

Date of Meeting 21st June 2022

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

Update on the Community Asset Transfer Procedure

Report summary:

This report informs the Asset Management Forum (AMF) that, following advice from the Strategic Lead (Governance and Licensing), changes have been made to the Community Asset Transfer (CAT) procedure that clarify the decision making process. These changes have been shared with the Portfolio Holder for Economy and Assets.

Attached is the revised Community Asset Transfer Procedure; this now refers to the Council Plan and priorities and clarifies the decision making process at both Expression of Interest stage and Full Business Case stage. The 'in principle' decision to transfer being taken by Cabinet and, where appropriate, Council. The 'in principle' decision to transfer delegating responsibility for agreeing detailed terms of transfer to the Service Lead – Place, Assets & Commercialisation in consultation with Portfolio Holder for Economy and Assets along with any other relevant Portfolio Holder depending on nature of asset.

The following have also been revised:

Appendix A: Expression of Interest Form. This has been updated to include reference to the General Data Protection Regulation (GDPR) in relation to how East Devon District Council collects and processes personal information from individuals; and

Appendix B: Procedure Diagram that has been revised to reflect the decision making process.

The remaining documents: Final consultation questionnaire; and the results of the CAT draft procedure consultation with Town and Parish Councils are attached for completeness.

A report recommending the approval of the Community Asset Transfer Procedure will be considered by Cabinet, this follows the recommendation by AMF on 27th July 2021 that the Service Lead – Place, Assets & Commercialisation prepare a report for Cabinet, recommending that the draft Community Asset Transfer Procedure is adopted.

Is the proposed decision in accordance with:

Budget Yes No

Policy Framework Yes No

Recommendation:

That the Asset Management Forum notes the revisions to the draft Community Asset Procedure and recommends to Cabinet to adopt the Policy.

Reason for recommendation:

That, following advice from the Strategic Lead (Governance and Licensing), changes have been made to the Community Asset Transfer (CAT) procedure that clarify the decision making process. These changes have been shared with the Portfolio Holder for Economy and Assets.

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Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Democracy, Transparency and Communications
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities
- Tourism, Sports, Leisure and Culture

Equalities impact Low Impact

Climate change Low Impact

Risk: Low Risk;

Links to background information

[Asset Management Forum 27 July 2021](#)

EDDC Community Asset Transfer Procedure – FINAL DRAFT to AMF 21.06.22

Draft Appendix A: EOI to AMF 21.06.22

Draft Appendix B: CAT procedure Flow chart to AMF 21.06.22

Final consultation questionnaire 2021

Results of CAT Draft procedure consultation with Town and Parish Councils

Link to [Council Plan](#)

Priorities (check which apply)

- Better homes and communities for all
- A greener East Devon
- A resilient economy

Financial implications:

There are no direct financial implications that need highlighting. Simon Davey. 8th June 2022.

Legal implications:

The adoption of this policy is a matter for Cabinet. The procedure has been reviewed and it is considered that it is reasonable. There are no other legal implications requiring comment. Henry Gordon Lennox. 8th June 2022.