



## THANET DISTRICT COUNCIL COMMUNITY ASSET TRANSFER APPLICATION FORM EVALUATION

Name and address of Organisation: \_\_\_\_\_

Property or Land address: \_\_\_\_\_

Financial offer: \_\_\_\_\_

Audited accounts: Yes/No

Bank Account: Yes/No

Insurance Cover: Yes/No

Business Plan/Supporting Information

Do you want a matrix to score each of the below so if more than one group is bidding if challenged later, a clear audit trail is available.

<b>Statement of aims and objectives of the organisation:</b>	<b>Comments</b>	<b>Score</b>
<p>Evidence of a mission statement/vision for the organisation.</p> <p><b>Social Impact benefits</b></p> <p>Evidence that the organisation understands their community and its current needs. Does it monitor the activities and services it delivers, formally or informally? Does it seek feedback? Is there a community profile, consultation documents or other knowledge showing an understanding of the area that benefit from the service and the numbers that use the service? How does it improve the quality of life of people in Thanet and measure its activity.</p>		
<p><b>Strategic Impact Benefits</b></p> <p>The organisations's strategic benefits that are being addressed and that will be enhanced by operating from the asset. How will the property and/or land contribute to the strategic aims of the organisation. Will it contribute to economies</p>		

of scale?		
<p><b>Economic Impact Benefits</b></p> <p>Does the organisation measure economic impact? What additional impact will this location bring in terms of jobs both directly employed and indirectly increased as a result of this? Are there any apprentices and what opportunities for volunteers</p>		
<p><b>Governance Arrangements</b></p> <p>Written governing document (e.g. memorandum and articles of associations) that is current, legal and matches the stated activities. If a registered charity or company the most up to date governing document should be registered with Charity commission or companies' house. Management structure, written policy covering roles and responsibilities of Trustees, Directors? AGM document governing document. Annual returns, annual report and accounts sent on time to registered body. Induction policy? Minutes of AGM? Conflict of interest policy. Data protection policy.</p>		
<p><b>Equality, Diversity, Safeguarding</b></p> <p>Evidence of equalities policy that meets the requirements of the Equalities Act of 2010. Evidence the association is open to all and fully inclusive. A code of conduct and procedure specifying standards of acceptable behaviour, outlining measures for tackling discrimination. Employment/volunteering opportunities fair and consistent good practice, selection process based on equal opportunities.</p> <p>Does the organisation have ways of safeguarding children and vulnerable adults? Is there a safeguarding policy and training, disclosure barring service checks when recruiting staff and or volunteers?</p> <p>Evidence of compliance with statutory regulations.</p>		
<p><b>Management of the Property /Land</b></p> <p>Evidence of experience to manage the property, knowledge of property laws in terms of occupiers liability, duties owed to staff and visitors in terms of property compliance</p>		

<p>(asbestos, electrical safety, fire risk assessment, legionella etc.) Understanding of repairing requirements including limitations of knowledge and procuring expert advice. Have they had a lease or property before, was it managed adequately and rents paid, is there a reference available? What is the management structure for managing the premises, names, experience. Knowledge of licences/planning permissions required.</p>		
<p><b>Health and Safety Policy</b></p> <p>Evidence of H&amp;S Policy and management structure, policies and processes for staff health safety and welfare. Management team, fire officers, first aiders, food hygiene, cleaning – adequate risk assessments.</p>		
<p><b>Insurance Arrangements</b></p> <p>Current insurance policy for employer’s liability and public liability.</p>		
<p><b>Financial Arrangements</b></p> <p>Copies of financial report or statement produced for committee meetings. Copy of the most recently approved annual budget and copy of licence for street collection (if applicable). Written policy covering payment of Trustees/Directors/Management Committee Members and volunteers. Annual accounts (for three years if granting a lease or freehold transfer) annual report, audit reports. Copy of the reserves policy or minutes of meeting deciding the level of reserves policy. Copy of charging and hiring policy, tariff showing rates for charitable and non-charitable use. Copies of audited accounts.</p> <p>A viable financial model showing investment is available to maintain the property and where capital works are required in reasonable time frame evidence that the funding is available and or obtainable.</p> <p>Evidence of a stable structure and good governance around financial decision making.</p>		
<p><b>Marketing Arrangements</b></p> <p>Policy to reach out to new customers, attract partnerships and partnership funding (eg shared services). Evidence of growth strategy</p>		

and how the property/land will support this.		
<p><b>Partnership Arrangements/Council Corporate Aims.</b></p> <p>How does the service deliver the Council corporate aims, is there a strategic community service gap that is being addressed. Will the goals of the local authority (well-being) be met and if so how. What support does this service give to the local authority in discharging its role. Is there any opportunity to support other community organisations and or partnership working?</p>		
<p><b>Environmental Impact Benefits</b></p> <p>Environmental policy and procedures, commitment to recycling, energy conservation. Is recycling measured, are there records of improvement and targets set. Ability to comply with any requirements in the EPC to improve the energy performance of the property Compliance with an energy management system (drainage, spillages, emergencies)</p>		

If further information is required from the organisation request this before making a decision.

**Matrix Scale to be inserted here depending on type of transfer. Results recorded**

**Decision Making Panel Recommendation:**

**Panel**

**Name:** \_\_\_\_\_ **Role:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Role:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Role:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Role:** \_\_\_\_\_

**Date:**

