

APPENDIX 4 – Business Case Assessment Matrix

Name of Organisation		Type of Organisation	
Asset Name		Asset Current Use	
Company/Charity/ Society Number		Contact Details (Name, Email)	
Organisation			
Does the description of the organisation meet the CAT requirements? Are the objectives in line with DC objectives? Good community involvement?		Summary comments:	
Does the organisation have a suitable governance arrangement for the type of asset it is looking to take on?		Yes/No Comments:	
Does the organisation have track record in similar projects?		If yes comments:	
Has the organisation demonstrated it is a suitable organisation to manage this asset?		Yes/No (need a Yes for CAT to be recommended) Reasons:	
Proposal			
Does the Proposed use of the asset meet the requirements for CAT		Yes/No (need a Yes for CAT to be recommended) Reasons:	
Does the proposal indicate how it will support any local or national characteristics		Yes/No (need a Yes for CAT to be recommended) Reasons:	
Has the organisation considered the requirements for managing the asset including arrangements, skills, staff, facilities, etc		Yes/No Comments:	
If any partners involved – has their role been explained, is there any conflict of interest?		Yes/No Comments:	

Has the organisation show they have engaged with community and that the proposal meets a need within the community	Yes/No (need a Yes for CAT to be recommended) Reasons:
Has the organisation thought about the benefit and opportunities for the community and the risks?	Yes/No Comments:
When will the benefits be delivered	<i>Which year?</i>
Finances	
Is the organisation financially stable currently?	Yes/No (need a Yes for CAT to be recommended) Reasons:
Does the financial forecasting (cost plan) and assumptions of set up costs, ongoing costs and charging seem reasonable and is it showing that the organisation can sustain itself while managing this asset?	Yes/No (need a Yes for CAT to be recommended) Reasons:
Risks & Dependencies	
Are there any risks highlighted which could be a risk to DC?	Yes/No If yes explain the risk and severity/likelihood:
Is the proposal dependent on anything?	Yes/No If yes summary of dependencies:
Legislation, Statutory Requirements and Regulations	
Has the organisation considered how it will ensure that the asset is operated safely and legally?	Yes/No (need a Yes for CAT to be recommended) Reasons:
Monitoring and Evaluation	
Has the Organisation considered how it will ensure that the benefits are monitored, and outcomes realised?	Yes/No Comments

Summary of Suitability for Transfer	
Short summary of the benefits and risks/disbenefits of recommending this CAT application:	
Officer Recommendation:	Approve /Reject
Name and Job Title of Officer Completing the Assessment	
Date of Assessment	
Date of PSPAMG Meeting recommendation will be brought to	
PSPAMG Recommendation	Approve /Reject
PSPAMG Comments	
Referred to CSAMG	Yes/No
CSAMG Recommendation (if required)	Approve /Reject
CSAMG Comments (if required)	
Referred to Cabinet from CSAMG	Yes/No
CAT Official Decision	APPROVE/REJECT