

MELTON BUSINESS IMPROVEMENT DISTRICT TASK AND FINISH GROUP

Purpose of the Group	To identify the preferred standards of Governance for UK BID Companies and to make recommendations to the Melton BID company to consider their way forward, towards the Ballot in 2021.
Anticipated Outcomes	<ul style="list-style-type: none"> • To examine what is provided by the BID and to seek assurance that the BID provides value for money to levy payers; • To ensure overall satisfaction levels from levy payers; • To gain confidence that processes are being followed and that contracts are awarded in an open and fair way and in accordance with the BID Articles of Association; • To ensure that processes are as transparent as possible; • To encourage open communication between the BID and businesses; • To link where the BID objectives concur with the objectives in the Council's Corporate Plan; • To clarify the role of the borough council including borough council representatives; • To highlight to the BID any suggested areas for improvement in the future to ensure it can support a successful new term for the BID; • To make suggestions about the BID geographical area.
How often will the Group meet	As often as necessary to in order to evaluate evidence and make findings and recommendations.
Anticipated timescale for completion	3 Months The final report will be presented to Scrutiny Committee in March/April 2021 (Note: Cabinet will have the opportunity to pass comment, including whether or not it endorses the recommendations, before the report is passed to the external body.)
Membership of the Group	Chair of Scrutiny Committee plus 2 other Scrutiny Committee Members
What information shall be required to inform the Group	<ul style="list-style-type: none"> • List of potential BIDs to visit • BID Business Plan • BID Annual Report 2019/20 • BID renewal and plan for ballot May 2021 • Review of legislative documents • Website (if set up by then) • Best practice guidance • Survey sent to all BID levy payers (to be created and sent)
What support arrangements are required?	The Director for Growth and Regeneration and the Democratic Services Officer will support the review and draw additional support from within their teams as appropriate.
How often will the Group update Scrutiny Committee	Scrutiny Committee Members may request an update from the Chairman at any time. The Chairman will update members at appropriate times by email.