

# The BID Foundation

## 1. Purpose of The BID Foundation

1.1. The BID Foundation (TBF) delivers strategic direction and practical support to businesses improvement districts. Established in 2018, following wide consultation within the industry, TBF leads the evolution of the BID sector and is committed to:

- Act as the custodian of the UK BID industry's evolution and reputation as professional place management organisations
- Advocate for BIDs, providing trusted and authoritative information that will develop a wider understanding of the role and significance of BIDs, and representing the BID industry to a wide range of stakeholders including national and local government
- Increase the impact BIDs have, advancing best policy, practice and innovation across the industry to ensure BIDs make the most positive contribution to the places and stakeholders they serve
- Ensure BID accountability and transparency, supporting and recognising BIDs and setting the industry's standards
- Further professionalise the industry through acting as an impartial and collegiate community of BIDs that enables the development of both shared and individual expertise and effectiveness
- Working in the interests of making better places and advancing the place management profession.

## 2. Status as a Community of Practice

2.1 Since its formation in 2018, the BID Foundation has been part of the Institute of Place Management (IPM). As a Community of Practice within IPM, TBF generates income via membership that finances the ongoing support and development of its members. To remain a Community of Practice, the collective membership of The BID Foundation should generate a minimum of £50,000 per annum. This figure is subject to annual review by the IPM and TBF executives. (See appendix a. for further information on TBF's relationship to IPM).

## 3. Membership of The BID Foundation

3.1. The BID Foundation is open to membership from any operating BID (currently in UK & Ireland), providing it agrees to actively support the purpose of TBF, and is working towards, or meets TBF's Industry Standards.

3.2. All TBF members are expected to actively support The BID Foundation, including on issues relevant to their region or nation, their type of BID area, or on such other topics as they are known to be experienced in. 'Active support' is expected to include any or all of the following; peer support, contributing to leadership and working groups, participating in events and conferences and achieving/maintaining industry standards.

- 3.3. BIDs applying to join The BID Foundation pay a membership fee based on their annual levy income (see Appendix 1). This membership fee covers a number of individual membership subscriptions, for senior management, BID Directors, and other individuals that have a place management/leadership role. The exact number of individual memberships will be based on the membership fee payable by the BID (see Appendix 1). All individual membership assessments are based on experience and qualifications and are undertaken by the Institute of Place Management.
- 3.4. BIDs applying to join The BID Foundation (and those renewing their membership) must meet or evidence work towards the requirements of TBF Industry Standards.
- 3.5. The Industry Standards accreditation scheme is property of TBF and managed by the Institute of Place Management as part of the suite of membership benefits offered to BIDs.
- 3.6. All organisations and individuals in TBF are Partners and Individual Members, respectively, of the Institute of Place Management. Therefore, they are required to adopt the relevant Codes of Conduct (Member and Partner). Failure to so act may render a Partner/Member open to disciplinary proceedings as set out in the Codes of Conduct which may include revocation of membership of IPM, and, by default, TBF.

#### **4. TBF Activities**

- 4.1. The specific activities of the TBF ensure it meets its purpose and are defined in its annual plan/prospectus agreed by the TBF Leadership board, and will include, but are not restricted to events, policy and public affairs, publications and provision of BID products and services.

#### **5. TBF Governance**

- 5.1. The TBF is steered by three elected officers - a Chair and two Vice-Chairs, or if appropriate two Co-Chairs and a Vice-Chair. These offices are open to any person holding the primary executive position (e.g. CEO, Executive Director, BID Manager) within a TBF BID and who is a Member in good standing of the IPM.
- 5.2. The role of the Chair and Vice-Chairs is fourfold:
  - To oversee the governance of the TBF, chairing the Leadership Board and Leadership Network and be figureheads for The BID Foundation
  - to work closely with IPM Executive to review TBF and the delivery of its objectives and activities. This includes overseeing the development of an annual plan/prospectus, which outlines the activities TBF will engage in, over the coming

year - and ensuring prospectus delivery – both in terms of services provided by IPM as well as collegiate input from TBF members.

- to represent the interests of TBF on the IPM Membership Council (TBF has three representatives on the IPM Membership Council)
- to represent the perspectives of TBF in discussions with other Communities of Practice, policymakers or other stakeholders in the interests of making better places

The elected officers are elected through a ballot of TBF members. Elected officers are elected for a two-year term, but can serve multiple terms, if re-elected. On exit from BID employment – elected officials must stand down from their role and re-election required.

- 5.3. All nominees for elected officer positions must be nominated in writing by the Chair of the BID nominating them, at least 28 days before ballot. The nomination must confirm the name of the nominee, that such person is the primary executive within the BID, and that the Chair and the nominee both commit to supporting the nominee's active engagement as an elected officer (up to 3 hours a week).
- 5.4. The ballot will be undertaken by the Institute of Place Management and a full list of eligible nominees, together with a maximum 400-word biography for each nominee, will be circulated by the Institute to all TBF members in good standing (i.e. not involved in any complaints or disciplinary action) at the time of the calling of the ballot.
- 5.5. Ballots will be sent by email to all IPM members and partners that are also members of TBF. Balloting will be open for 14 days from the time of email dispatch and the return date will be made clear. The nominees that obtains the highest number of votes will be offered the position of Chair. The two nominees that obtain the second and third highest number of votes will be offered the positions of Vice-Chair. Should more than one nominee tie for any position, the successful nominee will be the name drawn from a hat by the Chair of the Institute of Place Management.
- 5.6. All elected officers will be required to complete a declaration of active and past business interests upon appointment to elected office. Elected officers must also act in accordance with the Code of Conduct of the Institute of Place Management. In the instance where an elected officer has a code of conduct complaint made against him/her, then they will be suspended from their elected office whilst investigations are made.

## **6. TBF Leadership Board and Network Meetings**

- 6.1. All TBF members are eligible to join the TBF Leadership Network Meetings, that will be held quarterly. The purpose of TBF Leadership Network meetings will be to ensure TBF is representative of the broad range of BID membership (by type and by geography), reflects on current issues of importance to the industry, and develops positions and action that manages the evolution of the industry.

- 6.2. A Leadership Board of up to 15 TBF members, representing diversity in type of BID, geography and members, will be formed by invitation from the Chair and Vice-Chairs, in consultation with the Chair and Directors of IPM. The purpose of the TBF Leadership Board is to support the elected officers in the overall governance of TBF, take responsibility for ensuring TBF achieves its objectives and oversees the activity of any working or task and finish groups. The TBF Leadership Board will meet a minimum of three and a maximum of four times in each calendar year. All members of the TBF Leadership Board will be required to complete a declaration of active and past business interests upon appointment. TBF Leadership Board Members must also act in accordance with the [Code of Conduct of the Institute of Place Management](#).
- 6.3. The TBF working or task and finish groups develops/delivers prospectus activity under the direction of the Elected Officers and wider Leadership Board. They meet as required and are formed from the TBF membership. Working groups will meet between TBF Board meetings to progress the objectives of the foundation's business plan and feedback any reports, verbal or written to the Chair in advance of the meeting, preferably 10 days before the board meeting.
- 6.4. Meetings for the Leadership Board and Network will be arranged in autumn for the following year. The Institute of Place Management will work with TBF Chair(s) and Vice Chairs(s) to arrange each meeting as required.
- 6.5. Attendance at meetings is normally in person. TBF Leadership Board Members should attend at least three Leadership Board meetings per year. All TBF members should attend at least one Leadership Network meeting per year.
- 6.6. TBF Leadership Board and Network meetings will be organised and attended by the TBF Executive Officers and representatives of the IPM Executive. The Chair or Vice-Chairs of The BID Foundation may request attendance for all or part of the meeting from experts or specialist advisors. The quorum for a Leadership Board meeting will be a quarter of Board membership in attendance, over and above any representatives of the Elected Officers.
- 6.7. All TBF meetings will be expected to be conducted in a professional and effective manner to progress business, as all members will have agreed to the IPM Code of Conduct. Open and frank debate is to be encouraged, but the primary task of each meeting is to further the purpose of TBF.
- 6.8. Any member of The BID Foundation may approach the TBF Chair, Vice-Chairs or IPM Executive to request that a topic or item should be placed on the agenda. Such topics must be deemed by the TBF Chair and the IPM Executive representative to be in the interests of BIDs to be included. Purely local items or individual issues should be resolved by the Institute or the Chair or Vice-Chairs of TBF outside of the meeting.

- 6.9. Items for inclusion on the agenda should be notified to the TBF Chair no less than 10 days prior to the meeting date. The TBF Chair and IPM Executive will have joint responsibility for agreeing the agenda and ensuring it is circulated with necessary papers to all Council members at least 5 days prior to the meeting.
- 6.10. Extraordinary items for the agenda that have only arisen within 14 days prior to the meeting, or which have intensified to such an extent that they become pressing in that period may be accepted to the agenda at the discretion of the TBF Chair.
- 6.11. Each meeting will be attended by a representative of the Institute of Place Management who will have responsibility for minute taking. Minutes will be circulated to the Chair for agreement within 7 days of the meeting and circulated to all within 14 days.
- 6.12. Decisions of TBF meetings will, where possible, be made by consent, but should a vote of TBF members participating in the meeting be necessary, then a simple majority will be required for a decision to be made. Should a tie result, the Chair (or one Co-Chair) of the BID Foundation Council will have a casting vote. IPM Executive members in attendance can advise but hold no vote.

## **7. Structure and responsibilities**

- 7.1. The BID Foundation has a distinct structure within the Institute of Place Management as a Community of Practice. The BID Foundation has been established as an industry body and it is possible that this could lead to complete separation in time but that would obviously entail a renegotiation of the services the Institute provides.
- 7.2. Whilst the BID Foundation is part of IPM, IPM retains all intellectual property from any work generated APART FROM work relating to industry or technical standards. (See appendix a. for further information on TBF's relationship to IPM).
- 7.3. The IPM undertakes that should The BID Foundation wish to separate from the IPM, the IPM would stake no claim over the TBF name and brand image.
- 7.4. TBF may choose to establish work groups or task and finish groups. Such groups will report through to the regular TBF Leadership Board meetings. No membership benefits will accrue to any person or organisation participating in such groups through their participation.

## **8. Status and amendment**

- 8.1. This document has been adopted following development by the TBF Council. It can be amended but this will require approval by majority at a meeting of the TBF Leadership Board, agreement by the Institute of Place Management, which may not be unnecessarily withheld, and prior consultation for a minimum period of 30 days with members of The



BID Foundation.

**Chair TBF Name.....Signature.....**

**IPM Executive.....Signature.....**

**Date.....**

## **Appendix 1**

### **Membership fees (all fees + VAT)**

#### **Current**

Levy income	Membership Fee	Membership Access
Under £250k	£390	Organisational membership and two named individual memberships
£250k - £750k	£460	Organisational membership and three named individual memberships
750k+	£950	Organisational membership and five named individual memberships