

Appendix 4 - Proposed scoring methodology for awarding business rates discretionary relief to charities and non profit-making organisations

Methodology and scoring

In the interests of transparency the following criteria and scoring matrix will be used, to determine the level of either Discretionary or Top-up Discretionary Relief. A judgment will be made against 5 different measures, as set out below, and a score given for each of those 5.

Each of the measures carries a maximum of 8 points and an application receiving a certain level of points will qualify for a fixed percentage of Discretionary rate relief, as follows:-

| Scoring Values | Discretionary Relief | Top-up Discretionary Relief |
|-------------------------|----------------------|-----------------------------|
| More than 36 points | 100% Awarded | 20% Awarded |
| Between 30 to 34 points | 75% Awarded | 15% Awarded |
| Between 20 to 30 points | 50% Awarded | 10% Awarded |
| Between 10 to 20 points | 25% Awarded | 5% Awarded |
| Less than 10 points | 0% Awarded | 0% Awarded |

The only exceptions to cases subject to the criteria are the 'Included' categories, as stated previously. These cases will be granted the additional "top up" of 20% discretionary relief, automatically.

Measure 1 – Alignment to relevant corporate priorities

How is it measured?

The organisation must demonstrate its alignment to the relevant corporate priorities, through the application form, its constitution, aims, objectives and physical delivery to the community.

| Description | Measure | Points |
|--|-----------------------|--------|
| How do the organisation's objectives link into the Corporate priorities. | Significantly aligned | 8 |
| | Mostly aligned | 6 |
| | Partially aligned | 4 |
| | Limited alignment | 2 |
| | No alignment | 0 |

Measure 2 – Access to services & affordability

How is it measured?

The organisation must demonstrate its access to services, any charging policies, and concessionary rates, through the application form, its website, its constitution or any other evidence.

| Description | Measure | Points |
|---------------------|--|--------|
| Open to all | Free service provision and / or positive discrimination to enable affordability to less well-off groups | 8 |
| Open to most | Majority of service provision is free and any charges are affordable to all groups | 6 |
| Open to some | Elements of free service provision and some concessions for less well-off groups and any membership fees are affordable. | 2 |
| Closed Members only | Annual membership with no concessions for citizens of different groups | 0 |

Measure 3 – Service provision & availability of alternatives

How is it measured?

The organisation must demonstrate how its service provision compliments or substitutes for Council Services and whether there are any other service providers within the area that deliver the same or similar services, through the application form, its constitution, aims, objectives and physical delivery to the community.

| Description | Measure | Points |
|------------------------|--|--------|
| Sole provider | Sole provider of services that meet the needs of the Council and its residents | 8 |
| Two providers | Two organisations providing the same services to meet the needs of the Council and its residents | 6 |
| Three Providers | Three organisations providing the same services to the Council's residents | 4 |
| Four or more Providers | Multiple providers giving the same services to the Council's residents. | 2 |

Measure 4 – Residents Participation

How is it measured?

The organisation must demonstrate what proportion of the Council's community is benefitting from the service provision, through the application form, its website or other collateral and specific group feedback within the community.

| Description | Measure | Points |
|-----------------------------------|--|--------|
| Exclusive to the Council Area | 90% or more of service users live within the Council area. | 8 |
| Primarily within the Council Area | Between 50% and 90% of the service users reside within the Council area. | 6 |
| Open to some | Between 25% and 50% of the service users reside within the Council area. | 4 |
| Open to few | < 25% of the service users reside within the Council area | 2 |

Measure 5 – Financial Status & Funding

How is it measured?

The organisation must demonstrate where its funding streams come from, through the application form, accounts, Charity Commission or an initial income forecast if recently created.

| Description | Measure | Points |
|--|---|--------|
| Annual surplus is less than the Business Rates payable or making a loss | The expenditure on activities is either equal to or greater than the annual unrestricted income. All funding is received through grants or donations. | 8 |
| Annual surplus is more than the Business Rates payable but less than £10k per annum. | The expenditure on activities is less than the annual unrestricted income. All funding is received through grants or donations. | 6 |
| Annual surplus is more than the Business Rates payable and is £10k - £20k per annum. | The expenditure on activities is less than the annual unrestricted income. Funding is received through grants, donations or | 4 |

| | | |
|--|--|---|
| | income generation. | |
| Annual Surplus is more than the Business Rates payable and greater than £20k per annum | The expenditure on activities is less than the annual unrestricted income. Funding is received through membership fees or income generation. | 2 |
| Annual Surplus is more than the Business Rates payable, greater than £20k per annum or restrictive membership practices. | The majority of funding is received through membership fees, income generation or from a bar. | 0 |