

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

**CRITERIA AND PROCESS FOR ASSESSING BUSINESS CASES  
FOR USE BY COMMUNITY GROUPS WISHING TO LEASE THE  
BUILDING**

Subject to Contract

## **1. The Offer**

The main elements of the County Council's offer are as follows:

- A New 15-year lease of the Former Old Boys School, 8 Gretton Road, Winchcombe, Gloucestershire GL54 5EE

## **2. Principles**

Each Business Case will be considered on its merits and a decision made against common criteria in accordance with the following key principles:

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

## **3. Criteria**

The criteria against which the Former Boys School Winchcombe 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.
- **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 proposals submitted for the Former 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.

## **5. 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.