

Annex E: Breakdown of work required for property services to process additional nominations

Assets of community value process

- Pre-nomination enquiries on process
- Receive/register application
 - Check validity
 - Respond accordingly
- Contact building owner
 - Deal with queries
- Deal with information received and correspondence/communication during period following nomination
- Prepare report for capital and asset board
- Following capital and asset board decision prepare report for executive member
 - advise all parties of session and contents of report
 - deal with questions before session
- Attend decision session
- Communicate decision to all parties
- Deal with any appeal from building owner
 - Follow process laid out in legislation
- Maintain assets of community value list on website throughout process
- Deal with any notices served by building owners intending to sell
 - advise community of intention to sell
 - deal with any response received within notice period
- If community wish to bid then deal with process for this as set out
- Monitor throughout six month period and correspond with owners/bidders