

Appendix 3: Involvement and key roles of Voluntary, Community and Faith Sector, Council Officers and Elected Members through the Community Asset Transfer Process

Stage of process	Voluntary, Community and Faith Sector	Council officers	Corporate Property Board (CPB)	Ward Councillors	Portfolio Holder for Business	Portfolio Holder for Communities and Performance	Leaders of all parties	Directors Board	Member Property Working Group (MPWG)	Cabinet	Other elected members or committees
Stage 1 (Community driven): Expression of interest received (community)	Submit EOI to cat@thurrock.gov.uk Receive acknowledgment of EOI from Corporate Property (CP) Team within 10 working days	CP Team acknowledge receipt and initial assessment of eligibility of organisation submitting EOI Head of Assets and Regeneration notified of outcome Other services notified where the CAT relates to their area of responsibility or other considerations apply (e.g. planning)	Notified of EOI	Notified of EOI	Notified of EOI	Notified of EOI	Notified of EOI	Notified of EOI	Notified of EOI	N/A	N/A
Stage 2 (Community driven): Asset eligibility assessment	Notification of outcome of eligibility assessment to be received from CP Team	CP Team notify relevant parties of outcome of eligibility assessment including applicant organisation	Head of Assets and Regeneration and Chair of CPB consider whether the asset is eligible for CAT alongside requirements set out in CAT policy (e.g. known or anticipated plans or strategies that may affect the potential for CAT)	Notified of outcome of eligibility assessment	Notified of outcome of eligibility assessment	Notified of outcome of eligibility assessment	Notified of outcome of eligibility assessment	Notified of outcome of eligibility assessment	Notified of outcome of eligibility assessment	N/A	N/A
Stage 1 (Council driven): CAT opportunity prompted by council service review	N/A	Relevant service to prepare business case to CPB and notify other services either impacted or where other considerations apply (e.g. planning)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Stage 2 (Council driven): Asset eligibility assessment	N/A	Lead officer for Council driven CAT to notify all other parties of decision of CPB where the proposal is deemed eligible	Receive business case and consider alongside requirements set out in CAT policy	Notified of CAT opportunity if deemed eligible	Notified of CAT opportunity if deemed eligible	Notified of CAT opportunity if deemed eligible	Notified of CAT opportunity if deemed eligible	Notified of CAT opportunity if deemed eligible	Notified of CAT opportunity if deemed eligible	N/A	N/A
Stage 3: Advertising CAT opportunity	CAT opportunity advertised using a range of local mediums for a period of 6 weeks during which EOIs may be submitted	CP Team to advertise CAT opportunity using a range of local mediums for a period of 6 weeks	N/A	To promote and flag opportunity for CAT	To promote and flag opportunity for CAT	To promote and flag opportunity for CAT	To promote and flag opportunity for CAT	N/A	N/A	N/A	N/A
Stage 4: Assessment of Expression/ s of Interest	Invited to submit additional information where required and informed of progress by CP Team Notified of outcome of assessment process by CP Team and invited to Stage 5 where appropriate	CP Team and Community Development and Equalities Team (CD&E Team) to complete basic assessment of EOI/s (e.g. eligibility of organisation/s applying) based on policy requirements and prepare recommendation to CPB CP Team to notify outcome to relevant parties	Receive officer recommendation and determine organisations to invite to prepare a full business case in consultation with MPWG Highlight council officers to be involved with CAT Assessment Panel	Notified of outcome and invited to CAT Assessment Panel	Notified of outcome and invited to CAT Assessment Panel	Notified of outcome	Notified and invited to submit substitute where conflict of interest identified for Ward Councillor/s or PFH/s	Notified of outcome	Receive officer recommendation and determine organisations to invite to submit business case in consultation with CPB	N/A	N/A

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Stage 5: Assessment of business case	N/A	CP and CD&E Teams along with other relevant services to form CAT Assessment Panel with Elected Members	Receive recommendation of CAT Assessment Panel and reach decision on CAT with MPWG where no additional considerations highlighted that require direction of Cabinet or other Member Committees	CAT Assessment Panel members	CAT Assessment Panel member	CAT Assessment Panel member	N/A	N/A	N/A	N/A	N/A
Stage 6: Decision	To receive notification of outcome from CP Team	CP Team notify outcome of decision to applicant and other parties	<p>Receive recommendation of CAT Assessment Panel and reach decision on CAT with MPWG where lease is below 21 years and no additional considerations highlighted that require direction of Cabinet or other member committees</p> <p>Where CAT requires planning consent for viability (e.g. for change of use) in-principle approval for the CAT only may be granted subject to planning consent being granted</p>	Notified of decision	Notified of decision	Notified of decision	Notified of decision	Notified of decision	<p>Receive recommendation of CAT Assessment Panel and reach decision on CAT with CPB where lease is below 21 years and no additional considerations highlighted that require direction of Cabinet or other member committees</p> <p>Where CAT requires planning consent for viability (e.g. for change of use) in-principle approval for the CAT only may be granted subject to planning consent being granted</p>	<p>To receive report and recommendation of CPB and MPWG where additional considerations/sensitivities are highlighted during earlier stages and reach decision to approve or reject CAT</p> <p>In case of leases in excess of 21 years (considered as disposal) or freehold transfer and valued above £500k, to reach a decision or in-principle decision to approve or reject CAT (e.g. 'in-principle' decision to apply in case of CATs that require planning consent for viability)</p>	<p>Overview and Scrutiny Committees consulted where appropriate</p> <p>Planning Committee to consider any related planning applications (e.g. for change of use) before final decision on CAT may be reached</p> <p>For leases in excess of 21 years (considered as disposal) or freehold transfer valued below £500k, a decision or in-principle decision (e.g. in case of planning related matters) may be granted by the Leader and Cabinet Member for Finance and Education on advice from the Monitoring Officer, S151 Officer and Corporate Property Officer.</p>
Final stage	Involvement and consultation through preparation of lease, heads of terms and service agreements	Preparation of the lease, heads of terms and service agreements etc by relevant departments	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A