

**THANET DISTRICT COUNCIL
DESIGNATED PROPERTY DISPOSAL**



EVALUATION FORM

Name of Organisation:

Property or Land address:

Business Plan/Supporting Information

	Comments	Maximum	Awarded
<p>Financial offer:</p> <p>This could include the additional value to Thanet's Evening and Night-Time Economy or the local leisure and tourism offer.</p> <p>It also includes an assessment of the financial impact on the council, (positive or negative).</p>	Based on financial details of submission	40	
<p>Statement of aims and objectives of the organisation:</p> <p>Evidence of a mission statement/vision for the organisation.</p>		1	
<p>Social Impact benefits</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>		2	
<p>Economic Impact Benefits</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>		10	

<p>Governance Arrangements 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>		3	
<p>Equality, Diversity, Safeguarding 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. 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? Evidence of compliance with statutory regulations.</p>		2	
<p>Management of the Property /Land Strong property management track record, particularly with experience in maintaining heritage/listed buildings. Knowledge of property laws and regulations, including repair requirements and the ability to procure expert advice, is essential. Experience managing a lease or property and references attesting to effective management and rent payment are desirable. The candidate's management structure and knowledge of licenses and planning permissions would also be advantageous. Overall, the candidate</p>		10	

must have proven property management skills and knowledge to manage the property effectively.			
Health and Safety Policy Evidence of H&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.		2	
Insurance Arrangements Current insurance policy for employer's liability and public liability.		3	
Business Plan Viability and Sustainability 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. 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. Evidence of a stable structure and good governance around financial decision making.		20	
Marketing Arrangements Policy to reach out to new customers, attract partnerships and partnership funding (eg shared services). Evidence of growth strategy and how the property/land will support this. Ability to attract enough customers to ensure the longevity of the business running from the property.		2	

