

SUBJECT OVERVIEW AND SCRUTINY COMMITTEE 3

COMMUNITY ASSET TRANSFER

The recommendations and management responses arising from the Overview and Scrutiny Committee 3 meeting held on 17 January 2018 relating to Community Asset Transfer were circulated to all members of the CAT Steering Group and have been included as a standing item on the agenda for each subsequent meeting.

The implementation of the recommendations made by the Committee has unfortunately had to be delayed to enable:

- A CAT Task and Finish Group to be established with Member representation;
- The policies and initiatives of other local authorities relating to CAT to be investigated to assist in the implementation of best practice;
- The report arising from the review of Playing Fields, Outdoor Sports Facilities and Parks Pavilions to be finalised;
- Options and recommendations arising from this review to be considered in detail and the most appropriate actions for the Council to be agreed; and
- The overall future direction of travel for CAT and the feasibility of renewing the fixed-term contract CAT Officer post to be determined.
- In addition, the relevant Head of Service responsible for CAT has been off work for 6 months since March 18, and the new Corporate Landlord staff structure that is being populated to deliver a new model of working has had a number of significant posts vacant during this period meaning that staff capacity to contribute to the CAT review has been very limited.

However, the Corporate Director Communities has now prepared two reports relating to Playing Fields, Outdoor Sports Facilities and Parks Pavilions which are key to the future demand for CAT, which have been discussed by the Overview and Scrutiny Committee 1 on 5 September 2018 and approved by Cabinet on 18 September 2018.

The CAT Task and Finish Group which includes representation from the Deputy Leader and Cabinet Member Communities has been established (see Terms of Reference at Annex 1) with the first two meetings being held with the intention of reporting back to the Overview and Scrutiny Committee 3 early in the New Year.

A business case is also currently being prepared to extend the role of the CAT Officer, following the approval of the Cabinet report on 18 September 2018.

COMMUNITY ASSET TRANSFER TASK & FINISH GROUP

TERMS OF REFERENCE

1. Role of the Task & Finish Group:

- 1.1 The Community Asset Transfer (CAT) Task & Finish Group has been established as a direct response to the recommendations made by Members attending the Overview and Scrutiny Committee 3 meeting held on 17 January 2018 (see Summary of Recommendations and Management Responses at **Appendix A**).
- 1.2 The Task & Finish Group has been established by the CAT Steering Group to provide strategic direction in respect of the Council's CAT Programme and associated policies, systems and processes.
- 1.3 The Task & Finish Group is to determine appropriate strategies to implement the recommendations of the Overview and Scrutiny Committee and in particular:

Primary Recommendations

- Prepare a current and up-to-date list of CAT Priority 1 assets;
- Streamline CAT systems and processes in order for the CAT programme to be more successful;
- Develop standard leases that can be provided to community groups at the expression of interest stage to enable earlier discussions and deliberations;
- Encourage Town and Community Councils, Community Groups and Sports Clubs to work more collaboratively to enhance their viability to take over the self-management of Council assets.

Secondary Recommendations

- Improve channels of communication between the Council and Town / Community Councils, Community Groups and Sports Clubs;
 - Invite expressions of interest in the transferring of Council assets, detailing what advice and financial support would be made available for any interested parties;
 - Provide indicative timescales to manage expectations throughout the stages of the CAT process and to avoid any potential risks in relation to any funding applications made by groups;
 - Develop a Community Asset Transfer pack for potential applicants to ensure they fully understand the risk implications of taking on an asset;
 - Elected Members should be considered for inclusion upon the CAT Steering Group.
- 1.4 The CAT Steering Group has also identified the following objectives to be covered under the work of CAT Task & Finish Group to:

- Determine categories and priority of assets available under the CAT Programme;
- Ascertain acceptable levels of risk associated with each category of asset;
- Determine the impact of partial CATs, i.e. “cherry picking” of particular assets;
- Define the requirements of multi-user facilities;
- Share experiences of other local authorities;
- Determine resource levels required to progress CATs;
- Establish appropriate CAT related targets under the Council’s Performance Management Framework.

2. Membership:

- 2.1 The CAT Task & Finish Group will comprise representatives from the following Members / Officers:

Name	Designation
Cllr. Hywel Williams	Deputy Leader
Cllr. Richard Young	Cabinet Member for Communities
Zak Shell	Chair of CAT Steering Group & Head of Neighbourhood Services
Andrew Hobbs	Group Manager - Street Works
Fiona Blick	Strategic Asset Management and Investment Manager
Pippa Kestle	Asset Surveyor
Rob Jones	Senior Lawyer - Commercial Team
Guy Smith	CAT Officer

- 2.2 The CAT Task & Finish Group may invite anyone with relevant skills, knowledge or experience to attend a meeting in the capacity as an Advisor to give advice and information. Advisors to the Group have no decision making powers.

3. Reporting & Term of Appointment:

- 3.1 The CAT Task & Finish Group will report in the first instance to the Corporate Director Communities.
- 3.2 The CAT Task & Finish Group will ensure that the CAT Steering Group and other stakeholders are updated on a regular basis regarding progress.
- 3.3 The CAT Task & Finish Group aims to be in a position to submit findings and recommendations by December 2018 / January 2019.

4. Conduct of Meetings

- 4.1 The CAT Task & Finish Group may delegate activities to individual members or to working groups of members, provided that the extent of this delegation is

made clear to Group members concerned and shown in the minutes of the meeting.

- 4.2 Minutes will be taken of each CAT Task & Finish Group meeting by the CAT Officer who will act as Secretary.
- 4.3 Draft minutes will be circulated to Group members within 1 week of each meeting.