

Appendix C: PROPOSED ROLES AND RESPONSIBILITIES* (*words in italics denote tasks over and above what is required by the regs*)

Numbers in left hand column relate to the process numbers shown in the flowchart at Appendix B

* Team names may change depending on outcome of changes to management structure

→ NOMINATION

1	Community group submits a nomination to the Council	Legal and democratic services
2	Council informs parish council, owner, freeholders, leaseholders, occupiers of asset and <i>Ward Member</i> that a nomination has been received	Leisure, culture and communities
3	Council checks validity of nomination	Leisure, culture and communities
<i>Where nomination doesn't meet criteria</i>		
4	Council informs nominator, <i>owner, occupier, leaseholder, freeholder and Ward Member</i> giving reasons why unsuccessful	Leisure, culture and communities
5	Council adds nomination to list of unsuccessful nominations, including reasons	Leisure, culture and communities
<i>Where nomination meets criteria</i>		
6	Council adds nomination to List of Assets of Community Value	Leisure, culture and communities
7	Council makes local land charge	Land charges team
8	Council puts a restriction on the land at HM Land Registry	Legal and democratic services
9	Council informs asset owner, occupier, leaseholders, freeholders, nominator, parish council <i>and Ward Member</i> of listing	Leisure, culture and communities
10	Asset removed from list after 5 years (and restriction removed at HMLR)	Leisure, culture and communities

→ REVIEW

11	Owner requests a review of the listing decision (<i>Inform Ward Member and Portfolio Holder</i>)	Legal and democratic services
12	Council informs owner of procedure to be followed in connection with review	"Officer of appropriate seniority not involved in the listing decision" NB consider possibility of partnering in a reciprocal arrangement with another council (e.g. Babergh/Mid Suffolk) to gain from external input to the review
13	Council reviews listing decision	"Officer of appropriate seniority not involved in the listing decision"

Where review concludes asset should not have been listed		
14	Council removes asset from list (and removes restriction at HMLR)	Leisure, culture and communities
15	Council informs owner, occupier, leaseholder, freeholder, parish council and nominator of removal from list	Leisure, culture and communities
16	Council adds nomination to "Unsuccessful" list (<i>Inform Ward Member and Portfolio Holder</i>)	Leisure, culture and communities
Where review concludes asset should remain in list		
17	Council informs owner that asset still in list plus reasons for decision (<i>Inform Ward Member and Portfolio Holder</i>)	Leisure, culture and communities
18	Owner unhappy with decision and appeals to First Tier Tribunal	Legal and democratic services

→ DISPOSAL

19	Owner gives notification to Council of intention to dispose of listed asset	Legal and democratic services
20	Council publishes notice of owner's intention to dispose, including relevant moratorium dates	Leisure, culture and communities
21	Council informs nominator <i>and Ward Member</i> of owner's intention to dispose	Leisure, culture and communities
Where no requests to be treated as bidders received		
22	Inform owner <i>and Ward Member</i> that no requests received so disposal can continue	Leisure, culture and communities
Where requests to be treated as bidders received		
23	A community group submits a request to be treated as a bidder	Leisure, culture and communities
24	Council adds bid information to List of Assets of Community Value	Leisure, culture and communities
25	Council informs owner, nominator <i>and Ward Member</i> of request received	Leisure, culture and communities

→ COMPENSATION

26	Owner or former owner makes a written claim for compensation	Legal and democratic services
27	Council considers compensation claim and makes an offer (<i>informs Ward Member and portfolio holder</i>)	Legal and democratic services
28	Owner happy with compensation - Council pays compensation	Resources and performance
29	Owner unhappy with decision and asks for a review	"Officer of appropriate seniority not involved in the listing decision"
30	Council carries out a review of compensation decision and notifies owner of outcome of review	"Officer of appropriate seniority not involved in the listing decision"
31	Owner unhappy with decision and appeals to First Tier Tribunal	Legal and democratic services