

British BIDs Advisory Board – terms of reference

Introduction

The British BIDs Advisory Board ('the Board') is established as an advisory committee to the organisation and the executive team.

The Board shall:

1. Act as champions for British BIDs (Bb);
2. Provide leadership to Business Improvement Districts (BIDs);
3. Propose priorities and actions for supporting the development of Bb and the wider industry;
4. Make recommendations on issues related to the growth and long-term sustainability of Bb; and
5. Advise the executive team on the development of work programmes.

Membership

Members will be appointed and act as representative of the wider BID industry. Membership shall be drawn primarily from BID organisations, levy paying organisations, and property owners. Representatives from BIDs shall always be in the majority.

Others, including representatives from the Ministry of Housing, Communities and Local Government (MHCLG), will be able to attend meetings as observers.

The Bb executive team will be required to attend meetings as appropriate or upon the request of the Board in order to provide reports, secretariat services and general assistance.

No member or observer at the meeting is a Director of BBIDs Limited (t/a Bb).

A Board shall appoint a Chair, with a term of office of no more than 2 years. The Board may also appoint a Vice-Chair.

Only Advisory Board members will be eligible to participate in any votes held at meetings.

Members should disclose any conflict of interest at the commencement of any meeting.

Meetings

Meetings will be held at least 3 times in each calendar year.

If a member of the Board is not able to attend two consecutive meetings, the other Board members may consider terminating their membership. Extenuating circumstances will be taken into account.

Members of the Board will not be allowed to delegate their attendance at a meeting to another individual.

The Board shall decide from time to time what, if any, aspect of their meeting discussions and/or decisions are reported more widely. Until any such decision is made, the content of meetings is to be confidential, with minutes of meetings circulated to Board members and attendees only.

Agendas, minutes of previous meetings, reports and other items for consideration will be circulated to members at least three clear working days prior to each meeting (excluding any emergency or special meeting). Only in exceptional circumstances, and with the agreement of the Chair, will reports be tabled at the meeting or circulated within the three clear working day period. Information will be circulated by email.

Conduct of Members

Members of the Board shall act professionally. They:

1. shall agree to their role on the Board being made available to the BID industry and in general communications by Bb;
2. shall conduct themselves in such a way that their honesty and integrity are beyond reproach and shall not knowingly make false or misleading claims or irresponsible statements. They shall, in particular, be aware of potential conflicts of interest that may arise through personal relationships, financial involvement or acceptance of any gift or favour or hospitality;
3. shall not accept professional obligations that they believe they have not sufficient competence to perform, or that those for whom they have responsibility might not have the competence to perform;
4. shall accept due responsibility for all work done by them or under their direct supervision;
5. shall, when called upon to give an opinion in their professional capacity, give an opinion which is objective and reliable to the best of their ability;
6. shall respect all relevant laws, statutory regulations and customs relating to BIDs;
7. shall not (except under due process of law) communicate to any person or publish any information communicated to them in confidence either as an individual, or as a member of the Board, without the express authority of the Chair and the Board.
8. members of the Board should be prepared to take reasonable steps to improve the education and professional competence of themselves and persons whom they may influence; and
9. members of the Board must be supportive of and promote the work and principles of Bb in all aspects including dealings and announcements or any other circumstances and/or situations involving any third parties outside of meetings of the Board.