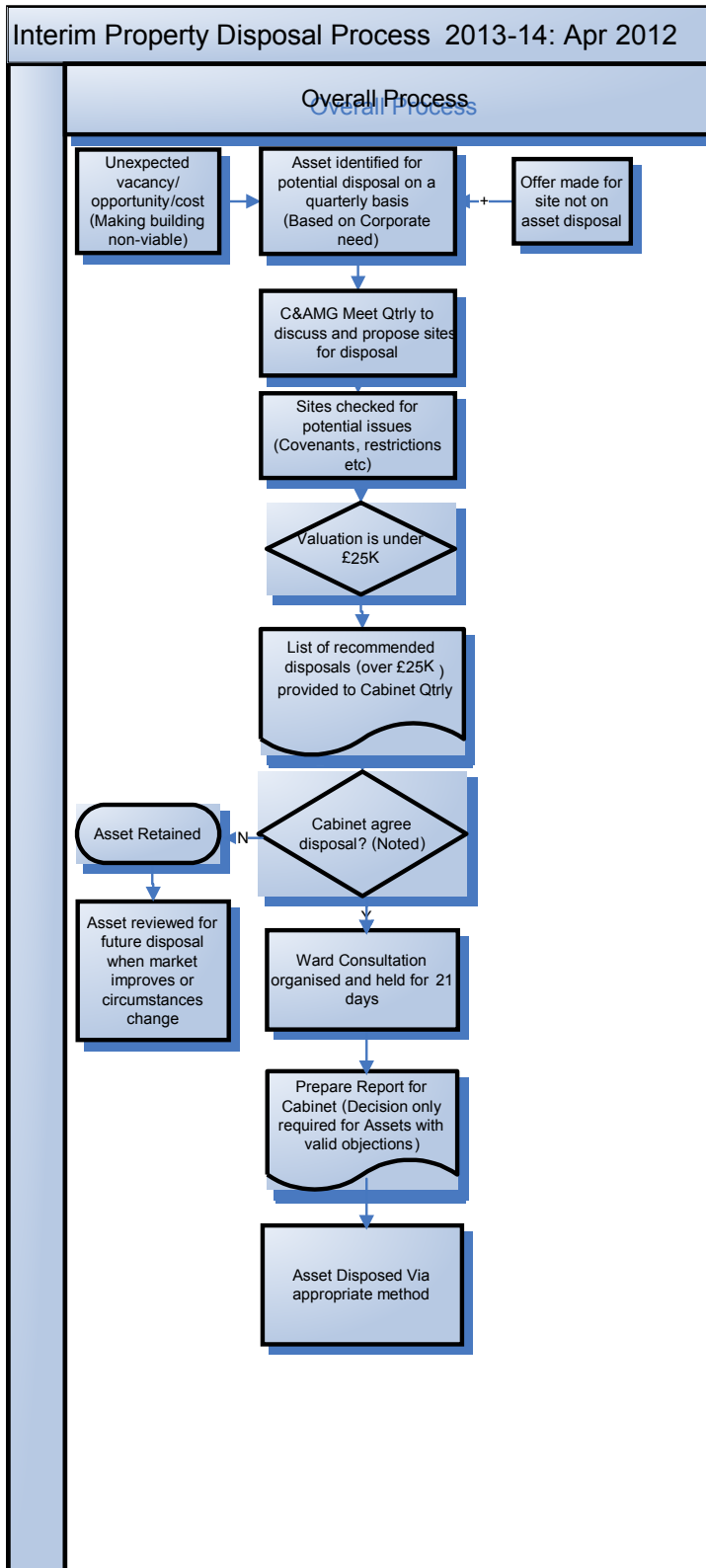


ANNEX 5



Process Notes

- New assets proactively identified through cost benefit analysis
- C&AMG propose assets identified including low value (under£25K)
- Low value assets will be provided to Cabinet for information only and disposal will be progressed automatically
- Cabinet agree assets disposals for properties with a value over £25K
- If cabinet disagree with asset disposal, they need to provide, reason and specific corrective active (if any) to be carried out
- If no corrective action possible then asset retained. This will impact on the target figure for capital receipts and the capital programme will need to be revised accordingly.
- Further corrective action taken and re-submitted to cabinet
- Agreed asset disposals over £25K consulted on for 21 days
- Assets with valid consultation objections passed back to Cabinet for final decision
- Agreed assets passed to property for disposal

Quarterly Cabinet Asset Reports:

For Info Only:

- List of assets under £25K being disposed (including re-submitted assets)
- List of assets successfully consulted on

For Cabinet Decision:

- List of proposed assets over £25K
- List of assets unsuccessfully consulted on

Overview & Scrutiny Panel:

Overview & Scrutiny Panel can challenge an asset disposal based only on the process not being followed correctly, via the 'Call In' facility.