

## Due Diligence – Property Asset Transfer Assessment

Date Application received	Business plan submitted July 2020, updated Business plan submitted on 20 <sup>th</sup> October 2020.
Contact person	Russell Ashfield, <a href="mailto:russell.ashfield@nationaltrust.org.uk">russell.ashfield@nationaltrust.org.uk</a>
Name of organisation	National Trust
Registered office address	Email: <a href="mailto:thesecretary@nationaltrust.org.uk">thesecretary@nationaltrust.org.uk</a>
Registered website address	<a href="http://www.nationaltrust.org.uk">www.nationaltrust.org.uk</a>
Details of asset	The area of land extends from Batheaston, along the river corridor, connecting with Kensington Meadows. The site is 24.66 ha and includes an existing tenant farmer who currently manages part of the land. The Council receives approximately £3k income per annum. The NT are seeking the freehold of the site.
Assessment	17 <sup>th</sup> September 2020, 4pm (further updated on 26/11/20)  Attendees: Sara Dixon (Communities), Louise Murphy (Equalities), Richard Howroyd (Procurement), Dave Dixon (Communities), Micaela Basford (Sustainability Team), Shelly Dewhurst and Mark Minkley (Environment & Design).  Michael Hewitt (Legal) was unable to attend meeting, no specific comments were received on the business plan.

### Evidence and supporting documentation

Have the following documents/ information been received / provided	Comments
A completed business plan	2 year Business Plan received. The NT aim to develop their vision and programme of activity in partnership with key stakeholders and the local community.
Details of Charity Number / Company Registration No	Registered charity (no. 205846) – Charity Commission details <a href="#">here</a> .
Date of Registration	Charity Commission 5 <sup>th</sup> November 1962 Founded in 1895 as an Association Not for Profit. See page 1.
Legal status	Charitable Trust – 13 Trustees, see details <a href="#">here</a> .

Copy of the Governing documents	Details of governance documents can be found on Charity Commission <a href="#">website</a> . Governance Handbook received.
Copies of Audited Accounts	Financial history can be found on Charity Commission <a href="#">website</a> and the Annual Report 2018/19. NT have fully audited accounts.
Copies of insurance documents	Received - Public Liability cover Zurich Insurance £10mill and Employers liability cover Zurich Insurance £10 mill.
Other supporting documentation such as annual reports, minutes of meetings.	Annual report 2018/19 has been received.
Results from any community consultation exercises	Report from Bathampton Meadows Alliance (10/2/20).
Evidence of support from key partners, stakeholders, funders	As above. The NT have been in discussions with Avon Wildlife Trust and BMA to develop the vision for the site and are fully supportive of the transfer.
Copies of the all the organisations policies and procedures including the Health and Safety Policy and Equality and Diversity Policy	The following policies have been received:- <ul style="list-style-type: none"> <li>• Health and Safety Policy Statement</li> <li>• Diversity and Inclusion Statement</li> <li>• Safe and Sound policy - <a href="https://nt.global.ssl.fastly.net/mount-stewart/documents/keeping-kids-safe.pdf">https://nt.global.ssl.fastly.net/mount-stewart/documents/keeping-kids-safe.pdf</a></li> </ul>
Three / Five Year Income and Expenditure Template	Five year project costs are included in the Business plan (see page 15).

**Council Corporate priorities**

Criteria	Comments
Has the organisation demonstrated that it meets at least one of the Council's Corporate priorities?	<p>Their aims and objectives set out in their proposal meet the following Council's new Corporate Strategy <a href="#">objectives</a> by improving people's live and tackling climate and nature emergency.</p> <p>The transfer will enable better management of the site including; flood mitigation, grassland, soil health, local food production, land use etc.</p> <p>In addition, the NT have committed to involving the community in their programme of activity and developing a volunteering programme - See pages 4 - 8.</p>

**Governance and Management**

Criteria	Comments
Is the organisation clearly defined and established?	The NT was founded in 1895 and registered as a Charitable Trust in 1962.
Does the organisation demonstrate through its governance arrangements community benefit?	The objects of the Trust are <i>“The National Trust shall be established for the purposes of promoting the permanent preservation for the benefit of the nation of land and tenements (including buildings) of beauty or historic interest and as regards lands for the preservation (so far as practicable) of their natural aspect features and animal and plant life.”</i>
Do they hold AGM or similar?	See page 75 of <a href="#">Governance Handbook</a> . AGMs are held each year between 1st September and 31st December.
Is the staffing and management structure been clearly defined?	<p>The <a href="#">Governance Handbook</a> provides details of the Chair and Deputy Chair, role of the Board of Trustees and Council. Page 10 – 11 of the Business plan sets out the project resources allocated including staff, specialist staff and volunteer support. Page 11 shows the structure chart of the direct staff involved in the project. Details about numbers of staff and volunteers can be found on their <a href="#">website</a>.</p> <p>The Annual Report 2018/19 (page 16-18) sets out the NT commitment to its people and developing their skills. The strategy commits to delivering 23,000 days of training and development for staff and volunteers. They have committed to expanding their apprenticeship scheme. They have also developed a pay policy to reduce the gender pay gap, which includes trialling new recruitment policies to be a more inclusive employer and reviewing our existing policies to ensure all our roles are equally attractive to women and men.</p>
<p>Does the organisation have up to date and written procedures covering:</p> <ul style="list-style-type: none"> <li>• Recruitment and Induction</li> <li>• Training &amp; Development</li> <li>• Health &amp; Safety</li> <li>• Equality and Diversity</li> <li>• Safeguarding</li> <li>• Disclosure Barring Service Checks</li> <li>• Grievances / complaints</li> </ul>	<p>The following policies have been received:-</p> <ul style="list-style-type: none"> <li>• Volunteer Management Traineeship Resource</li> <li>• Governance Handbook</li> <li>• Diversity and Inclusion Statement</li> <li>• Safe and Sound Policy</li> </ul>

Does the organisation have sufficient insurance policies in place?	Public liability and Employers Liability £10mill - and Directors, Officer liability insurance. Zurich Insurance.
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## Equalities

Criteria	Comments
Has the organisation demonstrated an understanding of the Equality Act 2010 and how it would be applied?	A copy of the NT Diversity and Inclusion Statement has been received. The equalities policy is very comprehensive and is tailored to the role of the organisation.

## Financial arrangements

Criteria	Comments
Has the organisation submitted a three / five year detailed income and expenditure budget that demonstrates their project is financially viable and sustainable?	Within the Business plan, page 15, the NT have set out their five-year project costs. Staffing resources including specialist support which will be taken from existing resources. The cost of which is absorbed centrally. A large part of their resources are volunteers and there is already a dedicated local volunteer support group that the NT will continue to work with.
Has the organisation demonstrated that they have a good financial track record or have the necessary processes and procedures in place?	A summary of the NT Financial history from 2015 can be found here on the Charities Commission <a href="#">website</a> . The NT undertake a full external audit.  See also Annual Report 2018/19 pages 41 – 43 Accounting Policies.
Has the organisation demonstrated various sources of funding eg, CiL, contracts, fundraising, grants?	The NT have an extensive record of raising funds and grants to support their activities. They have 5.5million members who pay an annual subscription to NT and are successful in obtaining grants and seeking public support for local projects. Per head of population, the NT's membership is the highest across BANES.
Has the organisation included the costs of any improvement works and identified sources of funding. Are they considered reasonable?	Page 15 of the Business plan identifies the project costs for the first five years.

## The Proposal

Criteria	Comments
Is there a clear vision for the future use of the building or land?	One of the overarching priorities for the NT is to develop their urban conservation portfolio by focussing on assets in places where people live to develop and provide better access to the natural environment. A key element of the NT's business plan is to work with stakeholders and the local community to develop their vision and programme of activity. In addition, they will develop the ecological value of the site through a planned programme of habitat and ecological management, volunteering opportunities and improving access to the site for local people. See page 2 - 7 of Business Plan.
Are the aims and objectives clearly defined?	As above, this is set out clearly in the Business plan.
Does the proposal clearly define the activities that will take place?	As above. The activity will be developed with the involvement of the local community. Community and Volunteer programme is set out on page 4 of the Business Plan. Ecological Assessment is set out on page 20 Annex D of the Business Plan.

## The Asset

Criteria	Comments
Is the asset suitable to use for the organisations proposal?	The NT has been in operation since for 125 years. National Trust ownership in Bath includes Bath Assembly Rooms, Prior Park Landscape Garden and over 200 hectares of countryside. See page 2 of Business Plan and Annual Report 2018/19. The asset will meet their current objectives to expand their urban conversation portfolio.
Has the organisation demonstrated a full understanding of their duty in relation to managing the building or land including: Condition, Suitability, Accessibility, Health & Safety, Planning restrictions, Other	The NT has an extensive track record of managing sensitive and ecologically rich landscapes. They will allocate existing specialist staffing resources to support the project and transition of the asset. Examples of other similar urban conservation sites have been included in the Business plan page 15 and how they have managed these sites and involved the community.
Has the organisation given comprehensive details of all proposed works that are intended to be carried out, including indicate costs and means of funding these and are these realistic?	This is demonstrated in the Business Plan, see page 11 – 14.

Has the organisation demonstrated it has the skills and capacity to manage the asset and deliver the proposal?	As above and demonstrated in the Business Plan.
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### Community benefit

Criteria	Comments
Has the organisation set out the needs of the community?	The NT have worked with Bathampton Meadows Alliance, the Council and Avon Wildlife Trust on developing a vision for the site. Demonstrated within the Business Plan.
Has the organisation undertaken consultation with the community?	Report from Bathampton Meadows Alliance (10/2/20), group made up of representatives from Bathampton, Batheaston and Bathford Parish Councils. BMA have a circulation list of 100 people and communicate messages through Facebook. The report sets out the evidence of support from the local community and their vision for the site and community benefits.
Has the organisation demonstrated that they have an inclusive approach to meeting the needs of a wide range and diverse community?	See page 12 of Business Plan. The NT aims to work with partners to improve the access to the site through improved pathways, wider parking spaces for disabled people and BY improving information through interpretation boards on site.
Has the organisation demonstrated the social, economic and environmental impacts? (see outcomes/impact table)	<p>The Social, Economic and Environmental benefits have been set out in the Business plan on pages 4 – 9. The increased annual value under the NT has been calculated at <b>£115,608</b> per annum (see page 8). The English Natural Capital Accounting (ENCA) Services Databook has provided the calculations for the environmental benefits.</p> <ul style="list-style-type: none"> <li>• <b>Social benefits</b> - Voluntary time estimated at <b>£10,900</b> and physical and recreational benefits <b>£95,850</b>.</li> <li>• <b>Environmental benefits</b> – food production, biodiversity, air quality and carbon reduction, flood management measures <b>£8,858</b>. This also includes the recreational value, physical health and wellbeing calculation based on increased visitor numbers.</li> </ul> <p>A valuation of <b>the</b> site has been prepared – see Valuation report from March 2020. The valuation for the freehold interest is £460,000, and the unrestricted value is £915,000.</p> <p>An independent review has been undertaken by fTec to verify the calculations and methodology used by the NT.</p>