



Terms of Reference for Ilkley BID Ltd

Latest Review 30th April 2023

1. Purpose / Role of the Company

The purpose of the company is to support and promote Ilkley as a town and the businesses within it for the benefit of the local economy.

The company was established on 1st June 2019 following a successful ballot of potential BID levy payers as set out in the Business Improvement Districts (England) Regulations 2004. The company will run for an initial term of 5 years to 31st May 2024.

A board comprising of voluntary Directors and other relevant appointed members will be responsible for delivering the aims of the BID as set out in the BID business plan in a fair and transparent way, being mindful of their accountability to the paying members at all times.

The company will operate in accordance with the published Articles of Association.

2. Sharing of Information and Resources

Directors should act with the utmost integrity at all times and are appointed to the board to represent businesses in their sector and not their own business interests.

Project management will be primarily online through software access to which can be granted to all Directors if required. Access should be password protected and must remain within the BID board group.

During the course of their work for legitimate BID business purposes BID board members may be given access to, or obtain, confidential information about BID levy payers and this information must not be divulged to any third party.

A central database of information will be maintained by the BID staff which will include levy payer contact details and financial information. This information may be made available to board members for legitimate BID business purposes.

Directors contact details can be shared with levy payers but only in relation to BID work and should not be made available for any other purpose.

3. BID Project Delivery

An Annual Action Plan will be agreed by the board each year to identify priority projects which fall from the main BID business plan.

The BID staff will be responsible for identifying specific projects to deliver the Action Plan and their recommendations will form part of the monthly Directors update.

Other opportunities may become apparent during the year which are considered likely to make a higher impact than something in the current Action Plan. In this situation, the board should consider whether the new project can be accommodated by removing one of previously identified projects or whether the internal BID team have sufficient resource to deliver this in addition.

For projects not requiring full board approval, the BID Manager and Chair (or other person as agreed) will provide an independent assessment to ensure it meets BID objectives.

All BID projects will be formally recorded, and the results should be measured and may be subject to external review at the discretion of the board.

4. Procurement of Services

BID project work resulting in financial gain for a board member should be the exception, and only occur with full board approval and be documented on the Register of Interests.

Procurement will follow the agreed Procurement and Finance Policies.

5. Meetings

The BID board of directors will meet monthly for at least the first 12 months and at least alternate months thereafter (if deemed to be appropriate by the majority).

Ilkley BID levy payers can attend meetings but will not have voting rights. Anyone wishing to attend should contact the BID team by emailing at least 72 hours in advance of the meeting so they can be informed of location etc. and arrangements can be made for any confidential issues to be discussed by the board in advance of their arrival.

Meeting minutes will be circulated to the BID board and can be made available to members upon request.