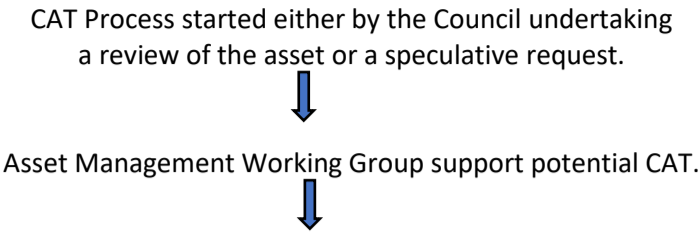
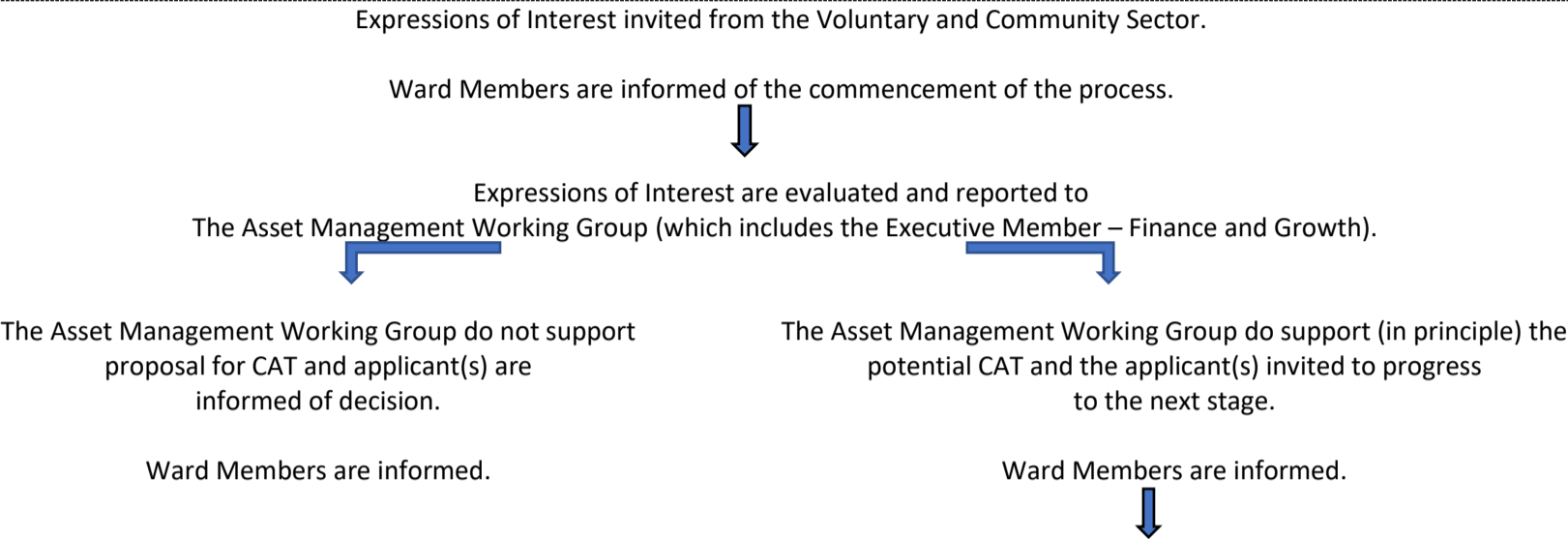


Community Asset Transfer Flow Chart

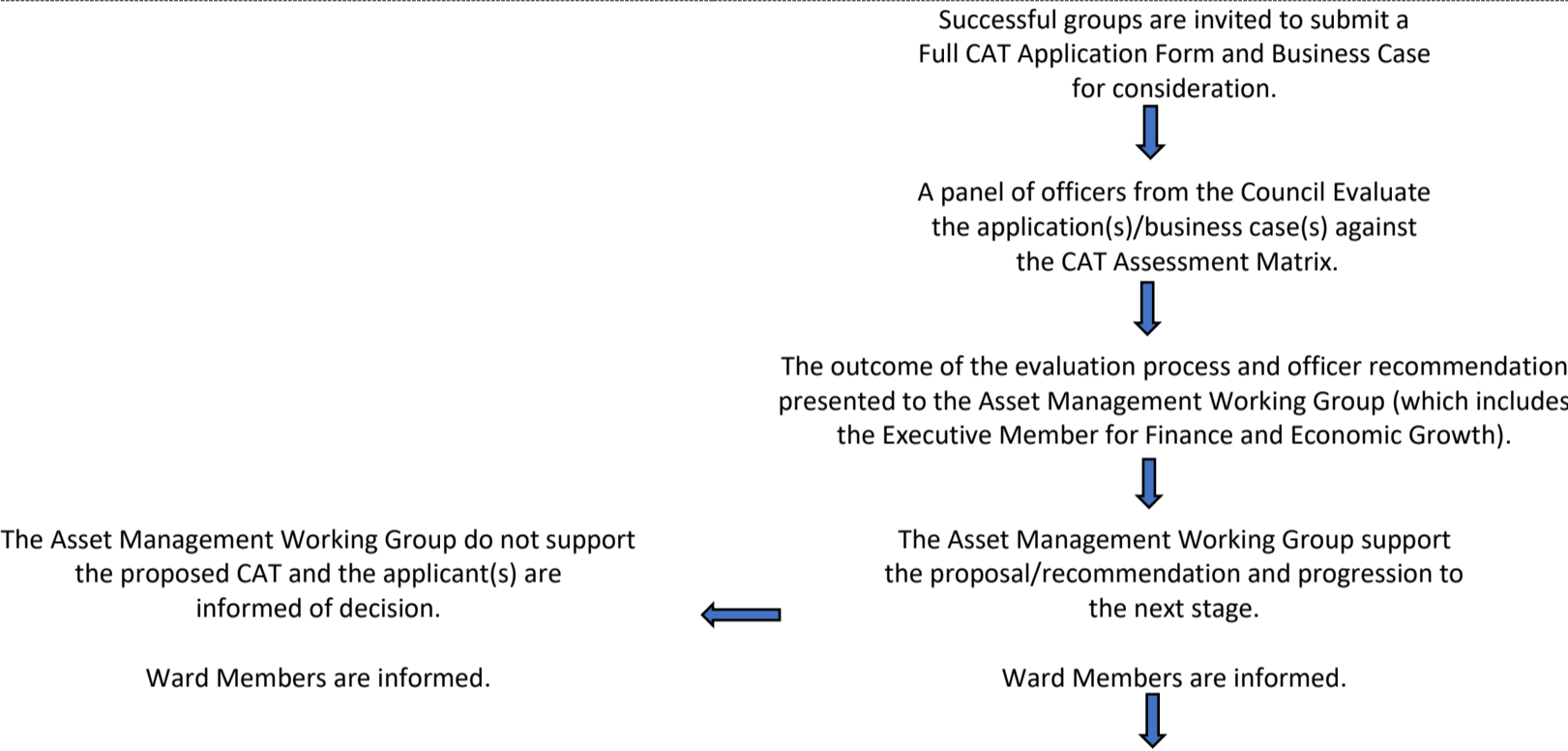
Pre-application:



Stage 1:
(3 month period)



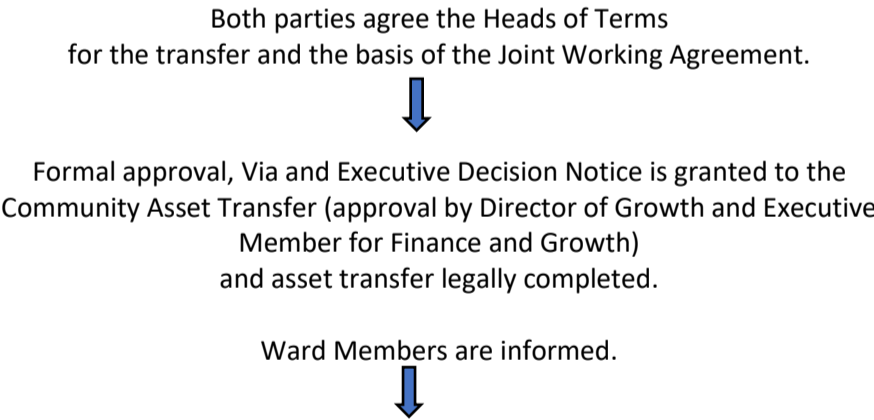
Stage 2:
(2 month period)



Stage 3:
(2 month period)

If the Executive Member for Finance and Growth or Ward Members are not in agreement with the recommendation, the matter will be referred to Board before requesting Director and Executive Member Approval.

Note:
Any recommendation fully supported by the Executive Member and Ward Members will not be reported to Board.



On completion:

- On completion, the acquiring organisation will become responsible for: -
- Operation of the asset in accordance with the terms of the lease/licence agreement, along with all other legal and statutory requirements.
 - Compliance with the Joint Working Agreement and any other transfer agreements.
 - Delivery of agreed outcomes.

Failure to comply with the agreement may result in the Council terminating the lease/licence agreement and the organisation having to hand back the asset to the Council.

Following transfer:

The successful organisation to submit Annual Report to the Council’s agreed representative for consideration.

Every transfer will be subject to review on an annual basis.

Please note that any application returned to the Council does not give any certainty that the property will be transferred to your organisation. All applications made will be considered by the Asset Management Working Group maker on their own merits and a decision will be made is any particular proposal will be supported and progressed.