

<b>Community Management of Assets: Business Case Assessment Form</b>			
Community organisation name			
Contact address			
Details of the Asset			
Summary of the Proposal			
Date Expression of Interest accepted			
<b>A</b>	<b>The Community Group</b>	<i>RAG rating</i>	Comments
1	Has the group submitted a constitution / organisational structure / terms of reference?	Yes/No	
2	Has the group clarified their legal status?	Yes/No	
3	Has the group detailed any insurance they require?	Yes/No	
4	Has the group submitted a Health & Safety Policy?	Yes/No	
5	Has the group submitted an Equalities Policy?	Yes/No	
6	If appropriate, has the group submitted a recruitment and induction policy?	Yes/No	
7	If appropriate, has the group submitted a training and development policy?	Yes/No	
8	Has the group demonstrated the capacity & skills to deliver the proposal?		
9	Has the group demonstrated that it will achieve the VISIBLE standards (or a suitable equivalent)?		
<b>B</b>	<b>Impact on wider community and Council objectives</b>		
1	Has the group fully demonstrated a demand for the proposal?		
2	Has a full consultation been undertaken with the community		

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	and partners and is their written evidence of this?		
3	Does the proposal assist with the CAFM programme aims?		
4	Is there evidence that the group works positively in partnership with other groups and organisations in the local area?		
5	Is there evidence that the group has an inclusive approach to the needs of different groups of people within the wider community?		
6	Does the proposal assist the Council with other objectives?		
7	Has the group fully demonstrated how the asset will provide added community benefit?		
<b>C</b>	<b>The Asset</b>		
1	Has the extent of the asset to come under community management been clearly defined?	Yes/No	
2	Have full details of all proposed works to the asset been provided?	Yes/No	
3	Has the group demonstrated a full understanding of the issues affecting the asset? <ul style="list-style-type: none"> <li>• Condition</li> <li>• Suitability</li> <li>• Accessibility</li> <li>• Fire Safety</li> <li>• Conservation</li> <li>• Environmental</li> </ul>		
4	Are any works to alter or improve the asset fully explained and appropriate to the project?		
6	Have the group supplied sufficient technical evidence to support the proposals? Where appropriate is the advice from suitable professionals or consultants, eg. Surveyors or Architects.		
<b>D</b>	<b>Risk</b>		
1	Have the group provided a risk assessment?	Yes/No	
2	Have the group demonstrated an understanding of the risk involved in the proposal?		
2	Have the group demonstrated appropriate proposals for risk control?		

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<b>E</b>		<b>Financial Assessment</b>	
1	Has the group submitted a sufficiently detailed (minimum 5 year) financial plan?	Yes/No	
2	Has the group submitted their processes/policies/governance arrangements for the control of their finances and are they robust?	Yes/No	
3	Have the cost of capital works been properly estimated?	Yes/No	
4	Have capital finance sources been adequately identified?	Yes/No	
5	Have VAT and other tax implications been fully considered and factored in?	Yes/No	
6	Are the income projections reasonable and backed up by supporting evidence?	Yes/No	
7	Has the group adequately estimated the on-going running costs of their scheme?	Yes/No	
8	Have overall financial viability and sustainability been demonstrated?	Yes/No	
<b>Summary</b>			<b>Comments</b>
<b>A – The community group</b>			
<b>B – Impact on Community and Council objectives</b>			
<b>C – The asset</b>			
<b>D – Risk</b>			
<b>E – Financial Impact</b>			
<b>Officer recommendation</b>			
Date complete:			

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RAG rating	Description
Yes/No	Information requested as part of a submission must be provided. Failure to submit information will invalidate the submission
Green	Satisfactory information and evidence provided. Officers have confidence this will not become a concern
Amber	Some information and evidence provided. Officers feel that some further support and advice is required
Red	Inadequate or unrealistic information and evidence provided. Officers feel that the requirement is not satisfied.