

## Former Stroud County Branch Library, Lansdown, Stroud

### CRITERIA/PROCESS FOR ASSESSING BUSINESS CASES

Subject to Contract

#### 1. The Offer

The freehold of the Former Stroud County Branch Library, Lansdown, Stroud.

#### 2. Principles

Business Cases are required from community groups/parish/town councils who submit an offer to purchase and are proposing to use the property for community purposes. Business Cases will be considered on their merits and a decision made against common criteria in accordance with the following key principle:

- The overriding aim should be the delivery of financially sustainable not-for-profit community-led service/s.

#### 3. Criteria

The criteria against which Business Cases will be considered are set out below.

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

#### Primary Criteria

- **Status** – The group should be a not-for-profit registered charity or voluntary group or be in the process of becoming one.
- **Benefits** – The expected community benefit/s should be clearly set out.
- **Finances** – The project business plan will need to demonstrate a financially viable, robust, stable, and sustainable approach, together with evidence that purchase/refurbishment funds are available.
- **Inclusivity** – The group will need to be able to demonstrate an inclusive approach to the delivery of their community service(s), and have practices and processes in place to break down barriers and to value difference.

- **Statement** – The group will need to be able to clearly explain why they are best suited to deliver the proposed community service/s.
- **Legal requirements** – The group will need to be able to demonstrate that all necessary legal requirements will be met, e.g., insurance, public liability, health and safety, safeguarding, licensing, etc.
- **Capacity/skills** – What capacity and skills are within your group and what commitment is there that they are available to the project? What is the structure of the group? What are the roles and responsibilities of individuals within the group? What contribution do you anticipate from the community?

### Secondary criteria

- **Vision** – Does the proposal contain a clear and deliverable vision?
- **Type of service** – What services do you intend to deliver to the community.
- **Community consultation** – Evidence that consultation has been undertaken and considered and submission of the results.
- **Scale** – What is the scale of the project? What area will benefit from the services you deliver?
- **Time frame** – Does the project proposal include a clear and deliverable timeframe?
- **Transition** – Does the project have distinct phases? What do the different phases of the project look like?
- **Property** – Is there a clear and viable plan for the building/s?
- **Service delivery** – Is there a clear and viable plan for the delivery of community service/s?
- **Need and demand** - demonstrate need/demand for building/service and show how the community is connected to service/s and where it is based.
- **Risks** - What are the risks associated with the project?

- **Standards** – Evidence of quality standards, awards received, previous projects involved with.

**Note:** All claims made in the business case will need to be sufficiently and appropriately evidenced

#### 4. 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 it compare in relation to other community proposals submitted for the property?

Business Cases will be considered as part of the assessment of bids submitted for the property and scored under the relevant Scoring Criteria.

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