

## **Appendix 3**

### HALTON COMMUNITY ASSETS FRAMEWORK

#### STAGE 3

##### Transfer and subsequent Monitoring Arrangements

Upon completion of the transfer the following documents shall be in place to assist with the subsequent management and monitoring of the transfer.

##### SERVICE LEVEL AGREEMENT

The TSO shall have a SLA in place in a format that has been agreed with the sponsoring department.

The SLA will describe the service(s) to be provided together with the milestones to be achieved with timescales and ongoing targets to maintain existing provision or growth (all of which will be summarised from Appendix1). It will describe the forecast cashflow in both short and medium term.

##### BUILDING LOG BOOK

Halton Borough Council will provide a building log book containing relevant information to the building being transferred and necessary actions required by the TSO. The TSO will be responsible for updating the log book for any works they undertake before occupation and any later alterations.

The TSO will maintain within the document evidence of all statutory requirements necessary in managing the building.

##### ONGOING MONITORING

The TSO will provide an annual report to the Sponsoring Department showing achievements against the SLA and proposed improvements for the forthcoming year.

Failure to meet the targets set out in the SLA could result in the transfer being terminated.

The TSO will provide a short report on the building maintenance works that have been carried out in the previous year, the TSO is reminded that should it wish to carry out any alterations to the building then Landlords permission is required in advance.

HBC will at a time agreed with the TSO visit and inspect the building including the Building Log Book. If Statutory works have not been carried out and recorded HBC will have no option but to close the building with immediate effect and it remain closed until such time as the statutory duties have been fulfilled