

LEWISHAM COMMUNITY ASSETS FRAMEWORK ASSESSMENT TEMPLATE

SUMMARY PAGE

(i) Asset details

Name and address of asset (including Lewisham ward)
Asset register reference number

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

(ii) Recommendations

Based on current information, it is recommended that:	
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>

Delete rows that do not apply.

(iii) Record of agreement and next steps

Completed by	
Comments from	
Date completed	
Date discussed by Capital Delivery Board	
Note of next steps/ actions requested by CDB	

(iv) Financial implications

Based on current information	
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?	
Would the transfer of the asset produce revenue budget savings for a council service?	
Are there any other financial implications that should be considered as part of an assessment to transfer the asset?	

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

Details of use and circumstances	Y	N	Specify relevant details.
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>
Is the asset in reasonable condition?			<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>

Conclusion: 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?	

Appendix E
 (vi) Potential future use

INSERT NAME OF ASSET

Details of use and circumstances	Y	N	Specify relevant details.
Has the Council identified plans for the asset?			<i>Add details.</i>
Has the asset been assessed for suitability to be used for schools places and/or social housing? What was the outcome of that assessment?			
Have any organisations expressed an interest in the asset?			<i>Add details, including name and relevant information of the organisation,</i>
Please outline the intended process for identifying a suitable organisation to transfer the asset to and how their capacity to undertake the transfer will be assessed.			<i>Add details.</i>
Please give details of the proposed terms of the transfer where known			<i>Add details i.e. leasehold period, rent level, freehold transfer/sale</i>

<p>Conclusion: Based on any information above are there any viable proposals for community-based ownership and use?</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>
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(vii) Benefits: What are the expected benefits of transferring the asset

Mandatory benefits: All suitable candidates for transfer are expected to provide community benefits and represent value for money.

Based on current information, would transferring the asset:	Y	N	Specify relevant details.
<i>Community benefits</i>			
Achieve one or more of the following: <ul style="list-style-type: none"> • Safeguard a priority service that may otherwise be lost. A priority service is defined as a service currently delivered directly by the council or funded through contract or grant aid. • Facilitate shared more efficient use of assets by VCS organisations 			
<i>Value for money</i>			
Achieve one or more of the following: <ul style="list-style-type: none"> • Create efficiency savings. The overall combined cost of the service and asset to the council should not be greater post transfer. • Lever external investment to the borough. 			

<p>Conclusion: Identify the main expected benefit of transferring the asset.</p> <p>To what extent can these benefits be quantified?</p>	
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Appendix E
(viii) Risks

INSERT NAME OF ASSET

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>
Conclusion: Identify the key risk(s) involved and mitigation that might address this. Identify the residual risk that remains.			