APPENDIX E

Flow Chart for Process

Part 1 includes a revised Disposal Process in the Disposal, Acquisition & Community Asset Transfer Policy to take account of the proposed VCS Accommodation Policy.

Part 2 is the flow chart for the process to implement the VCS Accommodation Policy.
From existing Disposal, Acquisition & Community Asset Transfer Policy

Flow Chart for Disposal Process

1. Surplus Asset Identified
2. Services Consultation (to identify any internal users)
3. Technical Consultation (with Finance, Valuation Advice & Legal, etc.)
4. Internal User Identified
   - Yes: CMT/Portfolio Holder Review
   - No: Declare Surplus (by Executive)
5. Disposal Preparation (eg obtain planning permission/s, finalise disposal method, prepare development brief)
6. Marketing of Property (if required)
7. Terms of Disposal agreed and approved
8. Approval by Council/Executive (as appropriate)
9. Conveyance (by Legal)
10. Transaction Completed & Records Amended (by Legal)

Letting to Voluntary & Community Sector Organisation refer flow chart