

Member's Briefing Note:

FARM LETTING PANEL- ROLES AND RESPONSIBILITIES

A. General

- The Farms Management office prepare detailed letting particulars for the holding and hold a specific viewing day for potential applicants.
- Requests for information relating to holdings or lettings should be referred to the Farms Management office. Members should avoid discussing the detail of particular lettings with prospective applicants.
- Farms Management staff will meet shortlisted applicants at their home address to check financial documents and address any queries raised by them prior to the interviews.
- Democratic Services will confirm Panel members (who are invited to attend on a rotational basis) and distribute meeting papers (letting particulars and copy application and tender forms).
- The Farms Management office will circulate a summary of the detailed business plans received to Panel members before the interviews.
- The Letting Panel are invited to meet at the subject holding on the day of the interviews.

B. Interviews

- The interviewing of applicants for County Farms and appointment of a tenant is undertaken by the Cabinet Portfolio Holder with responsibility for the County Farms Estate, supported by a panel of two voting Members of the Council.
 - The Member local to the farm being let is also invited to attend the interview panel in a non-voting capacity.
 - Letting Panel members should not give any undertaking on the part of the County Council to applicants either before or during interviews.
 - Panel members assess each shortlisted applicant by way of a scoresheet with marks allocated to specific elements of their application, business plan, their financial standing, relevant experience etc. A copy of the scoresheet is appended to this briefing Note.
 - On completion of the interviews the scoring members refer their scoresheets to the Cabinet Portfolio Holder whose decision is final.
 - The Professional Lead Strategic Property is notified of the decision before the Farms Estate Manager confirms the offer of tenancy to the successful applicant.
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FARM LETTING APPLICANT SCORESHEET

APPLICANT:			
Tender (rent per annum)			
Tender Score (Score 1-20)			
Extent to which an offer of tenancy will support the aims of the County Farms Business Plan ⁽¹⁾: (score 1-20)			
Their aim to develop and expand their business (score 1-10)			
Relevant business experience (score 1-10)			
Strength of whether the Rental offered is sustainable (score 1-10)			
Available capital and financial standing ⁽²⁾ (score 1-10)			
Contribution of family to business and local community (score 1-10)			
Standard of application and clarity of farming and business plan (score 1-10)			
TOTAL (out of 100)			

Notes:

- (1) The County Farms Estate Business Plan seeks to promote the following aims:
 - Provide opportunities for new entrants to establish and grow businesses
 - Economic development and regeneration of rural communities.
- (2) Any previous financial dealings with the County Council should be considered here if appropriate.
- (3) I confirm that I have had no dealings with any of the above applicants, or been canvassed by them, to an extent that may prejudice the impartiality of the scores given to them.

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