully considering the needs of the Community Group, the position of the Council, the condition of the asset and the requirements of potential funders or lenders. As a guide:
- 6.4 Freehold Transfer – will be considered if preferred. Any transfer proposal will need to make a strong case that freehold is a necessity for success and provide reassurance that community benefit will be maintained in the long term and is beneficial to the Council.

Transfer by Lease - A lease for a term of up to 35 years (a lease longer than 35 years may be granted if appropriate and if a business case demonstrates special circumstances or requirements from funders/lenders).

- 6.5 Community Groups will be expected to produce a statement of community benefit on an annual basis – annual report accompanied by accounts as appropriate will usually suffice. The benefits to be realised shall be agreed in advance and incorporated into a Service Level Agreement with the Council.
- 6.6 When there are a number of interested parties in an asset the Council will aim to encourage collaboration. When this is not possible and as a last resort a competitive process will be used to decide the organisation which will become the Council's preferred partner in the transfer process.
- 6.7 The Council will ensure that information relating to the condition of the property and running costs is passed to the applicant to support decision making.

7.0 HOW TO APPLY & HOW WE WILL ASSESS

- 7.1 Community Groups should in the first instant submit an Expression of Interest Form to the Council for an in principle decision on the proposed Transfer. The Expression of Interest Form is found here:- [Link to CAT EOI Form](#).
- 7.2 If after submitting an initial Expression of Interest, the Council deems the application to be unsuccessful the applicants will be advised directly. If successful at this initial stage the Council will then request a further detailed and more robust business case to enable the Council to make an informed decision whether to agree to the proposed Transfer. The expected content of the detailed business case is detailed below. This is only a guide and will be dependent on each particular case.
- About your organisation - Track record, current plans, partnerships and people, governance, legal structure.
 - Summary of the project - Project objectives and expected outcomes, proposed programme for delivery, proposed impact/benefits of the project to the local community, together with proposals for management and operation of the asset (staff, volunteers).
 - Market Need – what local needs will the project be responding to (who will be the beneficiaries)?
 - Pricing – what is the rationale for pricing (for services, renting space etc.)?
 - Sustainability – how the performance of the asset will contribute to sustainability through its life cycle.

- Equality, Diversity & Community Cohesion – evidence the project will meet all the relevant requirements of the Equality Act 2010 and assist the Council in promoting community cohesion.
- Resources/Financial projections - Cash flow for first year, should include budget (3-5 years), should include examination of profit and loss and capital expenditure (if capital is required to redevelop the building). The long term financial sustainability of the proposal should be clearly demonstrated along with recognition of implication of any reduction in income stream.
- Risk assessment/management/mitigation - Identification of the different risks and a description of the implications of those risks occurring. Risks should be evaluated in two ways – the likelihood that the risk item will occur and the level of impact if the risk item does occur. A description of what the organisations strategy will be to prevent the risk items from occurring, or coping with them if they do, should also be provided.
- The organisation will also be expected to submit copies of governing documents, any evidence of external advice provided, expressions of support from partners/customers, copies of accounts (where available).

8.0 KEY STAGES AND INDICATIVE TIMESCALES

- 8.1 In considering the potential for asset transfer the Council will follow the process already detailed with the following indicative timescales.
- 8.2 The Lead Member will retain an overall responsibility for Cabinet guidance to ensure a strategic decision is taken supporting community needs and Council objectives.
- 8.3 The timeline set out below is purely indicative and will vary depending upon the complexity of each application. It is also envisaged some of the points below will run concurrently with the process becoming more proficient as each application is considered. This process and timeline is further explained in Appendix A. The process of Asset Transfer takes time and therefore must be fully understood by the Council and reflected in decision making in respect of budget settlement.

8.4 1. Request – from Community Group

Submit a request for a transfer by completing an initial Expression of Interest Form. If an application is deemed unsuccessful after this stage the Council will inform the applicant of its decision and reasons. A response will be provided within three months. This decision will be made by the relevant Lead Member in consultation with others as deemed appropriate and following an Officers recommendation.

8.5 **2. Preparation and consideration of Full Business Case**

If the application is considered for progression then the body making the application will be asked for a Detailed Business Case. The Council will verify the credentials of the Community Group and ensure that if appropriate other parties in the area are aware, consulted and have been able to make representation. An officer recommendation will be made to the relevant Lead Member and the matter taken to Members for a decision. This step is expected to take no longer than six months. If unsuccessful the applicant will be informed. If successful then the process will move to the next step. If the market value of the asset is at or less than £25,000 (determined by Council) then a decision will be made by Cabinet then ratified by Full Council. If over £25,000 and / or contentious then a decision will be required by Full Council. In all cases the Ward Member will be informed and views sought. An appeals process against a refusal to transfer a community asset will be to Full Council. If it relates to a Full Council decision (i.e. over £25,000 market value and / or contentious there will be no right of appeal.

8.6 **3. Processing detailed Heads of Terms**

The decision above will be 'in principle' and will be a decision to proceed and consider (if not already done so) the basis and terms of the asset transfer and determine potential level of market discount, length and condition of lease or if appropriate the transfer of the freehold interest. Concluding this step will result in completion of documentary and legal formalities.

8.7 **4. Ongoing Partnership and Support**

It is recognised that a pre-requisite of transfer success is an ongoing partnership between the Council and the Community Group. This may take the form of technical support and advice. It may also be a commitment to ongoing dialogue, which will last far beyond the transfer event itself.

9.0 **COMMUNITY RIGHT TO CHALLENGE & COMMUNITY ASSET LIST**

9.1 The Localism Act 2011 created the Community Right to Challenge, which gives community and voluntary sector organisations the right to challenge the Council by putting forward an 'expression of interest' in running their services. The Localism Act 2011 also requires local authorities to maintain a list of assets of community value within the locality Register of Community Assets which have been nominated by the local community. There is clearly a 'crossover' between both these initiatives and the Community Asset Transfer Policy. Whether delivering a service or managing/owning an asset of community value the Act does not give an automatic right to the organisation expressing an interest, nor is it guaranteed the organisation will be successful in any procurement exercise.

9.2 The Community Right to Challenge processes are separate from the Community Asset Transfer Policy process.

Appendix D



West Somerset House, Killick Way,
Williton, TA4 4QA

Tel : 01823-356534

West Somerset Council

Transfer of an Asset owned by the Council to a Community Group by way of Community Asset Transfer Initial Expression of Interest Form

Please fill in this Initial Expression of Interest (EOI) if you want to be considered by West Somerset Council (WSC) to take over a building or area of land owned by WSC to run a service of benefit to your community.

Before you start.....

Helpful tips:

In completing your EOI it is important for you to consider:

- the real purpose behind your activity – any benefit to the community – and not just describe the activity you want to do;
- how you will demonstrate there is real local need for what you intend to offer;
- if there are other assets within your community which already offer the same activities;
- what skills and experience you need to have to reach your goals;
- how you will raise the funds to meet your expenses.

N.B. if you do not want to run a community service from the building or land it does not mean that you will not be considered – it only changes the type of transfer which applies. (see Type of Asset Transfer below)

Please indicate the type of transfer you are considering:

The Council can transfer a building or land it owns to an individual or group in a number of ways. You can consider what would suit you best for consideration by the Council. *(it is possible to select more than one box)*

- Sale – at full market price (the “going rate”)
- Sale – at a discounted price (subject to approval and conditions)
- Lease – taking all responsibility for the building for a set period of time. A rent – on top of the running costs – may be charged.
- Hire – casual use paying only for the time occupied.
- Free Transfer, subject to conditions (also known as a Community Asset Transfer) – can be below the “going rate” or free. **Only available for community use.**

Please email this Initial Expression of Interest form to: [XXXXXXXXXXXXXXXX](#) or alternatively, post it to: Assistant Director – Property and Development, c/o The Deane House, Belvedere Road, Taunton, Somerset, TA1 1HE.

If you have any further questions, please call: 01823 356534

Asset Transfer - Initial Expression of Interest

1. You or Your Organisation’s name and address:

Name of group:	
Address: (include Postcode)	

2. Who is the main point of contact for this application?

Name:	
Position in group:	
Phone number:	
Email address:	
Address: (include Postcode)	

3. Your status

- Parish or Town Council
- Registered Charity
- Company Limited by Guarantee
- Community Interest Company
- Development Trust Association
- Private individual
- If other please state: _____.

4. Please provide further information to confirm that your organisation is a relevant body (e.g. company registration number or charity registered number). If your organisation is not formally constituted, please give details of the type of organisation/legal structure you intend to use and timescales involved in setting this up (N/A if proposal is from a Town or Parish Council).

--

5. Please outline name and location of Council asset identified?

Name and Address: (include Postcode)	
---	--

6. Who is your local Councillor and have they been informed of this proposal?

--

7. Which Council services does your organisation support/work with:
(please provide manager name if known)

8. Why do you want this asset?

9. Please describe your vision for the future use of this asset:

10. Please explain why this asset is suitable for the intended purpose:

11. How will this benefit the local community?

12. Please describe any evidence of community need undertaken to-date:

13. How do you propose to ensure the financial sustainability of the asset:

The information you provide in this form and any referenced supporting material will be the basis upon which the Council decides whether to progress to asking you to provide a full business case. If any information provided is beyond the scope of the information requested here, it will not be used as grounds to accept or reject your EOI and may not be considered.

- All information provided should be clear and concise.
- Responses to the questions and supporting materials can either be:
 - Inserted in the boxes below each question;
 - Attached as a Schedule to the form; or
 - A link to an embedded Word document can be inserted in each box
- All responses and supporting materials must be fully cross-referenced.
- Information and supporting materials will not be accepted on CD roms, flash drives or any other portable device.
- The Council will not accept an EOI submission by fax.

- If a possible transfer is identified as a result of completing this form, a more detailed business case will then need to be completed.

Please note: We will process all information received in accordance with the Data Protection Legislation for the purposes of administering this procedure. The Council is subject to the Freedom of Information Act 2000 and therefore any information provided by you may have to be disclosed in response to a request unless we decide that one of the statutory exemptions applies.

By signing your name here (if submitting by post) or typing it (if submitting electronically) you are confirming that:

- The responses to the questions set out in this form and the supporting materials are accurate.
- The information provided will be used to assess your organisation's proposal to provide or assist in providing the relevant service.
- You are authorised to sign on behalf of your organisation.

Signature:		Date:	
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Scrutiny Committee – Work Programme 2015/16

February	March	April	May	June	July	TBC
Notes of any Key Cabinet Decisions / Action Points.	Notes of any Key Cabinet Decisions / Action Points.	Notes of any Key Cabinet Decisions / Action Points.	Notes of any Key Cabinet Decisions / Action Points.	Notes of any Key Cabinet Decisions / Action Points.	Notes of any Key Cabinet Decisions / Action Points.	Williton Hospital Stroke Unit Business Case Consultation – (Provisional date)
Cabinet Forward Plan.	Update following Ambulance Service Presentation – Emily McGuinness	Update Asset Management		Financial Out-turn Report		
Scrutiny Committee Work Programme Review.	Disposal of the following site: - Barnsclose Industrial Estate. (Rachel Mulcaire)	Approval of changes to Home Finder Somerset Policy – Mark Leeman				
Pay Policy Statement – Fiona Wills	Transfer of land at Mill Street, Watchet to Watchet Town Council - Rachel Mulcaire	Changes in Service Delivery Model – Somerset Waste Partnership – Chris Hall / Cllr Dewdney				
Parking Fees and Charges –	Asset Transfer Policy – Tim Childs					

Dulverton Car Park – Tracey-Ann Biss	Update on Car Parking Matters – Chris Hall					