

# Community Benefit Rent Reduction Assessment Panel

## Terms of Reference

### Purpose:

Tower Hamlets Council recognises that the local community sector is a valuable and important asset that deliver important services and benefits to local residents. Tower Hamlets Council is committed to ensuring this community value is appropriately recognised and reflected in its community buildings lettings policy.

Recognising that actively investing in the local community sector often represents good value for the public purse and helps Tower Hamlets Council achieve its own social, economic, and environmental outcomes as set out in its Community Plan, Tower Hamlets Council will offer, through a consistent, transparent, and accountable process, a Community Benefit rent-reduction to organisations that meet the Eligibility Criteria set out in the Council's policy.

The purpose of the Assessment Panel is to ensure the fair and transparent application of the Council's Community Benefit Rent Reduction policy and to assess individual applications and make decisions on whether an applicant has met the requirements of the Eligibility Criteria.

### Composition:

- The Assessment Panel will comprise the Head of Revenues, the Head of Benefits and a representative of THCVS. The Panel will be chaired by the Head of Revenues.

### Role and Responsibilities:

- To consider and make recommendations on initial Expression of Interests from organisations and the link officer's assessment report.
- To consider and make recommendations on the independently produced *pre*VISIBLE report that tests the skills, knowledge and capacity of the organisation.
- To consider and make recommendations regarding the organisation's business plan.
- For organisations where the rent reduction would be greater than £20k per annum to consider and make recommendations on the *Your Value* Report.
- To request and consider any supplementary information considered necessary to make recommendations.
- For organisations appealing the Grants Decision Making meetings decisions, to provide to the Appeals panel details of the recommendations made by the Assessment panel that resulted in the organisation not being considered eligible.
- To advise the Grants Decision Making meeting on the recommendations made and the reasons for those recommendations.
- To consider the findings of the annual review process and compliance audits monitoring reports

### Frequency of Meetings:

- The Assessment Panel will meet as and when applications are received and at least twice a year to consider the findings of the annual review and compliance audit.