

**HALTON COMMUNITY ASSETS FRAMEWORK  
ASSESSMENT TEMPLATE**  
(To be completed by HBC Sponsor in consultation with  
Property Services)  
**STAGE 2**

**SUMMARY PAGE****(i) Asset details**

<b>Name and address of asset</b> (including ward)
<b>UPRN</b>

<b>Current Status</b> (as indicated on the asset register)
<b>Major Use</b> (as indicated on the asset register)
<b>Scale and scope of the asset</b> <i>Include a brief description of the physical asset</i>

**(ii) Recommendations**

<b>Based on current information, it is recommended that:</b>	
The asset is not suitable for transfer.	<i>Drawing specifically on the information given in the form below, identify the reason for this assessment.</i>
The asset is potentially suitable for transfer. The detailed analysis and any remaining actions identified in this form should be taken forward as a priority, ahead of a formal Council decision.	<i>Drawing specifically on the information given in the form below, identify the additional information and any actions required in order to reach a decision.</i>  <i>Identify the timing for this work.</i>
It is not possible to determine whether the asset is suitable and further work, identified below, is needed to reach an initial assessment.	<i>Drawing specifically on the information given in the form below, identify the additional information and any actions required in order to reach a decision.</i>  <i>Identify the timing for this work.</i>

**(iii) Record of agreement and next steps**

<b>Completed by</b>	
<b>Comments from</b>	
<b>Date completed</b>	
<b>Date discussed by Asset Management Working Group</b>	
<b>Note of next steps/ actions requested by Asset Management Working Group</b>	
<b>Date discussed by Management Team</b>	
<b>Date presented to Executive Board Sub Committee</b>	

**(iv) Financial implications**

<b>Based on current information</b>	
What is the current value of the property and what is this assessment based on?	
What revenue for the Council is generated through the asset?	
What are the current levels of running costs, including utilities, planned preventative maintenance and responsive repairs?	
Are there any significant costs associated with the building in the foreseeable future?	
Are there any other financial implications that should be considered as part of an assessment to transfer the asset?	

<b>Conclusion:</b> Based on the information above what are the implications in relation to any potential transfer of this asset?	
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**(v) Current asset use and circumstances**

<b>Details of use and circumstances</b>	<b>Y</b>	<b>N</b>	<b>Specify relevant details.</b>
Is there an existing lease in place?			<i>Add details including: name and relevant information about occupants; length of time of current occupancy; any lease arrangements;</i>
Is the asset currently used?			<i>Add details including Main and any subsidiary uses, any services offered; level of use; identity of user-groups; and whether of local, borough-wide or wider significance.</i>
What is the current condition of the asset?			<i>Add details, with estimated costs of any repairs/maintenance. Identify how recent this information is.</i>
Is the asset suitable and/or sufficient for its current use?			<i>Add details, including whether the asset complies with the Disability Discrimination Act. Are there particular features that might restrict use of the asset?</i>
Are there any other organisations affected by the ownership and use of the asset?			<i>Add details including in relation to existing freehold/leasehold arrangements, other contractual arrangements or any funding associated with the asset where conditions on its use or ownership may apply.</i>
Are there any other circumstances directly relevant to potential transfer?			<i>Add details, for example housing stock transfer, existing contractual or financial obligations on the asset, covenants on the asset, whether HRA funded.</i>

<b>Conclusion:</b> Based on the information above is there any reason to conclude that this asset should not be transferred?	<i>Specify, citing the main justification for any conclusion.</i>
Are there any reasons to conclude this is a potentially suitable asset for transfer?	

(vi) Potential future use

Details of use and circumstances	Y	N	Specify relevant details.
Has the Council identified plans for the asset?			<i>Add details.</i>
Have any organisations expressed an interest in the asset?			<i>Add details, including name and relevant information of the organisation,</i>
If there is an organisation that has expressed an interest - have they identified what they want the asset for?			<i>Add details.</i>
If there is an organisation that has expressed an interest - do they have a business case supporting their bid?			<i>Add details, including an assessment of the viability of the business plan.</i>
<p>If there is an organisation that has expressed an interest - do they have the capacity to undertake ownership?</p> <p>If not, what support would they need to develop that capacity?</p>			<i>Add details, including experience of facilities management and the financial viability of the organisation.</i>
Are there any other organisations that may be a suitable candidate for transfer?			<i>Add details, including name and relevant information of the organisation, what they want the asset for and any proposed terms of transfer. If more than one are these mutually exclusive?</i>
<p><b>Conclusion:</b> Based on any information above are there any viable proposals for community-based ownership and use?</p> <p>If not, should attempts be made to encourage one?</p>		<p><i>Specify, citing the main justification for any conclusion, and any further work required.</i></p> <p><i>If there is more than one proposal for future use are these mutually exclusive, what needs to happen in order to progress these?</i></p>	

## APPENDIX 2

### (vii) Benefits: What are the expected benefits of transferring the asset

Mandatory benefits: All suitable candidates for transfer are expected to empower local communities and represent value for money and contribute to the Council's five priorities.

Based on current information, would transferring the asset:	Y	N	Specify relevant details.
<b>Community empowerment</b>			
Achieve one or more of the following: <ul style="list-style-type: none"> <li>• create a more direct connection between the asset and local people</li> <li>• enable the local community to respond to local issues</li> <li>• strengthen local identity</li> <li>• provide a means for local citizens and groups to access additional resources</li> </ul>			
<b>Value for money</b>			
Achieve one or more of the following: <ul style="list-style-type: none"> <li>• Present an opportunity for a 'non-operational' asset to be used</li> <li>• Represent the best use of the asset, over the medium/longterm.</li> <li>• Create efficiency savings</li> </ul>			<i>Identify any opportunity costs that would arise from using the asset in another way, including sale at market value.</i>
<b>Council's Priorities</b>			
<ul style="list-style-type: none"> <li>• A Healthy Halton</li> <li>• Halton's Urban Renewal</li> <li>• Halton's Children &amp; Young People</li> <li>• Employment, Learning &amp; Skills in Halton</li> <li>• A Safer Halton</li> </ul>			<i>Specific contribution.</i>

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Wider benefits: Successful projects will be assessed against expected benefits in one of the following four categories:

- Area-wide benefits
- A sustainable third-sector
- Economic development and social enterprise
- Improvements to local services

The Council will seek to achieve a balanced approach against these criteria, with an equal distribution of projects across the categories.

Based on current information, would transferring the asset:	Y	N	Specify relevant details.
<b>Area wide benefits</b>			
Achieve one or more of the following: <ul style="list-style-type: none"> <li>• Complement existing services or activity in the locality or other potential asset transfers. Potential to establish a 'hub' of activity with benefits 'greater than the sum of parts'.</li> <li>• Fill a gap in provision locally</li> </ul>			<i>Where there is a link to another potential asset transfer this should be identified and the assessment of each linked.</i>
<b>Promote a sustainable third sector</b>			
Achieve one or more of the following: <ul style="list-style-type: none"> <li>• Improve capacity/sustainability of an organisation (e.g. by being able to borrow against the asset, or create a revenue stream from the asset)</li> <li>• Add value by creating opportunities for individual organisations to work together, for example using the asset as a 'hub'.</li> </ul>			
<b>Economic development and social enterprise</b>			
<ul style="list-style-type: none"> <li>• Bring additional investment into Halton</li> <li>• Improve existing economic activity within the local area</li> <li>• Encourage social enterprise</li> </ul>			
<b>Improvements to local services</b>			
Achieve one or more of the following: <ul style="list-style-type: none"> <li>• Improve or safeguard a service that would otherwise be lost</li> <li>• Present an opportunity to deliver specific council priorities</li> </ul>			
<b>Conclusion:</b> Identify the main expected benefit of transferring the asset.  To what extent can these benefits be quantified?		<i>Insert one of 'Area-wide benefits'; 'Promoting a sustainable 3<sup>rd</sup> sector'; 'Economic development and social enterprise and 'Improvements to local services'</i>  <i>What are the benefits expected a) to the local community b) to communities of interest (including faith and ethnic groups)</i>	

(viii) Risks

Based on current information, what are the key risks involved in transfer:	Y	N	Specify relevant details. What mitigation might address this risk? Include details of any third parties that could be involved
Potential to disadvantage particular individuals or impact negatively on the local community or communities of interest			<i>For example, what is the potential impact on current users of the asset?</i>
Potential for a negative impact on community cohesion			<i>What is the potential impact of transfer on the local community? Are there existing tensions affecting the community?</i>
Potential loss of existing community services			<i>What are the implications of the transfer of the asset in relation to current service provision and community facilities? Does the transfer create any risk to continued provision in the longer-term. Can appropriate safeguards be identified that would maintain the asset for community benefit (e.g. restricting use, modifications and/or sale of the asset)</i>
Capacity of recipient to manage asset			<i>What level of expertise in facilities management exists within the potential recipient? What is the capacity of the recipient to take on ownership and management effectively?</i>
Potential for the asset to become a financial liability for recipient			<i>Are the costs of running and maintaining the facility known, and are they understood by the potential recipient? Have they got a business plan that sets out how they plan to use the asset?</i>
Capacity of recipient to deliver promised services/outcomes			<i>Is there a robust business plan in place? Has the potential recipient got a track record in this area? Does the potential recipient have sufficient capacity to deliver what they propose?</i>
Capture of asset by unrepresentative/extremist minority			<i>Are there safeguards in place in the short, medium and long-term that will prevent the asset from being used to the detriment of the wider community?</i>
Transfer contravenes State Aid rules			<i>Is there any potential that the transfer could distort competition and affect trade between EU Member States?</i>
Conflict with other legal, regulatory constraints			<i>Is the asset a listed building? What are the implications of this? Are there any other regulatory or planning constraints that affect the asset or an area that includes the asset?</i>
Potential for ongoing Council liability			<i>What are the implications of the transfer in terms of maintenance and health and safety? Are responsibilities clear? What are the insurance arrangements?</i>
Lack of value for money			<i>Are the opportunity costs understood? Are the potential benefits clear and supported by a strong business case? Do the benefits exceed the costs?</i>
Conflict with other funders			<i>Is there any funding associated with the asset where conditions on its use or ownership may apply?</i>
<b>Conclusion:</b> Identify the key risk(s) involved and mitigation that might address this. Identify the residual risk that remains.			