

STAGE 1 - WATFORD COMMUNITY ASSET – SAMPLE SCORING MATRIX FORM

Name of community organisation, representative or Councillor expressing interest: _____

Name of Asset /Premise: _____

Decision to move to STAGE 2?: Yes/No

Definitions:

Community use – use which has the primary purpose of serving the community

Community letting = long term lease.

Community Asset = Council owned buildings and or land.

1.	Community Use	Points 2	Points 4	Points 6	Points 8	Score
	About your organisation:					
	Evidence of organisations legal entity and current governance.	NB No governance will score 0.	NB Work in progress will score 2	Evidence pending	Evidence provided	
	What length of lease is the organisation seeking	For info – non scoring				
	What is the proposed usage of the asset? Measurement(s) – e.g.7 days a week 4 pm to 8 pm, normal working hours etc	10-40% available hours	40-50% available hours	50-60% available hours	100% available hours	

Is the asset in a less advantaged ward?	For info – non scoring				
About your members:					
How many members/current service users do they have? (relative to the service)	0-10	11-30	31-60	61+	
How many members/service users are residents?	25% Small percentage	26% - 50%	51% - 75%	76 – 100% Large percentage	
How many projected members/service users do they expect over the next: 1,2 and 5 years.	No increase	Small increase	Double numbers	More than double	
Is the cost of membership affordable to service users?	High cost upfront cost	Medium upfront cost	Low upfront cost	No membership – low cost pay as you go	
Are diverse/less advantaged groups users of their service? What percentage of users are from less advantaged groups?		Less than 50%	40% to 75%	75% to 100%	
Is evidence provided to demonstrate the local need / community support for their acquisition of the asset	No evidence will score 0	Minimal evidence will score 2	Good evidence to demonstrate. local need and community support	Strong evidence to demonstrate local need and community support	
	Subtotal		172		

2.	Strategic Objectives	Points 1	Points 2	Points 3	Points 4	Score
	Community benefits of usage:					
	Alignment with Council objectives in Corporate Plan?	Tenuous link to one theme	Partially supports one theme	Supports one theme and partly supports others	Supports more than one Corporate Plan Theme	
	Alignment with need	Minor links	Supports one need	Supports one need and partially supports others	Supports more than one need	
	Prioritised within current Service Delivery Plans? (internal input)	Not listed will score 0		Listed in draft future service plan	Yes prioritised for specific purpose	
	Perceived benefit to asset/Council:					
	Would organisation be willing take on repair and maintenance?	No responsibility for repairs or maintenance will score 0.	Keeping clean, tidy and complying with statutory maintenance requirements only	Internal repairs and maintenance.	Full internal and external repairs and maintenance	
	What experience does the organisation have in maintaining an asset?	None will score 0	Some experience within the building trades.	Previous involvement with managing property.	Professional experience and/or previous property management experience.	

	Would presence of organisation reduce antisocial behaviour?	No change		Partly	Significantly	
	Has the organisation secured funding?	No funding applications made will score 0	Applications made but no funding secured	Application approved	Secured funding	
	Does organisation receive advisory funding support from relative organisation?	No support			Yes	
	Subtotal	/32				

3.	Local provision	4	8	12	16	Score
	Does the current provision in the borough cater for the demand?	Yes	Equal	No – short wait lists	No- long wait lists	
	Has the organisation demonstrated community support for their organisation?	No will score 0			Yes	
	Subtotal	/32				

4.	Declaration of interest	Non- scoring- for information				
	Political interest from local Councillors?					

	Committee members related to a member of staff or Councillor?	
	Committee members contractually obligated to provide self-employed goods or services to any member of staff or Councillor?	

5.	Supporting Information /Additional considerations	-10	-5	0	+5	+10
	Comments:					

6.	Total Score	/146				
	Total as a percentage					
	Proceed to stage 2??	YES/NO				

Scored by:
Approved by:

Signed:
Signed:

Date:
Date: