

Appendix 1. Wollaton Avenue Community Centre Operational Transition Plan

(Proposed Cabinet decision Summer 2023)

Status Key:

Red – missed target; Amber – on target; Green - Complete

Action	Who	To Do	To Do Status	Overall Action Status
Viability of Asset for Transfer actions completed	Property Services/ Legal Services	<ul style="list-style-type: none"> Asset of Community Value – No Restrictions on land/building? Yes – asset must be retained for community use Equalities Impact Assessment - completed Agreement of post CAT Insurance arrangements – retained by GBC Visual site assessment – completed – see CD Report Fire, Health and Safety inspection - completed – see CD Report 	Green	Green
		<p>Outstanding maintenance issues to be addressed:</p> <p>Toilets heater repair – pending pre-repair clearance of Gents toilet area. Requirement emailed to GPF 13/02/2022 – response awaited</p>	Amber	Amber
Assessment of GPF Submission and CAT Proposal	CAT regular assessment meetings: <ul style="list-style-type: none"> Communities & Leisure Property Legal Finance 	<p>Meeting dates:</p> <p>18/01/2023 – Refresh, CAT policy and process, updated documents requested from GPF – Insurance, Accounts</p> <p>25/01/2023 – Viability of Asset for Transfer actions raised</p> <p>07/02/2023 – Review of visual site audit, 1st stage review of GPF Submission</p> <p>17/02/2023 – 2nd stage review of GPF submission, Site Visit/Fire Health and Safety Report</p> <p>Cabinet Timeline revised</p>	Amber	Amber

Agree Heads of Term and new lease	Property Services/ Legal Gedling Play Forum Solicitor	Agreed by email		
		Cabinet Decision timeline to be revised		
		New lease signed		
Food Hygiene Advice regarding kitchen	Property Services/Public Protection	Share details of GBC Environmental Health Officers with GPF:		
Health and safety responsibilities handover/ development	Property Services	Explore training options - GBC Health and Safety Officer.		
		Consider health and safety training options through other means (i.e. CVS training offers, GBC Strength In Community grant funding to GPF)		
		Updated Asbestos, Legionella and Fire Risk Assessments to GPF if relevant		
		Fire log documents email to GPF if relevant		
On-site induction	Property Services, GPF	Onsite meeting - date tbc		
		Undertake any Legionella Work Outstanding		
		Send any other site management information to GPF as raised at onsite meeting		
		Any relevant Contractors contact details passed to GPF		
Transfer of billing arrangements to GPF	Property Services	Liaise with GPF to arrange utility charging to be transferred if relevant – electricity, gas, water.		
		Business rates responsibility and application for discretionary relief if relevant		
Consider the transfer or not of any GBC owned equipment on-site	Property Services	Review Inventory and identify any equipment for disposal to GPF.		
		Disposal information report to Portfolio Holder if needed.		
		Discuss options with GPF for equipment to be transferred to other sites if not required if relevant		
Ongoing vigilance regarding safe storage arrangements for GPF craft resources	GBC Property/GPF	Regular GBC inspections Advice		

Safeguarding	Property/ Communities	GPF to develop and share with GBC own procedures for dealing with safeguarding of user groups and families.		
		Explore Safeguarding, Health and Safety and First Aid Training Needs of GPF Volunteers and Staff		
		Options for VCS Safeguarding Training to be explored and shared with GPF		
Post Transfer Support	Property Services/ Communities Team	Agree contact for on-going dialogue regarding lease and any further resilience support		