



## **BR BID BOARD MEETINGS: TERMS OF REFERENCE (01.03.23)**

### **BR BID BOARD MEETINGS TERMS OF REFERENCE**

#### **Aim**

To support the transformation and ongoing viability of Bognor Regis town centre for levy paying businesses in accordance with the objects of the BR BID Ltd Articles of Association and BR BID Business Plan.

#### **Role**

A formal, regular meeting of BR BID Board Members to update all parties on issues pertinent to BR BID Ltd company governance, finances, staffing, business engagement, project delivery against objectives.

BR BID Board Members will:

- share information to enhance communication
- support and encourage collaboration to bring initiatives forward and
- identify and progress opportunities.

#### **Membership**

As per the BR BID Articles of Association, the BR BID Board comprises:

- Directors of BR BID Ltd , plus relevant officers for:
- Arun District Council
- Bognor Regis Town Council
- Bognor Regis Regeneration Board
- Others by agreement and invitation

Members of the BR BID staff team also attend the meetings to provide information and record notes and actions.

#### **Activity**

The group is a decision making body, in so far as BR BID Directors have the right to vote as appointed representatives of BID Levy paying businesses. By agreement, non-BID Directors are encouraged to provide input and advice, but do not have a vote on BID Company matters.

Reporting of BID Board Meetings will take place through appointed representatives & officers. Projects/initiatives requiring support or funding will be subject to request and consideration through the respective organisation's governance process.

## **Meetings**

In accordance with the BR BID's Articles of Association, Board Meetings will take place every quarter and be organised and supported by Bognor Regis Business Improvement District Ltd. Meetings will be chaired by rotation of BR BID Directors.

The meeting agenda will be prepared by BR BID COO with input from members, and approval of the Meeting Chair, and circulated a week in advance. The format will cover updates on BID Delivery against its four key Objectives, relevant company administration and emerging opportunities. So far as is possible, written BID Team updates will be circulated in advance to enable efficient progression of agenda items.

Non-member invitations will be determined by the agenda and with the agreement of the group.

## **Information Sharing/Confidentiality**

All members of the BR BID Board are required to agree and adhere to the relevant BR BID Data Protection policies and protocols.

Minutes will be taken and kept by BR BID to record details of the meeting, action points and decisions made. These minutes will be shared with Board Members in draft form, and made available to levy paying businesses by request. Commercially sensitive information will be redacted in any shared minutes.

Appointed representatives/officers will be responsible for determining the circulation of information from the meetings to the relevant people, committees and departments within their own organisations.

**Dated: 01.03.23**

**Review: Annually**