

Buckinghamshire Council

Devolution Assessment for Green Street

Organisations need to demonstrate that they can meet the specific requirements as set out in the Service Devolution and Assets Transfer Policy.

Scoring Guide - 1: Evidence is unacceptable; 2: Evidence requires significant improvement; 3: Evidence requires minor improvement; 4: Evidence is very good; 5. Evidence is excellent

Assessment Panel

Assessment Criteria	Evidence Required	Assessment Score Requirement
a) Community benefit	Strong track record of delivery of community benefit. Evidence of community impact and resident consultation on proposal.	Reason for score 1 -5
b) Local control	Evidence that residents will be able to have a say in future decisions on the assets/services.	Reason for score 1- 5
c) Sustainability	Clear long-term plan for ensuring viability. A risk assessment and how these risks will be mitigated.	Reason for score 1 -5 Minimum acceptable is 3
d) Governance & legal structure	Settled legal entity with proven ability to manage change.	Pass or Fail approach Minimum acceptable is 3
e) Financial standing	Established record of financial probity with evidence of long- term planning and current good financial health	Reason for score 1 -5 Minimum acceptable is 3
f) Maintenance	Proven record of managing maintenance issues.	Reason for score 1 – 5
g) Commitment	Willingness to participate in evaluation and share learning.	Reason for score 1- 5

Devolution policy: <https://www.buckscc.gov.uk/media/4516557/service-devolution-and-asset-transfer-policy.pdf>

Assessments must align with current devolution and asset transfer policy:

Eligibility and Assessment Criteria

(a) This Service Devolution and Asset Transfer Policy is open to:

- Parish or town council.
- Unincorporated charitable organisations;
- Companies limited by guarantee with charitable status;
- Community Interest Companies, limited by guarantee;
- Community Benefit Industrial & Provident Society with an asset lock;
- Community Interest Company, limited by shares;

b) Organisations must:

- Be legal entities;
- Be non-profit making;
- Have community and/or social objectives; and/or
- Be located within the boundaries of Buckinghamshire Council area or can demonstrate that they provide services within the area to residents.
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c) All community assets must remain open to the wider public. This does not disqualify special interest proposals or groups. However, evidence must be provided of how the asset will be used in an inclusive way.

d) Applicants must provide full contact details for the organisation, including someone with the relevant decision-making authority

e) Applicants must provide supporting evidence where required and complete all sections of required forms.

Buckinghamshire Council will not consider expressions of interest from organisations which are political or with political affiliations; organisations engaged in supporting candidates for political office; individuals or businesses who intend primarily to run the service or use the asset for commercial gain.

	Guidance - what we are looking for
A) Community Benefit	
Provide a brief summary of the organisation's current activities	<i>Do the activities complement the asset? What is their community impact?</i>
Who will benefit from the asset transfer?	<i>Asset transfer should create the widest public value. How will the interests of the community be better served by the proposal rather than through other methods? How many people will benefit? Over what time period are communities expected to benefit?</i>
How will the asset be used after the asset transfer?	<i>What social, economic and environment benefits will be realised by the asset transfer? Is there a real need for the proposal?</i> <i>Does the idea link to broader council strategies? Does it duplicate, replace or expand upon any current council services?</i> <i>Where there are services currently being delivered, will the organisation ensure these continue to take place and remain viable?</i>
B) Local Control	
How will residents be able to influence the use of the asset?	<i>How does the organisation plan to engage with residents? How can residents influence how the asset is used?</i>
C) Sustainability	
How will the organisation ensure the long-term viability of the asset?	<i>What are the long-term plans for the asset? Are the underlying assumptions realistic? Is the medium- term financial plan for managing the asset (expenditure and income) robust?</i>
Does the organisation have a risk assessment?	<i>Have all the key risks been identified? Is there a mitigation strategy for each risk? Do the risks cover the initial set up period as well ongoing operation?</i>
D) Governance & Legal Structure	
Is the organisation a legal entity 'in scope'?	<i>Organisations must: be legal entities; be non-profit making; have community and/or social objectives; be located within Buckinghamshire or demonstrate that they provide services within the area to residents.</i>
E) Financial Standing	

<p>Does the organisation have written financial procedures and rules?</p>	<p><i>Written evidence of financial procedures and Governance is an indicator of an an effective organisation. If these are not written up already, then organisation needs to provide a written explanation of their financial management (BC finance team can provide a steer as to what this needs to entail).</i></p>
<p>Does the organisation have a track record of good financial health, and ongoing ability to manage assets?</p>	<p>To be checked via analysis of prior year accounts (3 years). Looking at e.g. level of reserves, is scale of asset/project in line with their current turnover and asset base, what is the debt ratio of the organisation? Does the organisation have a good credit record (if applicable)</p> <p><i>For Town & Parish Councils</i></p>
<p>Does the organisation have a three-year capital and revenue budget and a one-year cash flow projection?</p>	<p><i>Evidence of forward financial planning, as an indicator of a well-run organisation. Are the underlying assumptions realistic? Is income over-optimistic, are set-up and annual costs under-estimated? Are there any cliff-edges coming up (e.g. large external grant funding due to cease) that could jeopardise ongoing viability of the organisation's ability to manage the project/asset management?</i></p>
<p>Is the asset transfer dependent on additional funding? If yes, please give evidence (letters of in-principle agreements/grant agreements, etc) and details, including any refurbishment plans linked to the funding.</p>	<p><i>It is likely that additional funding will be required to improve the building - has any been secured to date or is it speculative at this stage? Will any pending applications be dependent on the outcome of the asset transfer?</i></p>
<p>Is any financial support being sought from the council? If yes, please explain more.</p>	<p><i>Is there any complimentary capital/revenue funding from the council involved?</i></p>
<p><i>For the council only</i></p>	<p><i>Will the proposal achieve cost savings for the council? Is the proposal value for money? Assess the financial benefit of the proposal to the council over the next (x) years?</i></p> <ul style="list-style-type: none"> • <i>Annual cashable savings</i> • <i>Annual non-cashable savings</i> <ul style="list-style-type: none"> • <i>Potential capital receipt</i>
<p>F) Maintenance</p>	

Provide any specific experience that organisation has in managing property and/or delivering services for the community	<i>Does the organisation have experience managing maintenance issues?</i>
Rent	<i>Is your organisation prepared to offer rent for this property?</i>
Insurance	<i>Is your organisation prepared to insure the building as well as contents?</i>
Maintenance liabilities	<i>Is your organisation prepared to take on full repairing liabilities?</i>
Term of Lease	<i>What length of lease would your organisation want on the property?</i>
Other Costs	<i>Is your organisation prepared to take on costs for rates, energy, water, etc.? Is your organisation prepared to pay its own legal costs in relation to drawing up a lease?</i>
Other building-specific considerations	<i>Would you want to take on the land adjacent to the building as well as the building itself? Are you prepared to take on the nursery in a subletting arrangement and does your rent offer include or exclude the income from this subletting (currently £8k pa)?</i>
G) Commitment	
Is the organisation willing to evaluate the asset transfer and share learning?	<i>What does success look like? How will the organisation work with the Council to ensure benefits are being delivered?</i>