

## **BUSINESS IMPROVEMENT DISTRICTS STEERING GROUP: DRAFT MINUTES**

**Meridian Court, Glasgow (30<sup>th</sup> September 2005)**

**Present**

**Chair:**

**David Henderson**, Scottish Executive Finance & Central Services Department

**Members:**

**Billy Sommerville**, Scottish Assessors Association (SAA)

**Nick James**, British Retail Consortium (BRC)

**David Davidson**, Royal Institution of Chartered Surveyors (RICS)

**Niall Stuart**, Federation of Small Businesses (FSB)

**Tony McRitchie**, Forum of Private Business in Scotland (FPB)

**Andy McCann**, Royal Town Planning Institute (RTPI)

**Sarah Wiggin**, Land Securities

**Bob Baldry**, Scottish Consumer Council (SCC)

**Euan Dobson**, Scottish Enterprise

**Vicki Lewis**, COSLA

**Jacek Nowak**, COSLA

**Charlie Shanlin**, COSLA

**Lynn Brown**, COSLA

**Nikola Plunkett**, Scottish Executive Finance & Central Services Department

**Donald Meldrum**, Scottish Executive Facilities & Estates Services, Property Advice Division

**Ken Jobling**, Scottish Executive Development Department

**Secretariat**

**Billy McKenzie**, Scottish Executive Finance & Central Services Department

**Peter Barlow**, Scottish Executive Finance & Central Services Department

### **1. Welcome, Introductions and Apologies (Paper 05/02)**

1.1 David Henderson welcomed everybody to the meeting and noted that apologies had been received from Jacque Reilly of ATCM and Andy Godfrey of Boots.

### **2. Scoping Paper (Paper 05/03)**

2.1 Billy McKenzie reviewed the paper for the Group and illustrated the pilot projects to be undertaken. It was suggested that clear criteria should be set for each of the areas i.e. what constitutes a 'Medium sized Scottish town', and that this criteria could be based upon Planning terms. It was also noted that CACI (London, UK) could be approached to give a steer on highlighting which towns could be potentially successful applicants. **It was agreed that this would be taken forward by Secretariat in liaison with Ken Jobling for the next meeting of the Group.**

2.2 Members of the Group suggested that the knowledge level of BIDs in Scotland was quite low and that a focussed publicity campaign at the appropriate time would be crucial to ensure a wide range of interest in applying.

2.3 In terms of seeking expressions of interest, Billy McKenzie explained that the intention was to use suitable representative organisation newsletters to raise awareness amongst the relevant people. Because awareness of BIDs in Scotland is low, it was noted that the Group needed to be realistic about its target audience, although the Pilot Process should be highlighted as much as possible it was likely that the main players were already known.

2.4 It was suggested that the Town Centre Improvement conference organised by ATCM for 25 October would provide an initial platform to raise awareness of the work of the Group and the categories of Pilot project as the relevant experts in town centre management would be in attendance.

2.5 It was noted that the appointed project manager would have a key role in organising seminars and raising awareness. It was suggested that the awareness raising role could be undertaken by the BIDs steering Group on an interim basis. However Billy McKenzie stated that he thought this went beyond the role of the Group at this stage and that it was important the Group focussed on identifying the locations and appointing the Project Manager. To attempt to do more could result in significant delays in the process.

### 3. Project Manager

3.1 Billy McKenzie outlined the options for seeking applications for the project manager position. The 4 options are: a Scottish Executive official; a secondment from a relevant organisation (i.e. ATCM); a Consultant; or a full-blown recruitment campaign. **The Group agreed that the recruitment of the Project Manager should be as comprehensive as possible to ensure as experienced a field as possible.**

### 4. Forward Look (Paper 05/04)

4.1 The forward look paper for the BIDs Group was accepted, although it was recognised that the timescales were ambitious and may need to be relooked at further down the line. The following points are to be actioned before the November meeting:

- Draft Project Manager advertisement
- Draft specification document, with Executive summary, inviting Pilot Project location tenders
- Draft text for publicising the launch of the specification document

4.2 The Group noted that the specification document and the news release should make clear what organisations are tendering for to avoid any confusion. There was a distinct difference between the demonstration project and the Pathfinders. This has to be expressly stated, and the reasons for the different approaches given.

## 5. **Criteria For Assessing Pilot Projects (Paper 05/05)**

5.1 Paper 05/05 (Draft criteria for assessing Pathfinder and Demonstration project tenders) was presented before the Group. It was agreed that the criteria were too prescriptive and that they could be reduced. It was also suggested that community planning could have a stronger emphasis.

## 6. **Any Other Business**

6.1 The Group queried if a workshop would be needed to outline the aims of the pilot projects to any members not fully up to speed. Billy McKenzie stated he would pass round the relevant papers from the previous Working Group. Once members had read these any uncertainties could, if this would be helpful, be clarified in a mini-workshop which could be held immediately before the next meeting of the group.

6.2 It was suggested that the job specification for the English BIDs Project Manager be used when drawing up the job specification for the Scottish Project Manager. **This was agreed and Sarah Wiggins would attempt to obtain a copy of this.**

6.3 David Henderson gave a brief description of the complexities surrounding the BIDs legislation, due to the reserved devolved split and therefore the need to take enabling legislation through both Westminster and Holyrood. He highlighted to the Group that this meant the date of implementation was uncertain. As a result of this it may become necessary to extend the length of the pilot project process to ensure interest was maintained.

## 7. **Dates of Next Meeting**

7.1 It was agreed that Secretariat would trawl for dates for the next three meetings.

### **Summary of Action Points:**

**Secretariat** to approach CACI in liaison with **Ken Jobling** to help identify potentially successful applicants for BIDs pilot projects.

**Members** to define the categories for Pilot projects in advance of conference.

**Members** to ensure comprehensive Project Manager recruitment campaign

**Sarah Wiggins** to obtain a copy of the job description of the Project Manager role from England

**Secretariat** to circulate minutes of this meeting to Members by e-mail and to trawl for dates of next three meetings.

**SCOTTISH EXECUTIVE**  
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