

Part A

Report to: *Cabinet*
Date of meeting: *27 November 2023*
Report author: *Interim Lead Asset Manager*
Report sponsor: *Peter Hall*
Portfolio holder: *Cllr Mark Watkin*
Report title: *Community Asset Strategy and Community Letting Policy*

1.0 Executive Summary

1.1 The Community Asset Strategy and Community Lettings Policy at appendices A and B outline a strategic approach to managing the community portfolio, and the approach to letting an individual community property.

2.0 Recommendations

2.1 That the Community Asset Strategy in Appendix A and the Community Lettings Policy in Appendix B be approved.

3.0 Report pathway

3.1 Final review body: *Cabinet*

3.1.1 Indicative date: 27th November 2023

3.2 Contact Officer:

For further info contact: John Kulasek Interim Lead Asset Manager

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Reviewed and signed off by: Peter Hall

4.0 Detailed proposal – The Community Asset Strategy outlined in the attached Appendix A proposes the creation of a framework within which decisions on letting, alterations to or redevelopment of our community facilities can be made. The framework will ensure that these decisions can be provided with an equitable approach to competing demands from the community for space within which to deliver services, and in collaboration with the voluntary sector to maximise opportunities to provide services required by residents in the community using the limited resources available.

4.1 The Lettings Policy in Appendix B provides a framework for assessing competing bids for space on a fair and equitable basis and to maximise outcomes by using regular reviews of the outputs provided by the tenant as measured against the tenants agreed SLA or CUA.

- An Equality Impact Analysis has also been undertaken and this concludes that there should be no impact as a result of this strategy and policy being adopted.

5.0 Implications

5.1 Financial

5.1.1 The Chief Finance Officer comments that the policy provides a framework to enable the council to agree appropriate rentals for community assets subject to our legal duties set out in paragraph 5.3.1 below. The financial impact of each rental decision will be considered as part of the decision-making process.

5.2 Legal issues (Monitoring Officer)

5.2.1 The Group Head of Democracy and Governance comments that the council is under a duty to not only obtain best value but also depending on the length of any proposed letting best consideration which is best monetary consideration regardless of any social or community value.

5.3 Risks

Nature of risk	Consequence	Suggested control measure	Response (treat, tolerate, terminate, transfer)	Risk rating (combination of severity and likelihood)
The Strategy and policy are not approved by Cabinet	Current processes continue	Informal approach to discount policy is implemented	Treat	9
Formal approach to rent discount requested by Cabinet	Policy would need to be established which may cause issues with the existing tenants	Propose discount policies which allow flexibility for different categories of uses	Treat	6

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5.4 Equalities, Human Rights and Data Protection

5.4.1 Equalities

An Equality impact assessment is attached at Appendix C.

5.4.2 Data Protection Impact Assessment

5.4.2.1 Having had regard to the council's obligations under the General Data Protection Regulation (GDPR) 2018, it is considered that officers are not required to undertake a Data Processing Impact Assessment (DPIA) for this report.

5.5 Sustainability

The individual Asset Management Plans which will be implemented as the next stage of the process will identify how the sustainability of the properties can be enhanced and therefore improve the energy efficiency of the asset.

5.6 People Implications

There are no people implications.

5.7 Community Safety/Crime and Disorder

There are no implications in this section.

5.8 Property

The Strategy and Policy will have implications as to how the Property Service manages Community lettings in future but will have no implications other than changes to processes.

6.0 Next steps should recommendations be approved.

Portfolio Holders and finally Cabinet in November 2023.

7.0 Appendices

- Appendix A – Draft Community Asset Strategy
- Appendix B – Draft Community Lettings Strategy
- Appendix 1 – Further information form
- Appendix 2 – Sample scoring matrix
- Appendix C – Equality Impact Analysis

8.0 Background papers

No papers were used in the preparation of this report.