

Appendix C. Wollaton Avenue Community Centre Operational Transition Plan

(Proposed Cabinet decision 18th April 2024)

Status Key:

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

Abbreviations				
CAT: Community Asset Transfer		BSCO: Building Services and Compliance Officer		
GBC: Gedling Borough Council		GPF: Gedling Play Forum		
BP: Business Plan		VCS: Voluntary and Community Sector		
SIC: Strength in Community				
Pre - Transfer Actions				
Action	Who	To Do	To Do Status	Overall Action Status
Viability of Asset for Transfer assessment 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 BSCO Report Fire, Health and Safety inspection - completed – see BSCO Report inc. remedial updates from GPF 		
		<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 – Remedial works completed Spring/Summer 2023.</p>		
Assessment of GPF Submission and CAT Proposal	CAT regular assessment meetings: <ul style="list-style-type: none"> Communities & Leisure Property 	Meeting dates: 18/01/2023 – Refresh CAT policy and process, updated documents requested from GPF – Insurance, Accounts 25/01/2023 – Viability of Asset for Transfer actions raised 07/02/2023 – Review of visual site audit, 1st stage review of GPF Submission		

	<ul style="list-style-type: none"> • Legal • Finance 	<p>17/02/2023 – 2nd stage review of GPF submission, Site Visit/Fire, Health and Safety Report</p> <p>22/05/2023 - Cabinet timeline revised</p> <p>28/06/2023 Cabinet timeline revised – 5 year financial maintenance forecast, amendments to GPF BP required from GPF</p> <p>01/11/2023 – GPF amendments to BP and 5 year financial maintenance forecast reviewed and approved – Next step: progress Draft Heads of Terms, Cabinet timeline revised to Jan or Feb 2024.</p> <p>Consider Subsidy Control Act – Minimal Financial Assistance</p> <p>Feb 2023 – External rental valuation required and commissioned by Property Services</p> <p>Rental Valuation quoted at £9,000 per annum</p>		
Agree Heads of Term and new lease	Property Services/ Legal Gedling Play Forum Solicitor	Agreed in principle by email 25/01/2024		
		Cabinet Decision timeline revised to 28th March 2024		
		Cabinet Decision timeline revised to 18th April 2024		
		New lease signed		
During and Post - Transfer Actions				
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. VCS training offers, GBC Strength In Community grant funding to GPF)		

		SIC Grant pledge of £5,000 – pending launch of SIC Fund Dec 2023 – Application form pending as at 25/01/2024 Application received Feb 2024 Grant Award paid March 2024		
		GPF Chair and Officer completed GBC commissioned legionella management training 2 nd June 2023. Payment to be made on receipt of Grant Award as above		
		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		