

The Lambeth Council VCS Property Panel

A partnership between Lambeth Council (and other public sector partners), and the Voluntary and Community Sector in Lambeth

Terms of Reference

Purpose

The purpose of the Lambeth Council VCS Property Panel is to promote, develop, improve cross-sector relationships, and build trust between the council, other public sector partners, the voluntary and community sector (VCS) in Lambeth in relation to effective use of the Council's VCS Property Portfolio.

The Lambeth Council VCS Property Panel will oversee the portfolio's effective and equitable use. This takes place within the wider context of the borough plan, 'Future Lambeth: Our Borough Plan' 2016-2021 which sets out the council and our partners' vision and priorities for the next five years and which was refreshed in 2019 and amended in 2020. Please see link: [Our goals for Lambeth – Lambeth Borough Plan](#). The borough plan identifies a number of strategic priorities that all partners will work towards in order to make Lambeth a stronger, fairer and more prosperous borough – and that our partners, including VCS organisations that work from Council-owned property commit to working towards.

Decisions will take place within the context of the VCS Strategy [link to be inserted] and VCS Asset Strategy [link to be inserted].

Functions of the *Lambeth Council VCS Property Panel*

- To oversee the efficient, effective and equitable use of the Council's VCS Property Portfolio by VCS tenants, seeking to maximise benefit for Lambeth's VCS
- To provide mechanisms through which the VCS, LBL (and others) can develop shared solutions i.e. co-location / income generation opportunities
- To ensure that use of property reflects the aims of the Future Lambeth Borough Plan (see above)
- To assess whether VCS tenants are correctly adhering to the terms of their tenancy / lease i.e. rent account status / maintenance responsibilities – and make decisions about any breaches (this may include termination of lease agreements / evictions)
- To assess and make decisions about appropriate use of property measured against evidence submitted through the annual return portal using the Social Value Self Evaluation Tool
- To update the selection criteria for the allocation of VCS Property
- To oversee the provision of an effective channel to exchange information, share and promote good practice and improve communications and cross-sector working in relation to use of the VCS Property Portfolio

Guiding principles

Lambeth Council VCS Property Panel will adhere to the principles of inclusion, fairness and respect for all. The discussions and work of the Property Panel will be informed by and contribute to other local initiatives focusing on the VCS and cross-sector partnerships.

Underpinning the work of the Property Panel are the following principles:

- Council /VCS relationships are strengthened and developed by building trust and mutual understanding in the context of the financially challenging environment.
- Shared responses to the challenges of cross-sector working are developed recognising the different opportunities and constraints faced by Council / VCS
- All policy and practices that foster and improve relationships between the Council and VCS is developed and enacted in partnership.
- That contribution to the Borough Plan goals are a key strength of the partnership and a major determinant of VCS organisations own workplans, in support of those goals.
- The premises that form part of the Council's VCS portfolio should be used to their full potential.

Annual work plan

The members of the Property Panel, as a key strategic partnership group, will develop an annual work plan that will identify major strategic themes of relevance and importance to partners in relation to Council owned property

A strategic planning day will be held each year (in February/March) to identify the annual work plan. Provision will also be made for ad hoc issues that arise throughout any given year that have been deemed to be of significant strategic importance by the Property Panel.

On an annual basis the Property Panel will:-

- Produce a short annual impact report to be circulated / presented to relevant parties.

The report will detail the work of the Property Panel, the impact it has had and what challenges the Property has faced / anticipates.

Membership

The membership of the Property Panel will include representation from both Lambeth Council (Strategy & Communications, Valuation and Strategic Assets) and the VCS – it will be a diverse membership, possessing the relevant skills, knowledge and experience that is required of this decision making function.

The Property Panel will have up to 6 members

Other relevant officers and individuals may be co-opted as and when appropriate.

The Property Panel:-

Grace Gbadamosi	(Strategy & Comms)
Sarah Coyte	(Strategy & Comms)
Yvonne Hardy / Thuso Selelo	(Valuation and Strategic Assets)
Eileen Mckenna / or VCS Liaison Officer	(Valuation and Strategic Assets)
Laura Bassett	(VCS – Integrate)
Nicky Robertson-Peek	(VCS – Integrate)

Meetings

Property Panel meetings will take place no less than 3 times per year. Special meetings may be called as/when necessary.

Secretariat

The secretariat function will be shared by the Council and the VCS Support Provider (Integrate Agency CIC)

Communications

Decisions taken by the Property Panel will be shared as appropriate but to include LBL Senior Leadership Team and Members

Review

The Terms of Reference including membership will be reviewed annually or as need arises.

Conflict of Interests

Each member will sign an initial Declaration of interest (DoI) which will appear as a Standing agenda item at each meeting.

Disputes

The decisions of the panel are final. There is no appeals process.