

Former Stroud County Branch Library, Lansdown, Stroud GUIDANCE TO COMPLETING THE BUSINESS CASE

Subject to Contract

1. Introduction

This guidance is intended to support community groups in the production of their business cases for the Former Stroud County Branch Library, Lansdown, Stroud.

Further support can also be provided by contacting: Lindsay Reid, Planning and Development Assistant, Asset Management and Property Services, Gloucestershire County Council. Email: lindsay.reid@gloucestershire.gov.uk Telephone 01452 328846

Completed Business Cases to be submitted to Gloucestershire County Council's (GCC's) appointed agent as part of the bid for the property.

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 principle:

- The overriding aim should be the delivery of sustainable not-for-profit community-led services.

3. Criteria

The criteria against which 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. 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 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.

5. Verification of Information Provided

GCC reserves 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 is 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.

6. 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 FoI 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).