

Name of group: Rassau & Tafarnaubach BID Steering Group

Title: Terms of reference April 2019

Purpose / role of the group:

The BID Steering Group exists to guide the Business Improvement District (BID) Development process. They make key decisions on BID projects, branding, boundary and levy and are the principle champions for the BID locally. They are responsible for meeting legal requirements for the BID Ballot and are the local point of contact for the BID and have a key responsibility for supporting and promoting the BID during the ballot

Membership:

Steering Group members are primarily representative of businesses within the proposed BID boundary. Other stakeholders such as Council members may also be invited to join the group.

While there is no upper or lower limit on numbers of members, it is recommended that the Steering Group is comprised of between 6 and 12 members.

Accountability:

The Steering Group needs to work closely with the overseeing local authority of the BID.

Ultimately, the Group is responsible to the businesses of the BID area for delivering the BID Ballot.

Third Party Suppliers

The steering group may use the services of a third party supplier for expertise on the development process. The supplier may make expert recommendations based on experience and knowledge but ultimately decisions rest with the Steering Group. Third party suppliers should take responsibility for ensuring that all legal, technical and regulatory requirements of the BID development process are met.

Review:

Following a successful BID Ballot, the Group will become the initial directors of the BID Company, a not-for-profit company, limited by guarantee.

At this stage, these terms of reference will cease to become relevant, as other documents will be developed to govern the BID.

Working methods

The Steering Group is quorate with three or more members.

The Steering Group takes cabinet responsibility for all decisions made.

Meetings

The Steering Group will meet approximately once a month.

The meetings will be organised by the Chair or someone appointed by the Chair (for example, a consultant.)

The person organising the meeting will generate an agenda.

The Steering Group will appoint someone at the meeting to take action-based notes and these will be typed up and circulated to the Group after the meeting.

The Steering Group will communicate between meetings by email, telephone, messaging or individual meetings where necessary.

Definition of terms

BID – Business Improvement District.

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