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**Report to Special Place Committee**

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**Date of Meeting: 1 December 2020**

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**Subject: CAT Request – Glebe Hall**

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**Report by: Strategic Director (Place)**

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**1.0 Purpose**

- 1.1. This report seeks a decision in accordance with Part 5 of the Community Empowerment (Scotland) Act 2015 (“the Act”) on the Community Asset Transfer Request (“CAT Request”) made by Clackmannanshire Third Sector Interface (“CTSI”) for the purchase of Glebe Hall, Alloa (the “Property”). It includes considerations to safeguard the interests of a key third sector organisation affected by the CAT Request.

**2.0 Recommendations**

- 2.1. It is recommended that Committee:
- 2.2. review the application at (appendix 1) and the assessment of the application by officers at appendices 3, 4 and 5;
- 2.3. give consideration to the requirements in the Act at sections 82 (3) and (4) and the statutory guidance published in terms of section 96 of the Act;
- 2.4. determine the community asset transfer request for Glebe Hall made by CTSI by refusing the application on the basis that following their review and consideration, that there are reasonable grounds for doing so, and
- 2.5. delegate authority to the Clerk, in consultation with the Chair of the Committee, to issue a decision notice in terms of the Act.

**3.0 Considerations**

***Background***

- 3.1. The Act introduced the right for community bodies to make requests to local authorities for either the acquisition or lease or management of land and buildings which they felt they may make better use of.

- 3.2. CTSI are a limited company and a registered charity. CTSI are community planning partners whose services contribute to delivery of Local Outcomes Improvement Plan (“LOIP”). CTSI occupy the Property under a licence to occupy. It was agreed to lease the Property to CTSI several years ago in order to secure the ongoing occupation of the Citizen’s Advice Bureau (“CAB”) within a city centre location. CTSI have not finalised the lease agreement.
- 3.3. CTSI submitted a CAT Request under the terms of the Act which was validated on 16<sup>th</sup> January 2019 for the purchase of the Property (see appendix 1) for a price of £70,000 (now reduced to a nominal price or zero). The Council has six months from the validation date in which to make a decision on the CAT Request. The decision making timeline was amended per Appendix 2.
- 3.4. The timetable for a decision on this CAT request was amended under the terms of the Act with the agreement of the applicant. The deadline for a decision was the 31<sup>st</sup> of March 2020 and the intention was for the request to be heard at the 13<sup>th</sup> March Place Committee.
- 3.5. However, subsequently, the prioritisation of the COVID emergency response and recovery has impacted on the Committee timetables, with the 13 March Committee cancelled. Following receipt from CTSI in September 2020 of an amendment to the proposal, CTSI agreed to a further extension of the deadline to allow the amended request to be heard at a Special Meeting of Place Committee on the 1st of December 2020.

#### ***Current and Proposed Use of the Building***

- 3.6. CTSI and CAB currently operate from the Property delivering support services to community and voluntary organisations.
- 3.7. CTSI are proposing to use ownership of the Property to avoid lease costs to reduce their financial liabilities thereby allowing re-investment of savings in its activities. They are proposing to continue to operate from the Property and to continue to lease space to CAB at an affordable rate.

#### ***CAT Process – Public Notice***

- 3.8. In accordance with the provisions of the Act a public notice of the CAT Request was published on the 17 January 2019 and the public were invited to make representation. No representations have been received in response to the CAT Request including CAB.

#### ***CAT Process - Assessment***

- 3.9. The CAT Request was assessed in accordance with statutory guidance. A Best Value assessment and full officer analysis of the proposal are in Appendices 3, 4 and 5. A scored assessment using the criteria of the Council sets out in its Community Asset Transfer Guidance December 2018 is summarised in para 3.10.

### 3.10. **Scored Assessment**

Criteria <sup>1</sup>	Score 1-5	Comments
a. Realistic costings for the project	2	Financial data was provided but lacked sufficient robust detail to make an informed decision i.e. lack of detailed cash flow prediction.
b. Viability of business plans	1	No business plan for the proposal itself was presented (CTSI has presented the business plan for the organisation but it does not include any reference to the CAT process) and as such the viability and impact cannot be determined in this way
c. Appropriateness of funding	1	No evidence has been provided to confirm funding for the acquisition of the Property;  CTSI have identified potential funding sources but no evidence has been provided that this funding has been secured.  No evidence has been provided to take account of loss of funding and revenue streams.
d. Long term sustainability and succession plans	2	CTSI have provided no satisfactory evidence of long term sustainability of the proposal neither originally nor with the September 2020 amendment.  A succession plan has been identified but lacks detail and as such is unconvincing.
e. Competence, capability and experience of the community body	4	CTSI can demonstrate a track record in delivering a service, but not the management of a property;
f. Governance arrangements	5	The organisation has strong governance arrangements
g. Value of proposed and existing use and level of community benefit	2	The proposal aims to reduce CTSI's financial liabilities but does not identify a direct link to improved outcomes. The September 2020 amendment proposes a reduced level of community benefit than the original proposal.  As result of a successful CAT Request the Council would lose its option to provide accommodation for CAB.  The Council would also lose the ability to use the Property as a commercial investment.  The Council would lose the option to use the Property to support its response to any future emergency.
h. Impact and risk of project failure.  (where 1 is high impact/risk and 5 is low)	2	The CAT Request focus on the capital financial savings not on the ongoing operational costs omits a key risk and liability. The 2020 amendment addresses operational costs as a key risk to viability.  CTSI is the main provider of support to many third sector organisations locally so project failure would be felt by community and voluntary groups.

<sup>1</sup> Refer to the documents received from the applicant (Appendix1)

		The impact on the Council would be the loss of the value of the asset which would be immediate and cannot be limited in the event of short-term failure.
<b>Overall score</b>	<b>19/40</b>	

***CAT Request Process – Decision Rationale***

- 3.11. The recommendation in para 2.4 above was informed by the following observations :-
- 3.11.1. Taking into account the full impact of the September 2020 amendment, the offer represents a discount of 100% or £250k on the Council’s market valuation of £250k
- 3.11.1.1 In monetary terms, the scale of the re-investment of savings in core activities and in a proposed new regeneration initiative, and the benefits arising from such, do not justify the level of discount.
- 3.11.1.2 The case for the level of discount does not represent best value for the Council from an asset management perspective.(see Appendix 4)
- 3.11.1.3 No evidence of community consultation and wider community support for the CAT Request was provided.
- 3.11.1.4 Scored Assessment in para 3.10 sets out reasonable grounds for refusal as provided for in the Act.

***Way Forward***

- 3.12 The Council recognises CTSI role as a community planning partner and link to the local third sector. We wish to maintain a strong partnership with CTSI and CAB to address the long term security of both organisations. However CTSI’s September 2020 amendment sets out their position if the request is refused. This may rule out any negotiated resolution via lease arrangements. Should the Place Committee accept the officer Recommendation to refuse the application, it is proposed that negotiations are opened with CAB for a lease which will take account of new circumstances and the need for security of tenure in affordable, publicly accessible premises.

***CAT Process – Deadline for Decision***

- 3.13 In accordance with statutory guidance, the Committee’s decision and the reasons for the decision must be reported to CTSI by the new deadline agreed by CTSI and the Council of the 1<sup>st</sup> of December 2020.

**4.0 Sustainability Implications**

- 4.1. The recommendations in this report maintain the status quo for service delivery and provide opportunities to safeguard the provision of services to vulnerable residents in a town centre location.

## 5.0 Resource Implications

### 5.1. *Financial Details*

5.2. The full financial implications of the recommendations are set out in the report. This includes a reference to full life cycle costs where appropriate. Yes X

5.3. Finance has been consulted and has agreed the financial implications as set out in the report. Yes X

5.4. *Staffing* There are no staffing issues directly associated with this decision.

## 6.0 Exempt Reports

6.1. Is this report exempt? Yes  (please detail the reasons for exemption below) No X

## 7.0 Declarations

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

(1) **Our Priorities** (Please double click on the check box )

Clackmannanshire will be attractive to businesses & people and ensure fair opportunities for all

our families; children and young people will have the best possible start in life

Women and girls will be confident and aspirational, and achieve their full potential

Our communities will be resilient and empowered so that they can thrive and flourish X

(2) **Council Policies** (Please detail)

## 8.0 Equalities Impact

8.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations?  
Yes X No

## 9.0 Legality

- 9.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes

## 10.0 Appendices

- 10.1 Please list any appendices attached to this report. If there are no appendices, please state "none".

1. CAT Request
2. CAT Request Timeline
3. Assessment – Best Value
4. Assessment – Council considerations
5. Assessment – LOIP outcomes alignment

## 11.0 Background Papers

- 11.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

Yes  (please list the documents below) No

1. Community Empowerment (Scotland) Act 2015 (Section 82)
2. September 2020 Amendment – synopsis
3. Equality Impact Assessment

### Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Lesley Baillie	Community Planning Adviser	Ext 2012

### Approved by

NAME	DESIGNATION	SIGNATURE
Pete Leonard	Strategic Director (Place)	



Charity no: SC042543

## Community Asset Transfer Request Form – Updated 12<sup>th</sup> September 2019

### Additional information

To provide the relevant additional information requested, the points have been summarised below from the email sent by Lesley Baillie (LB) on 19<sup>th</sup> March to Anthea Coulter (AC) – and then in 'red' further information has been provided where relevant to the original document submitted.

As outlined in your email, it is important that a community asset transfer is reviewed over the longer term from the standpoint of the 'community' and not for the benefit of the asset holder, the council in this instance. However in your summary email, it is not clear whether there has been a review - not only of the additional benefits that can be brought to the community from the transfer in the future which will be outlined in more detail below, but also the risks to the community, if the asset is not transferred and the subsequent issues that the two charities could have from having to move to alternative premises. More information has also been included on this point and the repercussions of not securing long term security in the building, and the impact that would have on the local vulnerable community CAB serves and CTSI membership in the future.

The impact for the thousands of CAB clients and the third sector members of not having access to a central venue would have a significant impact and in some cases lead to additional hardship, if CAB, were driven by escalating costs to move to a more 'out-of-town' venue. In addition, the economic impact of CAB and CTSI who have around 50 staff in total now and the same again in volunteers, not being based in the town centre would also be felt. Together they are significant employers and their loss to the local businesses would be felt markedly and could halt a current economic upswing in businesses to the town.

The points raised in the email were:

1. What additional outcomes for communities will be provided above the current ones brought by an asset transfer?
2. Has CTSI received approval even in principle of borrowing and grant funding?

3. Provide detailed financial forecasting to show explicitly how the community asset transfer gives CTSI the financial security and where the savings will allow CTSI to deliver more benefits?

4.

NOTE: AC has notified LB since this email that no funders/banks could provide detailed information or approval on lending until a price was agreed and only an 'in principle' notice has been given based on the price put forward.

## Section 3A

CTSI wish to purchase the building – now named Connect Centre, Burgh Mews, Alloa FK10 1HS through community asset transfer and to come to the proposed offer price have used the following information.

1. The independent valuation provided by John O'Malley commissioned by CTSI has given the full purchase price to be between £130,000 to £145,000. This is in line with the District Valuers' capital valuation provided by Lesley Baillie of £140,000 from 2016.
2. CTSI and CAB have assessed how much they have spent on the building to make it suitable for their use on entry in December 2017 and the necessary upgrades that were made to the internal building this included repainting throughout, carpeting and replacement of doors. Overall this was an investment of around £80,000 – taking out the improvements made to the building that were not necessary but optional for the operation for CAB, the amount required to make good the building was between £50-55,000.
3. CTSI has sought out similar 'asset transfers' to get as near an assessment on what the value of the community benefits is in other cases. Inverclyde Council are also 'transferring' an unused council building to CVS Inverclyde (their TSI) for similar use and have provided a 47% reduction. Based on an average price based on the valuations provided, at 47% reduction, this would be a price of £64,625.
4. The community benefits include the use of the Connect Centre by a wide number of Council and CPP managers which includes Community Justice Partnership (3); Community Wellbeing and Safety Partnership (8); LEP (2); CLD Education (8) Criminal Justice Social Work Women's Group (weekly). This is in addition to the third sector uses and wider community benefits provided in section 4.

## Section 4

### Community proposal & Benefits of the proposal

CTSI is setting out its request for asset transfer based on the following key reasons and community benefits.

#### 1. Long term protection of the CTSI/CAB provision in Alloa town centre

Currently the council has only proposed a three-year lease and therefore the two charities have no long-term security currently in the Connect Centre. By enabling a community asset transfer to CTSI,



it will enable the two charities to continue to be based in the town centre and therefore provide a valuable service alongside its other partners like DWP and Skills Development Scotland to the wider benefit of local residents. CAB has had contact/visits or actual clients through the doors in 2017-2018 - **15206** ( full financial year) and in 2018-2019 contacts/visits or actual clients through the doors -**12090** (no of individual issues advised on **19311**) (up to end December 2018) . Since occupying the building and can accommodate up to 8 simultaneous interviews. There are now drop-ins provided every day.

**Additional information:**

The long term protection of CAB/CTSI services in the town is one of the most compelling reasons for the asset transfer as the current discussion between CTSI and the Council on a lease, which needs to be put in place if the asset is not transferred is already raising the question of a review of price in September 2020 and then every subsequent two years.

CTSI has just completed a review of the costs of running the building currently and even with the reduced rent level for the first three years, the other costs of the building are so much higher and in total it comes to around £30,500 a year – without any repairs and maintenance included in that figure. Repairs last year were around a further £2K. This exceeds the rents for both charities together levied by their former landlords as they had an all-inclusive rental price, which also included repairs. In both cases their funding has either reduced or stayed the same over the last 8 years so there is no room to increase the current costs and the only way to help manage this situation and protect community access to the services provided at the building is to ensure a reduction in overheads over the longer term. Currently CAB are unable to carry the additional costs for the extra space they use in the building mainly due to reduced grants from the Council and so presently their rent has been held at the level of their old premises.

In point 3 above, the financial modelling was requested and an understanding of what benefits could be brought and reinvested over the longer term - however from the savings through a mortgage, it is unlikely that much will be able to be reinvested in the short term, as a building fund will need to be created for major repairs like roof/boilers etc. However, CTSI will at least be able to **retain CAB’s rent at the level they can manage**, as well as ensuring their own service is protected in Alloa and all staff retain their jobs. With a conservative increase in costs at around 2% annually on utilities etc., there is little to be reinvested until years 5-8.

It is hoped that some of the reduced savings made may also be reinvested into the running costs and new staff members for the new Active Travel Hub/Welcome to Clacks building currently being redeveloped with partners, Alloa First which is covered later on in this paper.

The financial modelling is included below with mortgage over 8 years.

Year	1	2	3	4	5	6	7	8
New cost	26440	26865	27290	27715	28140	28565	29990	20750
Saving	4060	3635	3210	2785	2360	1935	510	9240
Building Fund	4060	8270	11480	14265	15000	16000	16000	20000
Investment	0	0	0	0	1625	935	510	5240

From year 9 onwards, there would be a saving of around £9K a year depending on repair needs to the building and other costs for the charity. It would be hoped that around £5K a year could be provided to operate the Active Travel Hub, or towards other participatory budgeting grants for the local third sector. The savings made are all subject to budgets for TSIs staying the same and inflation remaining low so as not to effect the overhead costs. However, the key benefit is that CAB remains in a secure position and as many vulnerable people can get access to their services in the town centre.

This ensures that the council will not only have ensured the wider community benefits of having CAB and CTSI in the town over the longer term but in material terms will see the repayment through reinvestment within 15-20 years of the asset transfer/purchase of the building through deployment to operation costs including new staff at the Active Travel Hub.

## **2. Providing third sector membership meeting base**

CTSI can now provide free disabled access meeting space to its 340 member organisations in a convenient venue in the town centre. Over the last year, 98 members in addition to CTSI and CAB have used the meeting rooms at the Connect Centre which constitutes 30% of its members using the venue for their own uses – training, meetings, AGMs, interviews etc. In addition, the venue has been used for 37 forums and 3 Forth Valley Social Enterprise Network meetings. The forums are attended by a wide number of third sector groups across Clacks, Stirling and Forth Valley region.

## **3. Volunteer drop-in**

CTSI can provide a drop-in volunteer service to those who need more support. The Scottish household Survey 2017 has shown the CTSI has helped increase volunteering by 7% from the previous year, when it had shown a drop in the previous year. This equates to around 17,000 people across Clacks currently volunteering. By having a drop-in service in the centre of Alloa, it is hoped that this rise will continue for 2018. CTSI aims to support 150 people with barriers through this supported drop in service a year. The community benefit overall of 17,000 people volunteering just 4 hours a week is just under £31million a year. The addition of even 150 people starting to volunteer is around £275,000 a year.

## **4. Partners using Connect Centre**

In addition to the membership and the council who are regularly using the Connect Centre free of charge as outlined above, other key local partners are using the venue for wide range of community and economic reasons. Again this is largely provided free of charge. Partners using the venue over the last year include: DWP – for Steps into Work training for those with severe mental health issues; delivery of SQA training; wellbeing and health behaviour training for community workers provided by NHS staff; dementia-friendly training with Alzheimer’s Scotland; and Alloa First board meetings. In 2019 IT training will also be provided for Fair Start clients.

## **5. CAB volunteer training**

CAB have used the board room for their own volunteer training 36 times through the year. This allows up to 15 volunteers to be trained at one time to provide support to those most vulnerable

in Clacks. The volunteers often provide valuable outreach services also including to the carers' centre, Glenochil Prison, Play Alloa and other community venues in addition to working at the Connect Centre.

## **6. Economic benefits for Alloa**

The Connect Centre now has up to 50 people based in the venue working for the two charities every day. Both charities have expanded their services over the last year: CAB are now operating a wide range of different projects including energy advice and housing support. CTSI now has a core staff of 8 people with a further 6 staff working on new projects including health and social care integration work, place standard tool research and training, IT training for Fair Start clients, Universal Credit support and it is expected to host new work in 2019 for the new Innovation Fund and the new Development Trusts.

CTSI is also a supported employer who has taken on 5 staff members with long term health, learning disabilities or long term unemployed. In addition it is currently supporting two further young people on Community Jobs Scotland roles. This means that 50% of the workforce are categorized as 'supported'. Being based in the centre of town, these staff members can travel more easily by bus or walk to the centre.

### **Additional information:**

In point 1 you requested additional information on the further benefits gained from the community asset transfer in addition to what is provided under the current lease. Already information has been provided on the financial stress that both charities face above and the impact of increasing rental rates and lack of security over the longer term. In addition, there are significant economic benefits to the town centre. However, on a more positive note, there are a number of additional gains for the local community from having CTSI taking over ownership of the building and being based in the town centre.

1. Key support to Alloa First and the town centre flower displays – CTSI has started to help Alloa First and the town centre businesses including third sector organisations to have improved planters and floral displays enhancing the whole town – this is by using volunteers and volunteer-led groups to help and has been coordinated by CTSI. The displays have made the town much more attractive this year and been noted by customers - and on the back of the improvement, 14 new businesses have come into vacant sites in the town since March 2019. If CTSI was forced to move to an out-of-town venue due to escalating rental costs, then that connection would be lost. AC sits as a director for Alloa First currently representing the third sector based in the town.
2. Caring, connected communities – CTSI is leading a new strand of work for the HSCP with SVE covering caring, connected communities – this is around providing greater support to shift care to communities and keep people healthier for longer in their homes. Part of this work includes making Alloa dementia/age-friendly, accessible and working on a Buurtzorg model looking at providing lots of community and volunteering activities near at hand to older people. Being based in the town centre and involved with third sector groups, library, churches, planning and businesses allows CTSI to better develop more community activities

in their own setting and in others to meet the needs of the future growing ageing population in Clacks. This work has started with the extensive use of the place-standard tool, working with planning and Alloa First and has identified the key priorities for residents and especially older people around the .

3. Active Travel Hub/Welcome to Alloa - this development has been spearheaded by CTSI and Alloa First and will be lead and funded by them and other third sector partners in the future. The venue will help to build a more 'active and eco' community – and the facility will be covered by staff and volunteers and funded through the work and reinvestment over the longer term from CTSI. Being near at hand in the town centre has enabled this partnership with Alloa First to develop and is now leading a regeneration of a neglected area and building and helping improve the whole town, alongside the Primrose Street development. In addition, CTSI is also leading on developing the five Clackmannanshire Tapestries currently underway by volunteers and they will be likely based in part of this building bringing new tourists to the town to visit them specifically as they will form part of a Scotland-wide Great Tapestry Trail. This will be a significant future benefit and it is hoped will lead to other volunteer and economic developments like heritage walking tours and cycling for all ages more widely across Clackmannanshire. If CTSI is unable to secure a community asset transfer then it is unlikely to be able to support the revenue costs of the Connect Centre premises, nor support the staff and operation of the building if CTSI has to move to alternative premises outside the town centre and have no future savings to reinvest.

Please note: further economic impacts are included on the spreadsheet attached of services it is operating or it is hoped will be provided in the future that will bring additional benefits.

### **Restrictions on use of the land**

The venue has a small path at the rear of the building which leads from the car park to the pavement at the front of the building through a stone gate. This path is designated council property. The pavement at the front of the building is also council property. The map attached shows the proposed area of purchase marked in the bold black line.

### **Negative consequences**

We believe that there will be no negative consequences for the purchase of this building by CTSI for the wider use by CAB, the third sector and promotion of volunteering.

With the review of the TSI network completed and the publication of the new TSI Outcomes Framework, the Board of CTSI now feels there is long term security of funding of the TSI service and it is expected that CTSI along with the network will receive a three or five year funding contract in 2019. In the event of the organisation not continuing due to the withdrawal of funding, the building would be set up as a trust to provide an income through its continue rental, to the third sector in the future. This will ensure the continuation of community benefits to the third sector and Clacks in the future.

### **Capacity to delivery**

CTSI Board has eight members who have a wide variety of skills to support the Chief Officer and Business Manager and will ensure the successful community asset transfer. Furthermore, CTSI has the support of other intermediaries including SENSCOT Legal and Community Ownership Scotland/DETAS and can call on their support and expertise.

## **Section 5**

The wide level of use by CTSI members of the Connect Centre indicates the high value it places on the venue and its accessibility and provision in Alloa's town centre. The Board of Trustees are representative of its membership and are voted on by the members to make decisions on behalf of the members. To this end they have taken the decision to pursue the purchase of the building for community benefit and to ensure the protection of the CAB services in the town centre for the long term future as well as its use as a Hub for the third sector members and volunteering.

## **Section 6**

### **Funding**

CTSI is seeking to purchase the building using a charity bank/community loan mortgage provider over an eight-year period or less. The Board have assessed the risk and are prepared to use a small sum of the charity's reserves as collateral however the bulk of the purchase will be made using a loan facility as this allows for a further 'building fund' to be created to support any unexpected capital costs over the longer term like the roof, heating system etc. The Board feel that the level of risk can only be met at the current proposed price offered in this application of £70,000.

The charity will be seeking to apply for the council's empowerment capital grant to replace the flat roof area of the building completely and also to fit solar panels (following an assessment by Resource Efficient Scotland) to reduce the long term utility costs of the building. It will also be applying for other grants to improve the outside of the building, upgrade the alarm systems and create a community garden at the front and rear of the building.

#### **Additional information:**

In point 2 further financial security was requested. Charity Bank has indicated it would support an application from CTSI up to 50% of the value of the building – so based on a purchase price of £70,000 which is roughly 50% of the valuation, it is hoped that a request for a mortgage of less than that will be welcome. The Charity Bank now works extensively in Scotland and has a very strong relationship approach with the third sector. It would be valuable to have their continued investment for other local projects in the future.

A confirmation email including this information is provided below.



Fri 13/09/2019 09:14

Simon Thorrington

RE: Figures

To: Anthea Coulter

 You replied to this message on 13/09/2019 09:15.

[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

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Good Morning Anthea,

Sorry I have been on leave and then working away for the last two days.

As previously discussed Charity Bank would be very interested in considering a loan application from you for around £60K the property purchase. Our maximum Loan to Value ratio is 70%, but sometimes we will reduce this if the property is more specialist, but we can generally only make this decision when we see a professional valuation report. Only rarely do we go below 60% however, so as a minimum I would suggest you use 60%.

I hope this helps.

Best wishes.

Simon

**Simon Thorrington**

Regional Manager - North West & Scotland



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*Prepared by Anthea Coulter, Chief Officer*

*12<sup>th</sup> September 2019*

<b>Training</b>	<b>Number of sessions</b>
SQA	9
Wellbeing	15
Health Behaviour	1
DWP	6
Internal	21
CAB	27
<b>Total</b>	<b>79</b>

<b>Meetings</b>	<b>Number of bookings</b>
Community Justice	3
Community Wellbeing & Safety	3
TIG	5
CLD	8
LEP	2
Members	98
Forums	37
FV SEN	3
HWL	3
Criminal Justice Women's Group	55
Anthea	24
CAB	36
Team Meetings	20
<b>Total</b>	<b>297</b>

## Addendum:

*Following email from Lesley Baillie on 18<sup>th</sup> January 2019 the following information can be provided.*

1. **Business Plan was requested** – and is now attached (CTSI Board approved it on 31<sup>st</sup> January 2019).
2. Request for how the activities of the CTSI will align to the **Clackmannanshire LOIPs** and the **Clacks & Stirling HSCP** – this is outlined in detail on pages 11-21 in the Business Plan.
3. More detailed outline of how the **assets and activities will be managed and sustained** – Currently CTSI pays £13,100 a year for the rent of the building to Clackmannanshire Council and in addition covers all the utilities and other costs including full repair and maintenance, Alloa First levy and water rates. The combined costs of this sits at around £26,500 pa. This cost is shared by Clacks CAB. This is based on having a 19 month free rent period over the three years.

After the end of the three year lease/licence period which completes in September 2020, the charities are concerned that the rent will rise significantly, with pressure on increasing revenue for the council, and the third sector membership, who are using the building will not have access to a town-centre, large and comfortable, disabled-friendly venue that they can use for a range of third sector events, meetings, interviews, forums and AGMs, and has been valued by the membership. Over the last year 98 membership groups have used the venue, which represents around 30% of all our membership and is a significant increase on the previous year, when the venue did not have suitable disabled-friendly rooms and space to use. In addition there has been a large number of forums at the venue, with an even wider coverage of third sector and community groups in attendance.

To ensure that the cost of the building/rent does not increase in the longer term for CTSI and its membership, and with the full support of the CTSI Board and membership, CTSI management team is seeking community asset transfer of the building, on behalf of the membership, to safe-guard a vital resource and investment already made, for volunteering and third sector provision, which provides support to the membership and local people from the site.

**Sustainability** - CTSI along with the TSI Network has recently had the security of a formal announcement of the new TSI Framework by the Minister for Local Government and Communities in December 2018. Scottish Government has indicated that once the current rolling one-year grant is completed in September 2019, a new three or even five year contract will be provided. Furthermore, the Scottish Government has indicated that there will be a review of all funding to the TSIs currently and for a re-distribution of the funding to be undertaken. CTSI Chief Officer has been told that as one of the smallest grants provided



currently, CTSI will have no reduction in its grant. It is hoped that more information on this will be provided by Summer 2019.

CTSI has approached Resilient Scotland as a funder/loan provider initially. One of their products which CTSI is currently seeking to apply for and is underway with that application will have a 'pay off' period of five years. Due to the nature of the loan which is designed only for areas of high deprivation, and is based on economic development indicators ie our IT employability provision contract; youth volunteering into work programme, job creation, etc. CTSI will be able to cover the loan amount over the five years, even with lower contributions from other third sector organisations using the building, and it is within the current framework of costs currently covered and risk level the Board are willing to accept – it will ensure a sustainable way to transfer the asset and that it is maintained over the longer term. This also allows CTSI to build up a 'building reserves fund' alongside to ensure the preservation of the building in the event of major issues arising. The Board has taken a decision to also keep reserves at a level to pay off the loan fully, in the event of CTSI closing and transferring the asset to a Trust which will be generate an income for the third sector in the future, if required.

It is hoped that by aiming to pay off the loan in a shorter period ie five years rather than 10, funds can be diverted in the future more quickly to sustaining and creating new jobs for the Clackmannanshire area within CTSI and the third sector, particularly for young people and also to support third sector groups and social enterprises through micro-financing and grants in the future.

The Clacks Council CAT grant will also help provide the capital investment of solar panels for the building so that there will be a reduction in fossil fuel use and CO2 output and a reduction, also it is hoped in the costs of utilities in the future.

For more information contact  
us on: **01259 213840**,  
email: **admin@ctsi.org.uk** or  
visit our website **www.ctsi.org.uk**



 **@clackctsi**

Company Number: 396838

 **@CTSialloa**

Charity Number: SC042543





## CAT Request Timeline

Appendix 2

Applicant:	CTSI
Asset:	Glebe Hall, Alloa
Date received:	9 <sup>th</sup> January, 2019
Validation date:	16 <sup>th</sup> January 2019

Process	Timescale
<b>Validation Date</b>	Tuesday 16 <sup>th</sup> January 2019
Notice of Request published online	17 <sup>th</sup> January 2019
Notice of Request posted on asset	17 <sup>th</sup> January 2019
Deadline for public representations	Noon Friday 15th February
Deadline for copy to applicant for comment on representations	n/a
Deadline for applicant comment on representations	n/a (Within 20 working days of receipt)
Original decision deadline	Tuesday 16 <sup>th</sup> July 2019
<i>Agreement to extend deadline to allow further information to be submitted received</i>	<i>Monday 1<sup>st</sup> April 2019</i>

Timeline following resumption of 6-month deadline period:-

Supporting information received from CTSI	Friday 13 <sup>th</sup> September 2019
<b>Deadline for decision</b>	Friday 13 <sup>th</sup> March 2020
<i>Agreement of CTSI to move this decision to 31 March 2020 to allow dialogue in support of the proposal</i>	<i>Friday 31st January 2020</i>
<b>New deadline for decision</b>	Tuesday 31 <sup>st</sup> March 2020
<i>Agreement of CTSI to extend the deadline due to suspension of Committee meetings in March 2020 received</i>	<i>17th March 2020</i>
Amendment to CAT Request received	9 <sup>th</sup> September 2020

New timetable following resumption of Committee meetings.

New deadline for decision	Thursday 5 <sup>th</sup> November 2020
<i>Agreement of CTSI to extend deadline to allow amendment to be considered and re-assessment of CAT Request received</i>	21 <sup>st</sup> October 2020
<b>Final deadline for decision</b>	1 <sup>st</sup> December 2020
<b>Deadline for completion of contract in the event of approval</b>	( within 6 months of decision)
<b>Deadline for application for review of decision or of conditions</b>	5 <sup>th</sup> January 2021 (20 working days from date of decision)



**Clackmannanshire  
Council**

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Comhairle Siorrachd  
Chlach Mhanann

**COMMUNITY EMPOWERMENT ACT (SCOTLAND) ACT 2015  
COMMUNITY ASSET TRANSFER REQUEST**

**Community Transfer Body:** Clackmannanshire Third Sector Interface

**Property Address:** Glebe Hall, Burgh Mews, Alloa, FK10 1HS

**Table 3a: Assessment of Best Value within the Organisation** - in accordance with statutory guidance 13.11

THEME	SUMMARY	INFORMATION REQUIRED	EVIDENCE
Vision and Leadership	An organisation will have in place a clear vision and plan for what it will do to contribute to the delivery of improved local and/or national outcomes. This may be linked to one or more local or national priorities.	<ul style="list-style-type: none"> <li>A clear plan for achieving the intended outcomes, ideally showing links to local or national priorities.</li> <li>Members of the community transfer body would also show that they have the relevant skills and experience to deliver the intended objectives</li> </ul>	<ul style="list-style-type: none"> <li>The aim of the proposal is clear. The plan is to reduce overheads in the long-term to sustain delivery on outcomes.</li> <li>There is evidence of the Organisation's capability and their role in achieving shared outcomes.</li> </ul>
Effective Partnerships	An organisation will show how it, and its partnerships, provides a collaborative approach to the challenges that communities face.	<ul style="list-style-type: none"> <li>The detail of any partnerships in place to help ensure successful delivery of the intended benefits. Community support is vital and can be shown through a variety of metrics such as surveys, consultations or ballots.</li> </ul>	<ul style="list-style-type: none"> <li>The Organisation has detailed the partnerships in place to help ensure they deliver on shared outcomes. However, the nature of the proposal itself does not require partnership working.</li> <li>No evidence of community engagement or specific engagement with the wider membership undertaken in support of the Request was provided.</li> </ul>
Governance and Accountability	An organisation will demonstrate structures, policies and leadership behaviours that support the application of good standards of governance and accountability.	<ul style="list-style-type: none"> <li>An outline to illustrate that the appropriate structures and policies are in place to help ensure success in the longer-term.</li> </ul>	<ul style="list-style-type: none"> <li>The Organisation has governance and accountability documentation to evidence that structures and policies are in place.</li> </ul>

Continued on page 2

THEME	SUMMARY	INFORMATION REQUIRED	EVIDENCE
Use of Resources	An organisation will show how its effective management of all resources (including staff, assets, and information) is contributing to the delivery of specific outcomes, highlighted in the national outcomes	<ul style="list-style-type: none"> <li>Explain how the body's current and future resources will be used as part of a medium to long term plan (5-10 years). This could include the numbers of employees or volunteers and the maintenance of any asset.</li> <li>This could also include the funding requirements of the group and the sources of funding already in place.</li> </ul>	<ul style="list-style-type: none"> <li>The Organisation's 2018-19 Business Plan and annual accounts provide evidence that they already have staff and volunteers to manage business premises and the Request lists grant funding the Organisation hopes to secure to contribute to running costs and to sustain its current activities and future projects.</li> <li>Financial projections were provided but the financial viability of the proposal is not well evidenced.</li> </ul>
Performance Management	An organisation will ensure that robust arrangements are in place to monitor the achievement of its desired outcomes as well as any reporting arrangements.	<ul style="list-style-type: none"> <li>Outline the way in which a community transfer body will be able to monitor the achievement of its objectives whether that be recording volunteers time or the amount of benefit achieved as part of the overarching vision. To demonstrate openness and transparency it will be important to report performance to the community.</li> </ul>	<ul style="list-style-type: none"> <li>The Organisation has monitoring and reporting arrangements in place for how it achieves its core objectives but In the absence of a plan specifically for the proposal, no evidence on how the applicant will measure the proposal's achievements against its stated objectives or how this would be communicated to the community was provided.</li> </ul>

Continued on page 3

THEME	SUMMARY	INFORMATION REQUIRED	EVIDENCE
Sustainability	An organisation will demonstrate an effective use of resources in the short-term and an informed prioritisation of the use of resources in the longer-term in order to contribute to sustainable development. The goal of Sustainable Development is to enable all people throughout the world to satisfy their basic needs and enjoy a better quality of life without compromising the quality of life of future generations.	<p>There are five broad principles of sustainability:</p> <ul style="list-style-type: none"> <li>- Promoting good governance;</li> <li>- Living within environmental limited;</li> <li>- Achieving a sustainable economy;</li> <li>- Ensuring a stronger healthier society; and</li> <li>- Using sound science responsibly.</li> </ul> <ul style="list-style-type: none"> <li>▪ A community transfer body could demonstrate how its future funding or self-financing arrangements are to be achieved. Any proposal could also include any positive impact on the natural environment.</li> </ul>	<ul style="list-style-type: none"> <li>- The proposal clearly shows the Organisation’s understanding of the principles relating to environmental sustainability through its intentions to apply for funding to install solar panels to provide sustainable energy for the building. The property is in a Conservation Area and it is not clear if the Organisation has taken the implications of this into consideration.</li> </ul>
Equality	An organisation will demonstrate that consideration of equality issues is embedded in its vision and strategic direction and throughout all of its work.	<ul style="list-style-type: none"> <li>▪ The community transfer body should establish that the different groups within the community have had their different needs taken into account. Any request should include where a proposal may be reducing inequalities of outcome from socio-economic disadvantage.</li> </ul>	<ul style="list-style-type: none"> <li>- The Organisation’s Business Plan evidences its understanding of this principle and its role in actively addressing inequalities. However, as, essentially, a fundraising proposal, it does not explain how the transfer of ownership of this building would in itself reduce inequalities of outcome from socio-economic disadvantage.</li> </ul>

### **Assessment Summary**

The organisational context for this community asset transfer request using the seven Best Value themes set out in statutory guidance, is ‘moderate’. Governance and financial arrangements are in place and acceptable. Some Best Value characteristics have been evidenced in the proposal.





**COMMUNITY EMPOWERMENT ACT (SCOTLAND) ACT 2015**  
**COMMUNITY ASSET TRANSFER REQUEST**

**Community Transfer Body:** Clackmannanshire Third Sector Interface  
**Property Address:** Glebe Hall, Burgh Mews, Alloa, FK10 1HS

**Table 2 Council analysis** - in accordance with statutory guidance section 13.10

Council considerations :	Value in existing use	Value for alternative use/ redevelopment ( <i>Sept 2020 update shown in italics</i> )	Value for proposed purpose ( <i>impact of Sept 2020 amendment shown in italics</i> )
<b>Description</b>	<ul style="list-style-type: none"> <li>▪ The asset is a non-operational commercial investment property occupied currently by CTSI and by the local CAB as the applicant's tenant.</li> <li>▪ The asset occupies a well located central position in Alloa with adjoining private parking and would otherwise let well at the market rent of £28,000pa. The property is in a relatively good condition and is let on full repairing and insuring terms to CTSI.</li> <li>▪ The asset is being used by the applicant, the current occupant, to deliver valuable community-led services to local residents, local community groups and local voluntary organisations on a county-wide basis.</li> </ul>	<ul style="list-style-type: none"> <li>▪ There is potential for the Council to derive an income from the asset either through sale or lease on the open market. Prior to the current lease to CTSI, the property was let to the Criminal Justice service at an internal recharge of £32,000 rent. The property was recently valued by Messrs Graham and Sibbald at £250k, rental value £28kpa</li> <li>▪ Following the relocation of Criminal Justice, the property was originally set aside for the use of the local CAB. As CAB only occupies part of the property, there is potential to provide office space to another organisation delivering community benefit.</li> <li>▪ <i>SEPT 2020 UPDATE: A commercial let is less likely under covid-19 restrictions, but the property's design and location make it attractive for use to accommodate recently displaced Council services, such as CJS UWS.</i></li> <li>▪ <i>SEPT 2020 UDATE: The building has potential to be leased to the occupants of Bank St, freeing up a prime</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ Ownership of the property allows CTSI to control its ongoing property costs in the long term. The property will be used to secure a bank loan of £70k to buy the building. The loan will be paid off over 8 years. During that time, CTSI will charge CAB rent and will set aside some of its grant funding to invest in the fabric of the building and cover ongoing property costs.</li> <li>▪ After 8 years, CTSI estimates they will have saved £8310 in property costs.</li> <li>▪ After transfer, CTSI will invest £3kper year in staff costs for the proposed Alloa Travel Hub and will invest savings from not having to pay annual rent into its other core and project activities*.</li> <li>▪ <i>*SEPT 2020 UPDATE: CTSI expects to invest more of the savings in property costs back into the building to address expected repair costs than set out in the original proposal and less of the savings in property costs into regeneration activities than stated in the original proposal</i></li> <li>▪ There are no other competing proposed</li> </ul>

		<i>development property.</i>	community purposes.
<b>Cost to Council</b>	<ul style="list-style-type: none"> <li>The Council recognises CTSI's role as CPP delivery partners and allowed CTSI a rent-free period to make material improvements to the building to suit their Services and those of CAB. The Council is thus receiving a discounted income of £13,222pa and further subsidising the 20% discretionary charitable rates relief. If let on the open market, a rental of at least £28,000pa would be achieved.</li> </ul>	<ul style="list-style-type: none"> <li>Cost to the Council of sale or lease on the open market is negligible</li> <li>SEPT 2020 UPDATE: <i>Internal and external repairs estimated at approx. £200k would bring the property up to a standard for commercial let, if required.</i></li> </ul>	<ul style="list-style-type: none"> <li>Notionally a one-of cost to the Council of £180k. The £70k offer represents a discount of £180k on the Council's market valuation (= 72% of £250k)*.</li> <li>*SEPT 2020 UPDATE: <i>Notionally a one-of cost to the Council of £250k</i></li> <li>No Council Services would be affected or need to be relocated.</li> </ul>
<b>Net savings to Council</b>	<ul style="list-style-type: none"> <li>There are no net savings to the Council from CTSI's current occupation of the property</li> </ul>	<ul style="list-style-type: none"> <li>The Council funds the local CAB and there are potential savings if the Council pursues the original intention to the premises to CAB and rent is in-kind funding.</li> </ul>	<ul style="list-style-type: none"> <li>There are no net savings to the Council arising from the proposed transfer of ownership.</li> </ul>
<b>Financial Benefit (to Council)</b>	<ul style="list-style-type: none"> <li>None currently</li> </ul>	<ul style="list-style-type: none"> <li>c £28k per annum from commercial let</li> <li>c£250k income from commercial sale</li> </ul>	<ul style="list-style-type: none"> <li>The Council would derive a capital receipt of £70k from the CAT transfer of ownership of the asset*.</li> <li>*SEPT 2020 UPDATE: <i>Potentially no financial benefit to the Council, or at most a notional capital receipt</i></li> </ul>
<b>Community Benefit</b>	<ul style="list-style-type: none"> <li>CTSI will continue to CTSI to deliver valuable services to local residents, local community groups and local voluntary organisations on a county-wide basis at roughly the same level as currently. CTSI's current day-to-day work, as evidenced in the information submitted, contributes to delivery of some LOIP outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>Negligible community benefit would be derived from commercial sale or lease</li> <li>The community, especially the more vulnerable members of the community, would continue to benefit significantly from the retention of CAB's welfare and advice services in the premises.</li> </ul>	<ul style="list-style-type: none"> <li>The value of the transfer of ownership is in the duration of the community benefit which can be provided. It aims to assure CTSI, the community and voluntary partners and other CPP partners that CTSI's services will not be affected or curtailed by property constraints and will continue in the long-term.</li> <li>CTSI will continue to CTSI to deliver valuable services to local residents, local community groups and local voluntary</li> </ul>

			<p>organisations on a county-wide basis at roughly the same level as currently. CTSI's current day-to-day work, as evidenced in the information submitted, contributes to delivery of relevant LOIP outcomes.</p> <ul style="list-style-type: none"> <li>5 years after the transfer of ownership, CTSI will reinvest savings in further activities which align with LOIP priorities.</li> <li>Ownership of the property aims to give CTSI staff job security and the means to appoint more staff</li> <li>Ownership of the property allows CTSI to let office space to CAB at an affordable level, thus ensuring CAB's services are also assured in the long-term</li> </ul>
<b>Likelihood that benefits will be delivered over a 5-year period</b>	<ul style="list-style-type: none"> <li>The ambitions of this proposal can be achieved within a five year period through the existing partnership working between the Council, CTSI and the other organisations involved.</li> </ul>	<ul style="list-style-type: none"> <li>Very high likelihood that CAB's occupation of the premises would deliver ongoing community benefit as demand for money and debt advice is rising due to the pandemic. If CTSI move out, there would be space for CAB to expand or for additional related support services to be delivered from the property, such as mental health services.</li> </ul>	<ul style="list-style-type: none"> <li>The primary aim of the Request is to guarantee the demand for the services of CTSI and of the local CAB is over the long-term. The information provided shows low likelihood of a change in the level or nature of community benefit within the first five year period</li> <li>The applicant will contribute £3k towards the costs of the proposed AT Hub, rising to £3.5-4.5k in year 5.</li> </ul>
<b>Impact of project failure / risk</b>	<ul style="list-style-type: none"> <li>CTSI's current occupation of the property favours CTSI and it presents no risk to CTSI at the moment. If the Council chooses to impose a commercial rent, CTSI will have to move out and its services will be significantly disrupted.</li> <li>There is no risk to the Council of the current situation.</li> </ul>	<ul style="list-style-type: none"> <li>No risk in sale on the open market; minimal risk in a commercial lease</li> <li>If leasing to CAB alone failed, the property could be leased on the open market for business purposes. There is negligible risk to the Council.</li> </ul>	<ul style="list-style-type: none"> <li>Should this proposal fail within 5 years, it is likely to significantly disrupt the services of both the applicant and the local CAB as the proposed tenant, which in turn would impact negatively on their respective service users.</li> <li>As with most grant funding, the applicant's grant from Scottish</li> </ul>

			<p>Government is not guaranteed beyond the first 5 years.</p> <ul style="list-style-type: none"><li>▪ CTSI will set up a Trust to retain the property for community use should CTSI fail</li><li>▪ There would be considerable reputational damage on both the applicant and the Council, should the proposal fail</li><li>▪ SEPT 2020 UPDATE : <i>CTSI has identified a greater risk of project failure unless ownership is transferred at no cost or at a significant discount.</i></li></ul>
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**Table 4 Consideration of types of community benefit** – in accordance with statutory guidance 13.3

## Summary

CTSI and CAB currently deliver support services to community and voluntary organisations and advice and information services to Clackmannanshire residents from the property.

It is recognised that both CTSI and CAB contribute to LOIP outcome, as shown in the assessment of alignment of benefits with LOIP priorities below. The benefits also align with the outcomes listed in the provisions of the Act, which have been merged under the relevant LOIP priority in the table. However, it should be noted that the key outcome of the Request is to achieve financial savings for the CTSI. CTSI are proposing to use ownership of the property to avoid lease costs to reduce their financial liabilities thereby allowing re-investment of savings in its activities. They are proposing to continue to operate from the building at a similar level to currently, and to continue to lease space to CAB at an affordable rate. The beneficiaries of the services of both applicants are unlikely to notice any tangible benefits from the proposed transfer and there are no substantial changes to the level of delivery.

The analysis of the benefits of the proposal and their alignment with LOIP priorities and with should be considered in light of this.

Priority	Example	Impact
<b>Economic development:</b>		<b>MED</b>
Clackmannanshire will be attractive to businesses and people and ensure fair opportunities for all.	Partnership with Alloa First ATH; social enterprise support; CRD involvement; training for people with mental health issues	MED
Young people in employment or positive destinations	Job Club for unemployed; 'Youth into Volunteering' programme	MED
More and a better range of jobs	Creation of new CTSI posts	LOW
<b>Regeneration:</b>	<i>See social well-being below</i>	
Our communities will be resilient and empowered so that they can thrive and flourish.		
Our communities are and feel safer		
<b>Environmental wellbeing:</b>		
Clacks is a place where people are safe from harm		

Reducing inequalities*:	*Many of the users of CTSI and CAB services fall into this definition	MED/ HIGH
Women and girls will be confident and aspirational, and achieve their full potential.	Women-only groupwork	MED
Women and Girls are safe, respected and equal in our communities		
Positive gender roles are promoted in Clacks		
Clacks is a place where all people have equal opportunities regardless of their background or circumstances	CAB services; tackling inequalities bulletin; reaching out to minority groups; training for ex-prisoners	HIGH
Public health:	<i>See social well-being below</i>	
Our families; children and young people will have the best possible start in life		
Health is improving and we have reduced health inequalities		
Substance misuse and its effects are reduced		
Social wellbeing:		HIGH
Our vulnerable people and families are supported	H&SC forum; CAB services; drop-in for people with learning disabilities; venue training for people working with mental health issues; CTSI is a 'supported employer'	HIGH
Our communities will be resilient and empowered so that they can thrive	CAB services; Range of training programmes	HIGH
Our Communities are more inclusive and cohesive	Organisational support to community groups; networking; training	HIGH
Women and girls thrive as equal citizens, socially, economically, culturally and politically		
Local people participate in local democracy and community life	Training for community groups; participation in consultations; volunteer support	HIGH
Local communities have opportunities to engage with partners in designing local services	Third sector forums; CTSI representation on CP structures	HIGH