

<b>Standing Agenda Business Advisory Group, when Councillors attend</b>				
<b>Item</b>	<b>Time</b>	<b>Purpose</b>	<b>Attended By</b>	<b>Output</b>
Welcome & Apologies	3 min	Welcome and record apologies	<ul style="list-style-type: none"> <li>• BAG Members</li> <li>• CoPP Officers</li> </ul>	<ul style="list-style-type: none"> <li>• Apologies recorded</li> </ul>
Conflict of Interests	2 min	Record any conflicts	<ul style="list-style-type: none"> <li>• BAG Members</li> <li>• CoPP Officers</li> </ul>	<ul style="list-style-type: none"> <li>• Conflict of interest recorded</li> </ul>
Minutes and Actions	5 mins	<ul style="list-style-type: none"> <li>• Approve Minutes</li> <li>• Officers to report back on actions arising</li> </ul>	<ul style="list-style-type: none"> <li>• BAG Members</li> <li>• CoPP Officers</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes approved</li> <li>• Action list updated</li> </ul>
Substantive Discussion Item  (Agreed by BAG at previous meeting)	40 minutes	<ul style="list-style-type: none"> <li>• Discussion of agreed main discussion item</li> <li>• Officers to prepare briefing material &amp; circulate beforehand, identifying issues where BAG advice is required and key questions for BAG members to respond to</li> </ul>	<ul style="list-style-type: none"> <li>• BAG Members</li> <li>• CoPP Officers</li> </ul>	<ul style="list-style-type: none"> <li>• Officers to consolidate advice provided from this session into a BAG position paper or advisory brief for Council</li> <li>• Officers to clearly identify actions to be followed up and reported back to BAG</li> <li>• Paper to be circulated to BAG Members for either endorsement out of session or to be brought back to a future meeting.</li> </ul>
Other Business	10 minutes	<ul style="list-style-type: none"> <li>• BAG to consider any additional business items either to note or discussion by exception</li> <li>• Items may be raised by BAG Members or Council Officers</li> <li>• Items to be included in this section by agreement with BAG Chair</li> </ul>	<ul style="list-style-type: none"> <li>• BAG Members</li> <li>• CoPP Officers</li> </ul>	<ul style="list-style-type: none"> <li>• BAG to note and endorse items</li> <li>• Follow up actions identified and added to action list</li> </ul>
Feedback to Council	20 Minutes	<ul style="list-style-type: none"> <li>• BAG to meet with Councillor Delegate(s) and provide advice back to Councillor Delegate, including identifying issues that they wish to be brought to the attention of Council</li> <li>• Council Delegate to raise any issues with BAG that Council seeks advice on</li> </ul>	<ul style="list-style-type: none"> <li>• BAG Members</li> <li>• CoPP Officers</li> <li>• Council Delegate(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Council Delegate advised of issues that BAG want reported back to Council</li> <li>• Council Delegate able to raise issues on behalf of Council with BAG</li> </ul>
Forward Agenda	5 min	<ul style="list-style-type: none"> <li>• BAG to consider and identify priority items for BAG Substantive Discussion</li> </ul>	<ul style="list-style-type: none"> <li>• BAG Members</li> <li>• CoPP Officers</li> <li>• Council Delegate(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Future Substantive Discussion items and forward agenda identified</li> </ul>
TOTAL	90 min			

<b>Use of PACE Model by BAG to Progress Economic Development Initiatives</b>				
<b>Role</b>	<b>Policy Outcomes</b>	<b>Assessment of Options</b>	<b>Commitment of Resources</b>	<b>Execution &amp; Evaluation</b>
BAG	<ul style="list-style-type: none"> <li>Identify &amp; provide advice to Council on ideas for projects and/or strategies to achieve economic development outcomes as per ToR</li> <li>Consider ideas brought to it by Council &amp; provide feedback on these ideas back to Council</li> </ul>	<ul style="list-style-type: none"> <li>Bring knowledge of local economic impact to options analysis.</li> <li>Advise Council on preferred option(s) and rationale.</li> </ul>	<ul style="list-style-type: none"> <li>Endorsement of proposals prior to those being put forward for approval.</li> <li>Advice to Council on the project proposal.</li> </ul>	<ul style="list-style-type: none"> <li>Provide feedback to Council Officers and Council on implementation as required.</li> </ul>
Council Officers	<ul style="list-style-type: none"> <li>Provide short brief on idea for BAG consideration or work with BAG member(s) to develop short project briefs</li> <li>Provide supporting data and evidence base to support BAG and Council discussion of ideas</li> <li>Ensure brief contains draft outcomes and potential outcome measures</li> </ul>	<ul style="list-style-type: none"> <li>Cost options for consideration by BAG</li> <li>Assist BAG as required with options assessment</li> <li>Provide risk, cost, benefit analysis to assist BAG discussion &amp; advice</li> <li>Provide advice on implementation timelines and approvals required</li> </ul>	<ul style="list-style-type: none"> <li>Develop detailed &amp; costed project proposal for endorsement by BAG.</li> <li>Develop Council Report for consideration of approval by Council</li> <li>Liaise with Councillor Delegate</li> </ul>	<ul style="list-style-type: none"> <li>Implement projects as approved</li> <li>Provide feedback to BAG on implementation as required, including if need for major change/s</li> <li>Evaluate outcomes and advise BAG and Council on outcomes of the project/s</li> </ul>
Council Delegate	<ul style="list-style-type: none"> <li>Discuss ideas from BAG with Councillor colleagues</li> <li>Take ideas from Council to BAG</li> </ul>	<ul style="list-style-type: none"> <li>Provide feedback to BAG on likely Council view of options &amp; proposals being considered</li> </ul>	<ul style="list-style-type: none"> <li>Bring proposal to Council for consideration of approval</li> </ul>	<ul style="list-style-type: none"> <li>Provide feedback as required to BAG and Council staff on implementation</li> <li>Report back to Council</li> </ul>
Council	<ul style="list-style-type: none"> <li>May resolve to formally refer ideas to BAG for advice</li> </ul>	<ul style="list-style-type: none"> <li>May resolve to formally determine which option is preferred prior to detailed proposal being developed</li> </ul>	<ul style="list-style-type: none"> <li>Consider BAG advice</li> <li>Consider formal funding approval of project proposals</li> </ul>	<ul style="list-style-type: none"> <li>Consider and endorse evaluation reports</li> </ul>
<i>Supporting Documents To be developed</i>	<ul style="list-style-type: none"> <li><i>BAG Project Brief Template</i></li> </ul>	<ul style="list-style-type: none"> <li><i>Council Briefing Note (As Required)</i></li> </ul>	<ul style="list-style-type: none"> <li><i>BAG Project Proposal Template</i></li> </ul>	<ul style="list-style-type: none"> <li><i>BAG Project Evaluation Report Template</i></li> <li><i>Council Report</i></li> </ul>