




New Ways of Working

Streamlining transactions



Introduction

- New IT systems and changes to the way TMCP processes transactions
- Closer working relationships with the Connexional Team
- Working with the Panel Solicitors to streamline straightforward sale and lease transactions and improve efficiency



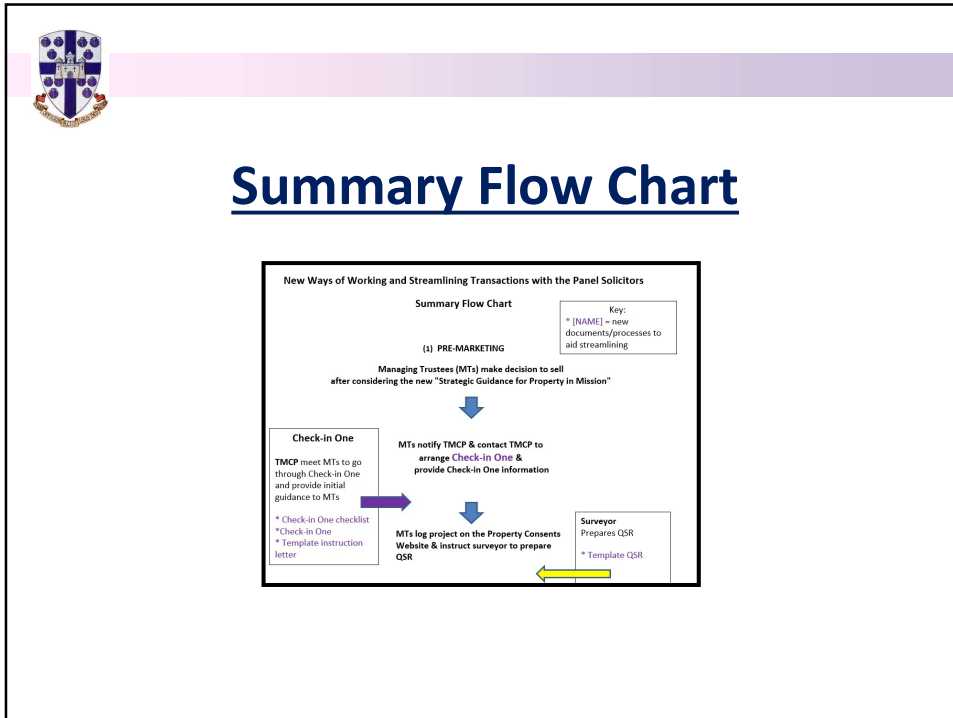
Overview

- Frontloading
- TMCP guidance and support when decision first made to sell/lease
- Identification of issues and charity law & Methodist law & policy requirements largely met before the time critical stages
- Buyer/tenant found => rely on expertise Panel Solicitor



What we did?

- Broke down a simple sale transaction into six stages; (1) Pre-marketing; (2) Marketing; (3) Offer accepted; (4) Conveyancing process (panel solicitor instructed); (5) Exchange of contracts; (6) Completion
- The six stages include two "Check-ins"
- Common issues
- Order transactional requirements
- Identify who needs to know what and when



- ## How?
- Use of "check ins"
 - Template instructions letters/Questionnaires
 - Template documents
 - Exception reporting



What we are doing now

- Finalising Check-in One guidance and Checklist
- Starting to use the QSR Template & surveyor instruction letter
- Pilot Stage One/Check-in One
- Flow charts and guidance for entire process
- Use of existing templates: Template AST & Template Short Term Lease



QSR Template & Surveyor Instruction Letter

QUALIFIED SURVEYOR'S REPORT (QSR)
 Conforming to the Charities (Qualified Surveyor's Report) Regulations 1992 and Section 119 Charities Act 2011

A report prepared for the purpose of section 119 of the Charities Act 2011 (a legal requirement that must be complied with in respect of the disposition of land held by or in trust for a charity) shall contain such information and deal with such matters as are prescribed by the Schedule of the Charities (Qualified Surveyor's Report) Regulations 1992 (together with such other information and such other matters as the surveyor believes should be drawn to the attention of the charity trustees (see Box 12 below for further details)).

The surveyor instructed for the Managing Trustees should be asked to complete this form as part of the overall report that is prepared for the Charity. Each of the questions **must** be answered in full and if a question is not applicable then the surveyor should indicate with N/A. The surveyor should not leave a question blank.

Address of Property:	
Trustees to whom the report is addressed: (names and address of charity trustees)	
Date of Inspection:	
1. Description of property including: o the measurements of the relevant land.	



Next Steps

- Adapt Check-in One process following pilot
- Roll out Check-in One to all Managing Trustees
- Work with Panel Solicitors on Check-in Two
 - Instructing Solicitor Questionnaire
 - Develop template sales documents and Heads of Terms
- Roll out the New Ways of Working alongside development and implementation of new IT systems



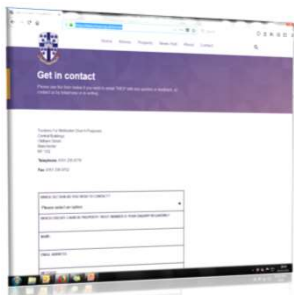
Streamlining

- Internal processes
- Interactions with external partners

=> Streamlining transactions



Contact



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