

APPENDIX D

Community Asset Readiness Assessment Tool (CARAT): Stage 2

Centre:

Date of Assessment:

Assessment Carried out with Management Committee and supported by Community Development Team

Scoring (unless stated):

0 = Non-existent

1 = Poor

2 = Fair

3 = Good

4 = Ideal

No.	Characteristic	Sub Characteristic	Evidence Required	Score	Comment
Category A: Governance and Capacity					
A1	Staff	FTE staff employed / equivalent dedicated volunteers (no staff=0; 1 point per FTE of staff/volunteers, max 4 points)			
A2	Staff	Staff have current job descriptions (see standard scoring)			
A3	Staff	Staff inductions and training (see standard scoring)			
A4	Management Committee	Volunteers for at least 2 hours per week (0-5 volunteers= 1 point, 6-15=2, 16-30=3 and 31+=			

		4)			
A5	Management Committee	Volunteers have current role descriptions (see standard scoring)			
A6	Management Committee	Volunteer inductions, training and development (1 point for each, maximum 3 points)			
A7	Management Committee	Status of the Management Committee (2 points if a Charity, and further 2 points if incorporated)			
A8	Management Committee	Management Committee constitution in line with Charity Commission guidelines (no=0, yes=4)			
A9	Management Committee	Management Committee representative of social demographics i.e. diversity in age, gender, race and drawn from the locality (one point each – maximum 4 points)			
A10	Management Committee	Management Committee meetings with delegated actions (no=0, yes = 4)			
A11	Management Committee	Management Committee meetings take place regularly, in line with constitution (no=0, yes = 4)			
A12	Management Committee	Management Committee meetings take place regularly and AGM takes place (2 points each – maximum 4)			
A13	Management Committee	Annual Report produced (see standard scoring – points based on quality)			
A14	Management Committee	Appropriate business planning process in place (see standard scoring – points based on quality)			
A15	Management Committee	Lettings Policy in place (no=0, yes = 2) Lettings Policy pricing structure (yes = 2 further			

		points)			
A16	Management Committee	Premises Management experience (no = 0, yes = 4)			
A17	Budget Management	Legal compliance / financial probity (no=0, yes = 4)			
A18	Budget Management	Externally audited accounts (no=0, yes=4)			
A19	Budget Management	Level of income generation – sustaining the organisation. (See standard scoring)			
A20	Marketing & Promotion	Appropriate marketing, communications, advertising and website arrangements in place (1 point each – max. 4)			
A21	Marketing & Promotion	Public acknowledgement of partner support (no=0, yes=4)			
A22	Legislation Compliance	If incorporated, annual Company Law returns completed (no=0, yes=4)			
A23	Legislation Compliance	Charity Commission annual returns completed (no=0, yes=4)			
A24	Legislation Compliance	Health and Safety policy (no=0, yes=2) Health and Safety risk assessments (no=0, yes=2)			
A25	Legislation Compliance	Awareness and adherence to building management legislation including asbestos, legionella, electricity at work			
A26	Legislation Compliance	Employment policy (no=0, yes=2) Public / Employee liability insurance (no=0, yes=2)			
A27	Legislation Compliance	Equality Standards Strands compliance – race, sexuality, disability, gender, age and religion (1 point			

		each – 6 max.)			
A28	Legislation Compliance	Data Protection policy (no=0, yes=4)			
A29	Legislation Compliance	Freedom of Information (no=0, yes=4)			
A30	Legislation Compliance	Children or Vulnerable Adults Policy compliant with Sunderland SSCB/SSAB Policies and Procedures including the requirement that any group hiring also comply with the policy where they provide services for such groups (no=0, yes=4)			
A31	Legislation Compliance	Criminal Records Bureau (none=0, bank signatories of chair (1) & treasurer (1), and all those with levels of access to young people and vulnerable adults – management committee (1) and service providers and section leaders (1) – Max. 4 points			
A32	Legislation Compliance	If applicable specific legislation requirements relating to delivery of services i.e. sports project would be required to be registered with relevant national governing body, registered with Active Sunderland Network, Sports Development Plan in place on how Increasing Participation, Club Mark Status.			
A33	Quality	Charity Commission Hallmark, VISIBLE Standards, Pre VISIBLE Standards, PQASSO No = 0, yes = 4			
A34	Delivery Capacity	Working in partnership with other local VCS organisations (no=0, yes=2) Working in partnership with public sector			

		organisations e.g. Council, Gentoo, Police, Sure Start, Health, Schools, Libraries (no=0, yes=2)			
		TOTAL SCORE			

