

Community Asset Transfer Outline Business Case/ Expression of Interest (Eoi)

This is a template that can be used to capture the information needed to consider requests for the transfer of asset for community use. It can be modified or amended where considered appropriate and additional information included where relevant.

Please complete this form, attach additional information and send for appraisal, in the first instance, to: Head of Property, Pembrokeshire County Council, County Hall, Haverfordwest, Pembrokeshire, SA61 1TP

| | |
|-----------------|--|
| Organisation | |
| Applicant | |
| Contact details | |
| Date | |

| 1. Introduction | |
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| The Outline Business Case | |
| a. | Is this a request to take possession of a specific asset? If yes, please provide details. |
| b. | Is this an exploratory request? If yes, please provide details of your requirements. |
| c. | Strategic context: how does the proposal meet PCC's aims and objectives? |
| d. | Other relevant information (e.g. maps, plans, brochures)? If yes, please provide details. |

| 2. Background | |
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| Describe your organisation | |
| a. | The services provided (if any) |
| b. | The area of service provision |
| c. | People numbers and organisational structure |
| d. | The accommodation you currently use (if applicable) |
| e. | How your organisation is funded |

| 3. Why the asset is needed | |
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| a. | Does your organisation have any current assets (if yes, see below)? If not please explain the need for this asset, and its intended use |
| Does your organisation have existing accommodation – if so? | |
| b. | Is it unsuitable |
| c. | Is it in the wrong location? |
| d. | Is it too costly or you have received notice to vacate? |
| e. | Is your service expanding? |
| f. | Are you providing additional services? |
| g. | How is the asset to be managed? |

| 4. Benefits | |
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| Provide details of the benefits that you consider could be achievable. You should include benefits to your organisation, to the community and to PCC. | |
| a. | Will the asset enable service delivery in a different way (e.g. by the organisation instead of PCC)? |
| b. | Will it safeguard services? |
| c. | Will the asset enable service improvements? |
| d. | Will additional services be provided? |
| e. | Will the service become more visible? |
| f. | Will the service becomes more accessible? |
| g. | Will the asset complement other services or organisations or enable collaborative working? |
| g. | Will there be any financial savings to PCC (others)? |

| 5. Organisational Health Check | |
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| Consider your Organisation's ability to maintain services delivery and deliver benefits | |
| a. | Do you have a mission and objectives? |
| b. | What are your governance arrangements? |
| c. | Do you have a written constitution or Memorandum & Articles of Association Please provide Company/Society registration number and/or Charity registration number |
| d. | Do you publish an annual report? If yes, please provide the most recent copy |
| e. | What financial package is in place to support your proposal and how secure is the funding? |

| 6. Partners, Collaborators and Stakeholders | |
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| Are you proposing any arrangements with the County Council or other public or third sector organisations? | |
| a. | Provide details and state the scope of their involvement |
| b. | Are they supportive of this proposal? Give details. |

| 7. Asset Proposal | |
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| Consider the nature of the asset transfer | |
| a. | Initial proposals for lease terms |