

Bristol BID Theme Working Groups Terms of Reference.

Purpose

The purpose of the Bristol BID theme Working Groups is to support the BID delivery team to develop project proposals and identify opportunities for future projects across the four strategic themes. They will offer expert advice and sector insights to both the BID team and the BID Advisory Board and will usually be chaired by an Advisory Board representative.

The 'yes' vote in July 2025 supported a business plan to unite and expand the three existing Bristol city centre Business Improvement Districts to form Bristol BID. The BID will continue to invest across different themes that will offer support to help businesses thrive, with projects that are highly relevant and impactful. The BID commits to delivering existing services and expanding these into new areas, while also bringing additionality to the programme of work, investing the levy funds of up to £18M over five years, directly into the BID area.

The BID will deliver our activity under four strategic themes and plan to have working groups for each theme:

Experiences & Promotion - Deliver, initiate, and support events, activations, PR, and marketing to promote our city and its businesses.

Safe & Supported communities - Deliver projects to increase safety, improve knowledge and digital connectivity, promote wellbeing and support growth and community connectivity.

Clean & Welcoming - Create well maintained spaces with dedicated resources to deliver additional cleansing and improve the city's welcome.

Sustainable & Green - Support businesses towards a sustainable future by connecting our community with accessible green initiatives.

The BID Working Groups will be recruited from across different business sectors and cover the geographic area of the BID boundary.

The BID Working Groups will meet at least quarterly either in person or online and be chaired by an Advisory Board representative.

Representation on the Bristol BID Working Groups

BID Chairperson (Ideally from Advisory Board)	1
BID delivery team	1-2
Business representatives	4-6

Bristol BID Working Group Terms of Reference

1. Role and responsibilities of the Bristol BID Working Groups

- Represent the interests of all BID levy payers and wider community within the theme of work.
- Advise and guide the BID delivery team on projects and potential issues within the theme of work.
- Positively support, proactively engage with, promote and attend BID events where practicable.
- Provide expert advice, governance oversight and guidance to the BID delivery team.
- Advise on improvements to BID projects within the theme of work.
- Agree and monitor key performance indicators and financial measures for the BID theme of work.

2. BID Term length

- The BID Working Groups terms of reference are effective from 1 November 2025 to the end of the BID term 31 October 2030.

3. Membership and Attendance

- The Working Groups will be chaired by an elected Chair, usually from the Advisory Board
- A stand-in Chair will be nominated at each meeting should the Chair be absent.
- Members will serve a minimum of 1 year as far as practical.
- New members will be recruited in line with the agreed representation numbers when vacancies occur.
- The BID reserves the right to terminate the membership of an individual advisory board member if it is deemed that they do not meet the requirements of the role outlined in section 1.

4. Meetings and conduct of Business.

- The Working Groups will meet at least 4 times per year

5. Powers

- The Bristol BID Working Groups will have budgetary oversight for the relevant theme of work
- Day-to-day budget and project control is the responsibility of the BID leadership team, and a summary of activities and cost allocation will be provided to the Group in advance of each quarterly meeting to review.
- Significant projects and expenditure over £20'000 (per individual project) will require the BID Advisory Board's majority approval to proceed prior to commencement.

6. Amendment, modification and Variation

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

Recruitment process for Bristol BID Working Groups members

- Initial expressions of interest to form the inaugural Bristol BID Working Groups and Chair role should be emailed to steve@redcliffeandtemplebid.co.uk
- Applications will be reviewed by a recruitment group consisting of the BID leadership team and the Advisory Board.
- When considering applications, a proportionate sector and geography mix will be used as part of the selection rationale to ensure diverse and representative Working Groups.
- Replacement Working Group members will be advertised and recruited in line with the above criteria when vacancies arise.