

Appendix 2 – Threshold Disposal Matrix

Type of Disposal	Example of Asset	Purpose of Disposal	Term	Process to determine value	Value	Authority	Notes
Hiring Agreements	Community Room within a library	Does not constitute a disposal under Local Government Act S123.	Ad-hoc/ on hourly or termly basis up to a year.	Strategic Assets to advise on hour hiring rates.	On hourly rate – booking feasible up to a year in advance	N/a – Not deemed a disposal under legislation. Strategic Assets to advise on market hiring rates to ensure principles of ‘best consideration’ are adhered to.	No exclusive use of premises as per Landlord & Tenant Act 1954
Licence	Shared use of space within a community building	Does not constitute a disposal under Local Government Act S123.	6- 24 months	Licence fee to be determined by Strategic Assets supported by an internal peer reviewed valuation report.	Licence Fee	N/a – Not deemed a disposal under legislation. Strategic Assets to advise on market hiring rates to ensure principles of ‘best consideration’ are adhered to.	No exclusive use of premises as per Landlord & Tenant Act 1954
Leasehold	Ex caretaker houses to be used for delivery of Looked after Children Services	Operational purposes tied to delivery of service contract.	Up to 20 years with break options. Aligned to service contract terms.	Bidders for Service Contract to submit market rent as part of procurement process	Market Rent up to £150,000 pa	Delegate to Executive Director Finance & Resources; Scheme of Authorisation delegating to Service Director of Property and Head of Strategic Assets as appropriate	

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Leasehold	Preschool Buildings	Non-operational purposes but supporting community/preschool projects.	Up to 7 years with appropriate break options.	Market Rent to be determined by internal RICS Registered Valuer.	Market Rent up to £20,000 p.a.	Delegate to Executive Director Finance & Resources; Scheme of Authorisation delegating to Service Director of Property and Head of Strategic Assets as appropriate	Dynamic Purchasing system framework set up for tendering preschool provision lease linked to a service contract. Less than best process. Business Case supported by Education process to determine suitability for “less than best” rental
Leasehold	Preschool Buildings	Non-operational purposes but supporting community/ preschool projects	Over 7 years	Market Rent to be determined by internal RICS Registered Valuer.	Market rent over £20,000.p.a	Approval at Assets & Procurement Committee	Less than best process. Business Case supported by Education process to determine suitability for “less than best” rental

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Leasehold	Rural Estate properties	Farm and business tenancies	Up to 15 years	Market Rent to be determined by internal RICS Registered Valuer	Market rent up to £150,000	Delegation to Executive Director Finance & Resources; Scheme of Authorisation delegating to Service Director of Property and Head of Strategic Assets as appropriate	For business tenancies no exclusive use of premises as per Landlord & Tenant Act 1954
Leasehold	All other surplus property assets	To dispose of surplus asset to reduce liabilities and/or release a capital receipt/revenue as applicable	To be determined by commercial bid and site specific business case, e.g. 99 years, 125 years, 999 years	Open marketing of the asset	Market Rent up to £150,000	Delegation to Executive Director Finance & Resources; Scheme of Authorisation delegating to Service Director of Property and Head of Strategic Assets as appropriate	
					Market Rent over £150,000	Approval to be obtained from Assets & Procurement Committee	
Leasehold	Academy/foundation school	Academy lease	Long leases usually 125 years	Statute	0	Statutory Instruments (Academies Act etc)	

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Freehold	Surplus highways land	Sale of land declared surplus by Highways	n/a	Market Value (MV) to be determined by internal Registered Valuer (if special purchaser) or open marketing of site	Market Value up to £10,000	Delegate to Executive Director Finance & Resources; Scheme of Authorisation delegating to Service Director of Property and Head of Strategic Assets as appropriate	Stopping Up Order is required prior to disposal
				MV to be determined by independent valuation (if special purchaser) or open marketing of site	Market Value between £10,001 to £25,000	Delegate to Executive Director Finance & Resources; Scheme of Authorisation delegating to Service Director of Property and Head of Strategic Assets as appropriate	Stopping Up Order is required prior to disposal
				MV to be determined by two independent valuations (if special purchaser) if more than £50,000 apart or 10% difference a 3 rd Valuation will need to be obtained or open marketing of site	Market Value between £25,000 up to £200,000	Delegate to Executive Director Finance & Resources; Scheme of Authorisation delegating to Service Director of Property and Head of Strategic Assets as appropriate	Stopping Up Order is required prior to disposal

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				MV to be determined by two independent valuations (if special purchaser) if more than £50,000 apart or 10% difference a 3 rd Valuation will need to be obtained or open marketing of site	Market Value between £200,000 up to £500,000	Delegate to Executive Director Finance & Resources; Scheme of Authorisation delegating to Service Director of Property	Stopping Up Order is required prior to disposal
				MV to be determined by two independent valuations (if special purchaser) if more than £50,000 apart or 10% difference a 3 rd Valuation will need to be obtained or open marketing of site	Market Value between £500,000 up to £750,000	Delegate to Executive Director Finance & Resources	Stopping Up Order is required prior to disposal

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				MV to be determined by two independent valuations (if special purchaser) if more than £50,000 apart or 10% difference a 3 rd Valuation will need to be obtained or open marketing of site	Market Value over £750,000	Approval from Assets & Procurement Committee	Stopping Up Order is required prior to disposal
Freehold	Surplus land held under the School Standards and Framework Act 1998.	To dispose of surplus asset to reduce liabilities and/or release a capital receipt	n/a	MV to be determined by internal Registered Valuer (if special purchaser) or open marketing of site	Market Value up to £10,000	Delegate to Executive Director Finance & Resources; Scheme of Authorisation delegating to Service Director of Property and Head of Strategic Assets as appropriate	As per agreed Academy School Site Disposal Policy 2016, proceeds are split on a 50:50 basis with Academy Trust. Department of Education in giving approval requires all proceeds to be reinvested in education within local area.

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Freehold (including options)	Surplus land within operational/rural estate portfolio (excluding highways)	To dispose of surplus asset to reduce revenue liabilities and release a capital receipt	n/a	MV to be determined by internal registered valuer (if special purchaser) or open marketing of site	Market Value up to £10,000	Delegate to Executive Director Finance & Resources; Scheme of Authorisation delegating to Service Director of Property and Head of Strategic Assets as appropriate	
Freehold	Surplus land within operational/rural estate portfolio (excluding highways)	To dispose of surplus asset to reduce liabilities and release a capital receipt	n/a	MV to be determined by independent valuation (if special purchaser) or open marketing of site	Market Value between £10,001 to £25,000	Delegate to Executive Director Finance & Resources; Scheme of Authorisation delegating to Service Director of Property and Head of Strategic Assets as appropriate	
Freehold	Surplus land within operational/rural estate portfolio (excluding highways)	To dispose of surplus asset to reduce liabilities and release a capital receipt	n/a	MV to be determined by two independent valuations (if special purchaser) of site) if more than £50,000 apart or 10% difference a 3 rd Valuation will need to be obtained, or open marketing	Market Value between £25,00 to £200,000	Delegate to Executive Director Finance & Resources; Scheme of Authorisation delegating to Service Director of Property and Head of Strategic Assets as appropriate	

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	Surplus land within operational/rural estate portfolio (excluding highways)	To dispose of surplus asset to reduce liabilities and release a capital receipt	n/a	MV to be determined by two independent valuations (if special purchaser) of site) if more than £50,000 apart or 10% difference a 3 rd Valuation will need to be obtained or open marketing of site	Market Value over £500,000 up to £750,000	Delegate to Executive Director Finance & Resources; Scheme of Authorisation delegating to Service Director of Property	

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Easements	Ground utility supplies: water/gas mains	Required by statutory provider or private individual	In perpetuity	MV to be determined by internal Registered Valuer	Market Value up to £200,000	Delegation to Executive Director Finance & Resources; Scheme of Authorisation delegating to Service Director of Property and Head of Strategic Assets as appropriate	
				MV to be determined by independent valuer	Market Value between £200,000 to £500,000	Delegation to Executive Director Finance & Resources; Scheme of Authorisation delegating to Service Director of Property	
				MV to be determined by independent valuer	Market Value between £500,000 to £750,000	Delegation to Executive Director Finance & Resources	

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Wayleaves	Suspended utility supply routes: BT/Electricity	Required by statutory provider or private individual	In perpetuity	MV to be determined by internal Registered Valuer	Market Value up to £200,000	Delegation to Executive Director Finance & Resources; Scheme of Authorisation delegating to Service Director of Property and Head of Strategic Assets as appropriate	
				MV to be determined by independent valuer	Market Value between £200,000 to £500,000	Delegation to Executive Director Finance & Resources; Scheme of Authorisation delegating to Service Director of Property	
				MV to be determined by independent valuer	Market Value between £500,000 to £750,000	Delegation to Executive Director Finance & Resources	