

**Former Old Boys School, 8 Gretton Road, Winchcombe, GL54 5EE**

**GUIDANCE TO COMPLETING THE BUSINESS CASE**

**FOR USE BY COMMUNITY GROUPS WISHING TO LEASE THE BUILDING**

Subject to Contract

**1. Introduction**

This guidance is intended to support community groups in the production of their business cases for the use of the Former Old Boys School, 8 Gretton Road, Winchcombe, Gloucestershire GL54 5EE.

Further support can also be provided by contacting:

Bruton Knowles  
Olympus House  
Olympus Park  
Quedgeley Gloucester GL2 4NF  
Telephone: 01452 880000

Phoebe Harmer BSc( Hons)  
Commercial Agent  
Telephone: 07516 507939  
Email [Phoebe.harmer@brutonknowles.co.uk](mailto:Phoebe.harmer@brutonknowles.co.uk)

Dorian Wragg FRICS RPR FNARA  
Partner  
Telephone: 07738 103935  
Email: [Dorian.wragg@brutonknowles.co.uk](mailto:Dorian.wragg@brutonknowles.co.uk)

**Completed Business Cases to be emailed to: [Phoebe.harmer@brutonknowles.co.uk](mailto:Phoebe.harmer@brutonknowles.co.uk) & [Dorian.wragg@brutonknowles.co.uk](mailto:Dorian.wragg@brutonknowles.co.uk) by 12<sup>th</sup> September 2025**

**2. Principles**

Each proposal will be considered based on the information submitted in the business case and a decision made against common criteria in accordance with the following key principles:

- The overriding aim should be the delivery of sustainable not-for-profit community-led services.
- The County Council will consider the granting of a lease to a community-led service according to the merits of their proposal.

### 3. Criteria

The criteria against which the Former Old Boys School Business Cases are to be considered are set out in the respective sections of the Business Case template. They include:

- Type of organisation
- Organisational aims
- Suitability of your organisation
- The proposed plan
- Further information required

All proposals must meet the Primary criteria in sections 1, 2 and 3 before the remainder of the information can be considered.

### 4. Timeframe

Activity	Deadline
Submission of Business Cases	12 <sup>th</sup> September 2025

### 5. Method of assessing

There will be two main elements to judging the business cases:

- 1) Is the proposed business case viable in its own right?
- 2) How does the business case compare in relation to other proposals submitted for the Former Old Boys School?

Business Cases will be assessed by a Panel of Officers. They will assess the merit of the Business Case against the set criteria, and the information provided by the community groups.

Where appropriate the Council reserves the right to request additional information or invite a representative of the group to discuss their proposals with the Panel.

The Panel will make a recommendation to the relevant Cabinet Member who will make the final decision.

### 6. Monitoring and evaluation

An agreed monitoring process will be put in place by Gloucestershire County Council to ensure:

- Assets continue to be used for community benefit
- There is not a substantial deviation from the original plans

The detail of this process will be agreed following the successful approval of a Business Case and will form part of the written agreement between the successful party and Gloucestershire County Council.

### 7. Verification of Information Provided

Gloucestershire County Council reserve the right to verify information you have provided through all appropriate means, e.g., the Charities Commission. We reserve the right to ask

you for additional information over and above what you have set out in your business case. Please ensure that all relevant information can be made available upon request. You may also be asked to clarify your answers or provide more details about certain issues. If information is provided via a third party, or through publicly available sources, then it will be assumed that this information is correct.

## **8. Freedom of Information**

The Authority is committed to open government and to meeting their legal responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to a public authority may need to be disclosed by the public authority in response to a request under the Act. The Authority may also decide to include certain information in the publication scheme, which the Authority maintains under the Act.

If an organisation considers that any of the information included in their business case would be exempt from disclosure under an Fol request, e.g., on grounds of commercial sensitivity, it should identify it and explain, in broad terms, what harm may result from disclosure if a request is received, and the time-period applicable to that sensitivity.

Organisations should be aware that, even where they have indicated that information is sensitive, the Authority might be required to disclose it under the Act if a request is received.

Organisations should also note that the receipt of any material marked 'confidential' or equivalent by the Authority should not be taken to mean that the Authority accepts any duty of confidence by virtue of that marking.

Organisations should not assume that any requests for information they make will be successful, as these requests are subject to the Freedom of Information Act (2000) and Data Protection Act (1998).