

13th February 2015

Dear Colleague

Canterbury Connected Business Improvement District (BID) was established on 13th October 2014 following a ballot of businesses in the city centre in July 2014, in which 54% of businesses took part and in which a majority of 64% of them voted for the BID.

When the BID was in development, we appointed a 'shadow' Board, made up of a number of local potential levy payers to oversee that process and take it into the BID Ballot campaign. When the ballot was successful this group became the 'interim' Board to support the establishment of the BID.

In accordance with the published BID Rules, a permanent board must now be appointed. We are seeking nominations from among the BID levy payers.

The following pack will provide you with everything you need to know about the elections and include the following:

- **Board member job description**
- **The nomination and selection process**
- **A nomination form**

All information can also be found on the Canterbury Connected BID website:
www.canterburybid.co.uk/board-elections-2015

Kind regards



Clive Relf
Interim Chair
Canterbury Connected BID

Canterbury Connected Business Improvement District
Email enquiries@CanterburyBID.co.uk **Tel** 01227 787055

Board Member Job Description

Role:

- Board members are required to become Directors of the BID Company, Canterbury Connected CIC and to serve on the BID Board in a positive, proactive and collaborative manner, promoting the work of the BID and representing it positively to all external agencies.
- To contribute to the development of BID strategy for the city centre and the ability of the BID to positively influence other decision makers in support of this.
- To ensure that the interests of levy payers are represented professionally and that 'best value' is delivered by all BID activities on their behalf.
- To ensure that the BID operational and financial performance is of the highest standard and that the outcomes of all BID activities are aligned with the agreed Business Plan.
- To act as a 'critical friend' of the BID Executive Team, supporting and challenging when appropriate.

Key activities:

- Attend Board meetings on a regular basis and participate positively. There are nine Board meetings and an annual General Meeting each year and it is expected that a Board Member will attend a minimum of six meetings. Each Board meeting lasts about 2 hours 30 minutes.
- The BID holds regular networking events and Board Members are expected to attend on a number of occasions each year to ensure that levy payers are able to meet Board members.
- Board members are also expected to 'represent' their sector if elected to a 'sector position' and their 'area' if they are the designated link for that (sector positions are explained in more detail in 'The Nomination and Selection Process' section). This would entail ensuring that before and after Board meetings they gather views and then feedback afterwards.
- Additionally, Board Members may wish to join a relevant Working Group.

Length of Service:

It is intended that each Board Member serves for a three year term, at which time they can nominate themselves for a further term, subject to a ballot if there are other nominations.

Remuneration:

Board members do not receive any remuneration. However, if they are requested to undertake activities on behalf of the BID that incur a cost then this will be agreed in advance and the costs covered by the BID.

The Nomination and Selection Process

Eligibility

Any representative of a levy paying business/organisation that has paid its levy in full by 12 noon on Friday 27th February 2015, before the Nominations open at 9am on Monday 2nd March 2015, is eligible to be a Member of the BID Company and can therefore be a Director and serve on the Board.

Voluntary Contributors are not eligible to vote but can serve as non-voting Observers e.g. Kent Police.

Positions

There are nineteen places on the Canterbury Connected BID Board. Six places are allocated, to Canterbury City Council, Kent County Council, Canterbury Cathedral, the BID CEO and two non-voting observers. This means that there are thirteen Board places available for levy payers to nominate themselves, eight of which are explicitly for certain sectors i.e. large retail, small retail, night time economy, and so can only be taken by a levy payer from these sectors; five of them are open to any levy payer, irrespective of sector, size or location:

No. Places	Sector
1	Large retail: above 2,000 sq ft
1	Independent retail: below 2,000 sq ft and locally owned and managed
2	Business services: property, finance, accountancy, law, marketing, digital
1	Night time economy: pub, club, restaurant
1	Hospitality: pub, restaurant, hotel, B&B
1	Education: university, school, language school
1	Whitefriars: management or tenant
5	Any levy paying business/organisation

The BID Board Chair must be elected from among the Board and represent a levy paying business.

Nominations

To qualify you have to represent a business/organisation that is eligible to pay the BID levy from within the Canterbury Connected BID area and which has paid the 2014/15 BID levy in full by 12 noon, 27th February. Nominations open at 9am on Monday 2nd March and close on Friday 13th March 2015 at 12 noon. Any nominations received after this time will not be accepted.

Each nomination must be supported and signed by a Secunder: this is a named representative of another levy paying business/organisation within the Canterbury Connected BID area.

Nominees must complete the form and either email it to **electoral.services@canterbury.gov.uk** or send/hand deliver it to: **Electoral Services, Canterbury City Council, Military Road, Canterbury, CT1 1YW.**

If you make a mistake copies can be downloaded from the Canterbury Connected BID website:
www.canterburybid.co.uk/board-elections-2015

Timings

No Ballot

If the exact number or fewer nominations are received, then those qualifying nominees will be appointed to the Board, no ballot will be held and the result will be announced at 12 noon 17th March 2015 on the Canterbury Connected BID Website.

Ballot

If more nominations are received in total than there are Board places available then a Ballot will be held and each levy paying business/organisation will have the opportunity to vote for their preferred candidate/s in each of the categories.

If required, a Ballot will be held at the Abode Hotel, 30-33 High Street, Canterbury, Kent CT1 2RX on 23rd March 8.00am – 6.30pm and will be administered by Canterbury City Council Electoral Services Department. A full list of candidates will be made available on the Canterbury Connected BID website to help you decide who to vote for from 12 noon on 17th March 2015.

In order to confirm eligibility to vote in the ballot, each voter must either provide a letter of appointment on company headed paper or a current (2014/15 or 2015/16) Business Rates Bill for the levy paying business/organisation they represent. Canterbury City Council, Kent County Council and Canterbury Cathedral will not be eligible to vote as they already have an allocated position on the board.

Each levy paying business/organisation will have a single ballot paper to complete; no account will be taken of the number of hereditaments held within the BID area by any single business/organisation in this ballot e.g. a business/organisation with three hereditaments has the same vote as an organisation with one hereditament.

The results of the ballot will be posted on the Canterbury Connected BID Website at 12 noon on 24th March 2015

Timings Summary

Monday 2nd March 9am	Nominations open
Friday 13th March 12 noon	Nominations close
Tuesday 17th March 12 noon	Results announced if the exact number or fewer nominations are received
Monday 23rd March 8.00am – 6.30pm	Ballot held if more nominations are received in total than there are Board places available.
Tuesday 24th March 12 noon	Ballot results announced (if more nominations are received in total than there are Board places available).
Wednesday 22nd April 9.30 – 12 noon	First permanent Board Meeting

Canterbury Connected Business Improvement District
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Canterbury Connected Business Improvement District is a trading name of Canterbury City Partnership CIC a company incorporated and registered in England and Wales under company number 0693 7002 whose registered office is at 37 St Margarets Street, Canterbury, Kent CT1 2TU