

**The Assessment Gateway**

**1 The “First Gateway” Assessment**

The themes for the first “gateway” evaluation are:-

Yes = Pass and No = Fail

<b>1) The proposal does not require on-going financial support from the Council</b>	Pass	Fail
<b>2) Does the proposal provide a credible plan to maintain the asset during the life of the proposed Agreement?</b>	Pass	Fail
<b>3) Does the proposal demonstrate and evidence that there are or will be the necessary governance structures in place to allow the Council to formally undertake contractual negotiations?</b>	Pass	Fail

1.1 To progress beyond the first gate the proposal must:-

1. demonstrate there is no on-going financial costs to the Council
2. demonstrate that there is a plan to maintain the Asset
3. demonstrate that the necessary Governance structures are, or will be, in place.

If the proposal does not score a pass on all three questions the proposal automatically fails.

**2 The “Second Gateway” Assessment**

The second gateway would consider the following.

	Weighting
<b>1. Deliverability</b> a) Governance b) Planning and Design of Building c) Delivery of Services d) Support from Partners	15%
<b>2. Community Benefits</b> a) Contribution to Neighbourhood Wellbeing b) Community Benefit c) Library Mitigation d) Economic Development and Social Enterprise	20%
<b>3. Financial Viability</b> a) Is proposal Financially Sustainable? b) Robustness of the Business Plan c) Financial Implications – any need for reasonable one off capital from the Council?	50%

<b>4. H.R Issues</b> a) How the proposal impacts on existing staff b) How the proposal impacts on collective Industrial Relations c) How the proposal uses volunteers d) What level of support is required from the library service	15%
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2.1 There are a total of 500 points available, and to enable the proposal to move to a more formal stage, it would need to score 75%+ of the total marks i.e. 375 points. If a proposal scored between 65% (325) and 74% (374 points) further information would be requested from the organisation before it was decided if the proposal passed / failed to meet the requirements.

2.2 Officers have suggested a weighting of this criteria based on the level of known risk. The rationale for the variances to the weightings is:-

1. Deliverability 15% – The Council would need to be satisfied that the governance arrangements were robust, and that the Council was able to form a legal contract with the organisation. That the organisation was able to deliver the services it was proposing and can meet the statutory requirements for compliance in areas such as Health & Safety.
2. Community Benefits 20% - Does the proposal present an opportunity to improve or safeguard a service that would otherwise have been lost? Is local identity strengthened, and does it facilitate the local community to respond to local issues? Does the proposal support the agreed library mitigation, and will it support the potential for further mitigation? Does the proposal encourage Social Enterprise for example, and/or improve or maintain economic activity in the local area?
3. Financial Viability 50% - It is considered that the financial viability of the proposal carries the greater risk to the successful implementation of any scheme. As such officers would be required to assess if the proposal was “sustainable and viable”. This would require a robust business plan that has allowed for, and has a strategy to cope with unforeseen circumstances. The expectation is that any proposal will be independently financially viable, and it does not impact on the savings the Council have identified from the library review. The proposal will be scrutinised to ascertain if it allows the Council to drive out further efficiencies.
4. HR Issues 15% - Does the proposal have an impact on existing staff roles and responsibilities and will this incur an increased cost to the Council? What are the views of the Trade Unions on the staffing implications and how does this fit with national agreements? Does the proposal meet Volunteering England guidelines, and have Sefton CVS been consulted? What are the management and training arrangements for the use of volunteers? Are these sufficient to cover the proposed opening arrangements, and does the training cover areas such as Health and Safety, and Equalities?