



## **Bristol BID Advisory Board Terms of Reference.**

### **Purpose**

The purpose of the Bristol BID Advisory Board is to oversee and monitor the delivery of the Bristol BID Business Plan 2025-2030 and to ensure the existing Business Plan commitments of Bristol City Centre BID and Broadmead BID are maintained until the end of their terms in 2027 and 2028 respectively.

The 'yes' vote in July 2025 supported a business plan to unite and expand the three existing Bristol city centre Business Improvement Districts to form Bristol BID. The BID will continue to invest across different themes that will offer support to help businesses thrive, with projects that are highly relevant and impactful. The BID commits to delivering existing services and expanding these into new areas, while also bringing additionality to the programme of work, investing the levy funds of up to £18M over five years, directly into the BID area.

### **The BID will deliver our activity under four strategic themes:**

**Experiences & Promotion** - Deliver, initiate, and support events, activations, PR, and marketing to promote our city and its businesses.

**Safe & Supported communities** - Deliver projects to increase safety, improve knowledge and digital connectivity, promote wellbeing and support growth and community connectivity.

**Clean & Welcoming** - Create well maintained spaces with dedicated resources to deliver additional cleansing and improve the city's welcome.

**Sustainable & Green** - Support businesses towards a sustainable future by connecting our community with accessible green initiatives.

The BID Advisory Board will be recruited from the existing BID Advisory Boards and new applicants from across different business sectors and covering the geographic area of the BID boundary.

A community representative will be recruited via an application process published on the BID website.

The BID Advisory Board will meet quarterly and have delegated responsibility from Visit West for the governance and financial arrangements of the Bristol BID.

An Advisory Board Chair will be appointed from the business community.

The Advisory Board Chair and the BID Director will sit on the Visit West Operations Board.

The Advisory Board are also responsible for ensuring that the BID operates as part of a wider community and in the public interest and represents the interests of all levy payers and advocates for them on strategic issues. It provides expert advice and guidance, establishes best practice, and agrees and monitors key performance measures.

### **Representation on the Bristol BID Advisory Board**

BID Chairperson	1
BID COO/Director and variable BID team	3 - 4
Business representatives	10-12
Visit West CEO	1
BCC Councillors	2
BCC Senior Officer	1
Business West representative	1
City Community Representative	1



The Advisory Board may co-opt up to four other members for technical advice or to ensure sufficient diversity of representation.

Bristol City Council has formal representation on the Board as the provider of statutory services in the area.

BID working groups will be formed to support our strategic themes and will be chaired by a member of the Advisory Board with relevant interests and expertise or by another business representative. Separate Terms of Reference will be written for the working groups.

### **Bristol BID Advisory Board Terms of Reference**

#### **1. Role and responsibilities of the Bristol BID Advisory Board**

- Represent the interests of all BID levy payers and wider community.
- Advise and guide the BID leadership team on projects and potential issues.
- Advocate for levy payers on strategic city and national policy.
- Positively support the BID leadership team and encourage success particularly engaging with the BID ballot process.
- Constructively challenge the BID leadership team and others where appropriate.
- Provide expert advice, governance oversight and guidance to the BID.
- Establish best practice and bring new ideas to the meetings.
- Identify and help shape solutions to the issues facing the BID area.
- Advise on improvements to BID projects where appropriate.
- Agree and monitor key performance indicators and financial measures for the BID.

#### **2. BID Term length**

- The BID Advisory Board terms of reference are effective from 1 November 2025 to the end of the BID term 31 October 2030.

#### **3. Membership and Attendance**

- The Advisory Board will be chaired by an elected Chair.
- The BID Chair will be expected to represent the BID at the Visit West Operations Board.
- A stand-in Chair will be nominated at each meeting should the Chair be absent.
- Members will serve a minimum of 1 year as far as practical.
- New members will be recruited in line with the agreed representation numbers when vacancies occur.

#### **4. Meetings and conduct of Business.**

- The Group will meet 4 times per year to review performance and future plans.
- There must be at least 4 members in attendance to be quorate, or the meeting will need to be rescheduled.

The following are standing agenda items

- Apologies received
- Actions from last meeting
- Conflicts of Interest
- Project progress
- Financial update
- AOB

**The Advisory Board members will endeavour to attend each scheduled meeting and commit to delivering against the remit and duties outlined in section 1.**



## 5. Powers

- The Bristol BID Advisory Board will have delegated responsibility from Visit West for the Governance and Financial arrangements of the BID.
- Day-to-day budget and project control is the responsibility of the BID leadership team, and a summary of activities and cost allocation will be provided to the Board in advance of each quarterly meeting to review.
- Significant projects and expenditure over £20,000 (per individual project) will require the BID Advisory Board's majority approval to proceed prior to commencement.
- The BID Advisory Board Chair will have the casting vote where approval of projects votes is equal.
- BID team salaries of £50,000 or greater need to be approved before recruitment by the Visit West Statutory Governance Board to ensure alignment with corporate pay structures.

## 6. Amendment, modification and Variation

- These Terms of Reference can be amended, varied or modified in writing after consultation and agreement by the Visit West Operations Board.

### Recruitment process for Bristol BID Advisory Board members

- Initial expressions of interest to form the inaugural Bristol BID Advisory Board and Chair role should be emailed to [steve@bristolbid.co.uk](mailto:steve@bristolbid.co.uk)
- Applications will be reviewed by a recruitment group consisting of the BID leadership team and the Visit West Operations Board.
- Existing BID Advisory Board members are encouraged to apply in order that continuity of experience and skills are retained.
- When considering applications, a proportionate sector and geography mix will be used as part of the selection rationale to ensure a diverse and representative Advisory Board.
- The Community representative will rotate across the geographic areas of the BID within the 5-year term. It is envisaged that each representative will serve up to one full BID year and a new community member recruited each year.
- Replacement BID Advisory Board members will be advertised and recruited in line with the above criteria when vacancies arise.