



BR BID “WORKING GROUP” MEETINGS: TERMS OF REFERENCE (01.03.23)

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Aim

The aim of the BID’s “Working Groups” is to encourage the involvement of BID Area businesses in the development and progression of specific BID Delivery activity, leading to a greater sense of ownership from levy paying businesses.

Role

Working Group Meetings are informal, regular meetings around specific topics (eg Christmas) or Objectives (BCRP) . Working Groups are proactive and hands-on, with participants sharing information and ideas and making recommendations for BR BID delivery of projects and activities.

BR BID Directors, Team Members and voluntarily participating businesses (levy and non-levy paying) will:

- share information and ideas about projects and activities
- support and encourage the Team to help them bring initiatives forward and
- make recommendations to the BID Board of Directors for consideration

Membership

- Directors and staff of BR BID Ltd
- BID Area businesses (voluntary participation)

Activity

The group is not a decision making body, and all recommendations will need final support from the BR BID Board of Directors.

Meetings

As Working Group Meetings are additional to the formal, quarterly BID Board Meetings and subject to topic and opportunities, flexibility is allowed in the scheduling of meetings, subject to need. Meetings will be organised by the BR BID COO, and informally facilitated by the COO or BID Director present, by mutual agreement.

The key topic areas for each workshop will be prepared by BR BID COO with input from Directors, and circulated a week in advance via all BID comms channels. So far as is possible, written BID Team updates on the topics under discussion will be circulated in advance to enable efficient progression.

Information Sharing/Confidentiality

All workshop attendees are required to agree and adhere to the relevant BR BID Data Protection policies and protocols.

Informal notes will be taken and kept by BR BID to record details of the meeting, action points and recommendations made. These informal notes will be made available to levy paying businesses by request. Commercially sensitive information will be redacted in any shared minutes.

Dated: 01.03.23

Review: Annually