

FORWARD LOOK**Introduction**

This paper is intended to map out the work required for the Group to fulfil its obligations.

Meeting dates and agendas:**30 September**Agenda items:

- **Scoping Paper**

Aim: To ensure all members are aware of the purpose of the Group and its proposed working methods.

- **Forward Look**

Aim: To agree the suggested work plan to allow the Group to meet its objectives.

- **Criteria for assessing pilot projects**

Aim: To compile a full list of criteria to be used when assessing bids for pathfinder or demonstration projects. Will be used to produce first draft of the Specification document, and the assessment form for measuring tenders.

- **Experience and skills for Project Manager position**

Aim: To identify relevant experience and skills required from applicants for Project Manager position. Will entail identifying which experience and skills are essential, and which are desirable. This will be used to draft the job advertisement, which the group will comment on at a future meeting.

- **Discussion of Pilot Project categories**

Aim: To ensure all members are aware of the relevant categories for each of the locations for the 1 Demonstration project and the 4 Pathfinder projects. Also, to discuss the level of combined rateable value in a project area that the Group feel would be essential to the long-term viability of a project.

- **Assessment of Pilot project tenders**

Aim: To discuss and agree a suitable approach for the Group to analyse the tenders for the Pathfinders and Demonstration Projects. For instance should the Group split into 5 sub-groups, with each sub-group tasked with identifying a suitable location for each category?

Agree:

- Group operation
- Forward look
- Criteria for assessing tenders
- Relevant experience and skills of potential Project Managers
- Appropriate level of combined rateable value in a proposed BID Pilot area
- Group approach to assessing tenders

Early November (exact date to be confirmed)

Agenda items:

- **Draft Specification document**

Aim: To comment on draft specification document for Pathfinder and Demonstration projects. A further draft will then be circulated via email for comment, with a view to agreeing the final draft for publication and issue prior to the Christmas break. The tender process will last 6 weeks, with the aim of having all tenders submitted at least 2 weeks in advance of the February meeting.

- **Draft Project Manager advertisement**

Aim: To agree the advertisement to be published in relevant newspapers (in line with Scottish Executive guidance), and any relevant journals/magazines the Group think appropriate. The application period will last for 6 weeks.

- **Draft Press Release**

Aim: To agree the Ministerial press release which will announce the launch of the specification document. Will raise awareness of the projects to ensure as comprehensive a tendering process as possible.

Agree:

- Final draft of specification document
- Final draft of Project Manager advertisement
- Publications for advertising Project Manager position and specification document
- Final draft of press release

Late February 2006 (tbc)

- **Tenders for Demonstration projects**

Aim: Assess tenders as agreed at first meeting. The aim is to agree the 1 tender to be submitted for Ministerial approval. Secretariat will circulate all tenders 2 weeks before the meeting so members have time to consider prior to the formal assessment.

- **Tenders for Pathfinder Projects**

Aim: Assess tenders as agreed at first meeting. The aim is to agree the 4 tenders to be submitted for Ministerial approval. Secretariat will circulate all tenders 2 weeks before the meeting so members have time to consider prior to the formal assessment.

- **Applications for Project Manager position**

Aim: Agree which candidates should be invited for interview (**this is dependant on advice from HR on appointment process**). Interviews to be held early March 2006, with appointment taking effect from 1 April 2006. At this stage, the appointment is expected to last 1 year, although this may be revised depending on the likely implementation date for BIDs in Scotland.

- **Discussion about future role and membership of the Group.**

Aim: To identify the key people required for advice on the drafting of the legislation which will implement BIDs, and to seek their agreement to continuing on the Group. This is likely to be an informal grouping, with comments invited via email rather than at meetings.

- **Future meeting**

Aim: To agree whether a final meeting is required, in order to have a discussion as a Group with the appointed Project manager.

Agree:

- Locations for Pilot Project categories to be submitted for Ministerial approval.
- Which candidates to be invited for interview
- Future role and membership of Group
- Whether a final meeting is required

March 2006 (tbc)

- **Meeting with Project Manager**

Aim: This is a tentative meeting, if the Group decides it would be worthwhile to meet with the Project manager prior to taking up the post. The aim of any such meeting would be to make the Project Manager aware of any issues, particularly from the public and private sectors, that are important to the success of the projects.

Target outcomes for Group:

- Appoint Project Manager
- Identify suitable locations for Pathfinders
- Identify suitable location for Demonstration Project
- Agree relevant consultative group for policy detail