

SCOPING PAPER FOR MEETING ON 30 SEPTEMBER 2005

Outcome

1. The aim of this paper is to provide a basis for discussion of the remit of the Group to ensure all members are agreed on its purpose. In addition it also sets out the proposed working methods of the Group.

Remit

2. Ministers have decided that the Business Improvement District Steering Group (BIDSG) should have the following remit:

- *to tender for Pathfinder and Demonstration Project locations and submit recommendations for Ministerial approval; and*
- *to appoint a Project Manager to oversee and support the Pathfinder and Demonstration projects, and to disseminate relevant information; and*
- *to act as a consultative body on the technical aspects of the BID legislation.*

Pilot Projects

3. The categories which the Pathfinder and demonstration projects will fall into are:

Pathfinders:

- Prospering City Centre Area;
- City Centre Renewal Area;
- Prospering Town Centre;
- Business Park/Science Campus.

Demonstration:

- Medium-sized town centre in need of renewal

4. **These categories have already been agreed by Ministers, in line with Scottish Executive priorities, and as such cannot be changed.**

Project Manager

5. It is proposed that the Group as a whole should be responsible for identifying suitable candidates from amongst those who apply to attend for interview. We recognise that, if the number of applications is substantive, this proposal may need to be revisited. In that case, it may be appropriate to delegate the sift process to a sub-group. In either case, it is then proposed to identify one non-Scottish Executive member of the Group to sit on the interview/appointment board (alongside 2 representatives from the Executive).

Operation of Group

Secretariat

6. The Scottish Executive Local Government Finance Division will provide the Secretariat function of the Group and will be responsible for arranging agendas and any additional attendees. Proposals from Group members on these issues should be submitted to Secretariat at least 2 weeks in advance of a meeting.

Dealing with conflicts of interest

7. Some members may represent an organisation submitting a tender for the Pilots. If that is the case it is proposed that any such tenders will be assessed by other members of the Group and the individual concerned will play no part in this assessment.

Recommendations of Group

8. It may be the case that the Group does not manage to agree the locations of the Pilots, or the candidates to be selected for interview. If that is the case, it will be the responsibility of the Secretariat to recommend to Ministers the favoured locations, based on discussion in the Group, and to finalise the list of suitable candidates. Any differences of opinion will be reflected in the advice submitted to Ministers.

SCOTTISH EXECUTIVE

Local Government Finance Division

September 2005