



BR BID DIRECTORS' MEETINGS: TERMS OF REFERENCE (01.03.23)

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Aim

The aim of Directors' Meetings is to discuss strategic priorities and progress updates for the BID Company and delivery progress against the objects of the BR BID Ltd Articles of Association and focused objectives of the BR BID Business Plan.

Role

Additional to the quarterly full Board Meetings, Directors' Meetings are less formal, regular meetings of BR BID Board Directors and BID Staff, sharing information and making decisions on issues pertinent to BR BID Ltd company, including: governance, finances, staffing, business engagement, and reviewing project delivery against objectives and annual plans.

BR BID Directors and Team Members will:

- share information to enhance understanding of all BID activity (company and delivery)
- support and encourage the Team to help them bring initiatives forward and
- identify and progress opportunities.

Membership

- Directors and staff of BR BID Ltd
- Others by agreement and invitation

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.

Meetings

As Directors' Meetings are additional to the formal, quarterly BID Board Meetings, the informal Directors meetings and Workshops will take place regularly, at least once every quarter. Meetings will be organised by the BR BID, and chaired by rotation of BR BID Directors.

The meeting content and agenda will be prepared by BR BID COO with input from Directors, 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 Directors.

Information Sharing/Confidentiality

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

Notes will be taken and kept by BR BID to record details of the meeting, action points and decisions made. These minutes 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