

## Bristol City Centre BID Advisory Board Terms of Reference.

### **Purpose**

The aim of the Bristol City Centre BID Advisory Board is to oversee and monitor the delivery of the City Centre BID as outlined in the 2022-2027 Business plan.

Our 'yes' vote in 2022 supported a business plan of new priorities and ambition through projects that enhance the city's economy and its welcome. For strategies that connect and represent the city centre business community and initiatives that have shone a light on our city for tourism, education, and investment. We continue to develop key partnerships that help improve safety for those working in, living in or visiting the city.

### **OUR VISION FOR A BETTER BRISTOL**

A future-focused city that attracts business, investment, and people to create a resilient and welcoming city for all.

We deliver our activity under four strategic themes:

- **Enhancing:** Delivering projects that attract investment, and talent, create a cleaner, greener, and more attractive city centre, bringing residents, employees, and visitors back into the heart of our city.
- **Promoting:** A collaborative approach to delivering innovative campaigns, events, activations, and communications to promote Bristol. Celebrating everything that makes Bristol a special place to work, study and live.
- **Protecting:** Investing to reduce, challenge and raise awareness on crime and antisocial behaviour to protect city centre businesses, visitors, and residents both day and night.
- **Supporting:** Acting as a single point of contact to represent levy payers, leverage investment, influence strategy and support the business community.

The Advisory Board meets quarterly to oversee and monitor the strategic direction and financial management of the BID. They are responsible for ensuring that the BID operates as part of a wider community and in the public interest. The Board represents the interests of all levy payers and advocates for them on strategic issues. It provides expert advice and guidance, establishes best practice, and agrees and monitors performance measures.

Representation on the Board is open to all levy payers and the allocation of seats is proportionate with the aggregated BID levy contribution of each business sector.

The Board has 15 voting members made up of the following sector representatives:

Office (inc. educational, council, hospitals, police): 6

Leisure and Hospitality (inc. bars, restaurants, attractions, hotels): 4

Retail and Personal Care (inc. hairdressers, beauty, spa): 2

Other (inc. car parking areas, vacant units): 3

The Board may co-opt up to four other members for technical advice or to ensure sufficient diversity of representation. Bristol City Council has formal representation on the Board as the provider of statutory services in the area. The Advisory Board has a chair elected from among its members.

## **1. Remit and Duties**

- Represent the interests of all BID levy payers.
- Advise and guide the BID team on projects and issues.
- Advocate for levy payers on strategic issues.
- Challenge BID team and others where appropriate.
- Provide expert advice and guidance.
- Establish best practice and bring new ideas to the group meetings.
- Positively support the BID manager and team and encourage success.
- Identify and help shape solutions to the issues that face the BID area.
- Advise on improvements to BID projects where appropriate.
- Agree and monitor performance measures for the BID.

## **2. Term**

These terms of reference are effective from the 1<sup>st</sup> of November 2022 to the end of the BID term 31<sup>st</sup> October 2027.

## **3. Membership and Attendance**

- The Advisory Board will be chaired by an elected Chair.
- The BID Chair will be expected to represent the BID as a Director at the Destination Bristol t/a Visit West Board meetings.
- A stand-in Chair will be nominated at each meeting should the Chair be absent.
- The Group will be up to 15 members, the majority of which should be Levy Payers.
- Members will serve a minimum of 1 year as far as practical.

## **4. Meetings and conduct of Business.**

- The Group will meet 4 times per year to review performance and future plans.
- There must be at least 4 members in attendance to be quorate or the meeting will need to be rescheduled.

The following are standing agenda items

- Apologies received
- Actions from last meeting
- Project progress
- Financial update
- AOB

The members will endeavour to attend each scheduled meeting and commit to delivering against the remit and duties outlined in section 1.

## **5. Powers**

The Group will monitor and approve work and expenditure on routine projects within the BID 2022-2027 business plan and will report to the Destination Bristol Board for approval on major spends.

## **6. Amendment, modification and Variation**

These Terms of Reference can be amended, varied or modified in writing after consultation and agreement by the Destination Bristol Board

### **Applications to become a BID Board member**

Please provide a short written statement by email to [vicky@bristolcitycentrebid.co.uk](mailto:vicky@bristolcitycentrebid.co.uk) if you would like to become a BID Board member and what experience/ interests you could bring to the role.