NEW DIRECTOR INFORMATION FORM

For us to complete the necessary paperwork for registration as a BID Director, we require the following information:

Full name:

Any former names used within the last two decades:

Nationality:

Date of birth:

Occupation:

Residential address:

Date of appointment:

CHRISTCHURCH BID NEW DIRECTORS INFORMATION PACK

Thank you for expressing an interest in joining the Christchurch BID board of Directors. Christchurch BID is funded by over 250 businesses who are in and around Christchurch town centre. Businesses with a rateable value above £5,000 pay into the Christchurch BID through an annual levy, with funds amounting to over £120,000 per year. These funds are allocated to projects and services designed to support the business environment.

The BID is looking for Directors to help make a real difference to the trading conditions in Christchurch. We are committed to creating an inclusive environment and actively encourage applications from underrepresented groups. The BID is keen to reflect our town's diversity and welcomes interest from everyone, regardless of gender, age, ethnicity, sexuality, faith or disability.

A BID Director is a voluntary position, and you must be a Christchurch BID levy-paying business to apply. The role of a BID Director is to provide governance for the BID company, provide strategic leadership to support the local business environment and to support the BID's Management team.

The BID board currently meets monthly on the second Tuesday from 5.30 pm - 7.30 pm, and Directors should strive to attend all BID Board meetings, ensuring they prepare for and contribute appropriately and effectively. They should bring a fair and open-minded view to all Board discussions and ensure that all decisions are made in the company's best interests.
Alongside monthly Board meetings, Directors may be asked to commit extra time to smaller working groups formed to support individual BID activities, such as specific events or projects, and to assist and guide the Management Team (Louise and Ellie).

The information attached will provide you with all the details you need to become a Director of the Christchurch BID however should you have any queries about the role, then please do not hesitate to contact Chris Guest, current Chair of the BID via chairchristchurchbid@gmail.com or the BID Management Team, Louise Berkhauer and Ellie Howes via hello@christchurchbid.co.uk.

More information regarding the formation of Christchurch BID, its aims and objectives and the five-year business plan can be found at www.christchurchbid.co.uk.

To apply to join the board of Directors, the following application form must be completed for review by the board. Please complete the application form below as required:

Name	
Name of business	
Location of business	
Contact email	
Telephone number	

CHRISTCHURCH BID NEW DIRECTORS INFORMATION PACK

PERSONAL STATEMENT & SKILLS OFFERED

Please tell us more about yourself and the reasons why you wish to join the Christchurch BID board (no more than 1 side of A4). Please also indicate the skills you can offer to the board to support the activities of the BID and its levy payers.

Introduction

Directors are appointed on a voluntary basis with up to 14 Director's positions on the Board available at any one time. To ensure the smooth running of the Christchurch BID Ltd ("the Company") and the delivery of its projects, Directors should act as positive advocates (both online and in person) for Christchurch BID and its activities, processes and objectives as set out in the Business Plan.

The Christchurch BID Board's purpose is to oversee the strategic direction of the BID; ensuring projects as outlined in the Business Plan are delivered within the approved and available budget to meet the needs of the BID levy paying businesses, and ensuring the BID performs its role effectively with financial accountability.

The Christchurch BID's Business Plan was established through consultation with the business rate payers within the BID boundary, and following a successful ballot in 2021 the BID was voted in by rate payers for a five-year period to October 2026. Provided that the BID is meeting its overall objectives, the BID Board has the ability to vary service delivery and expenditure allocation according to the changing demands of levy payers. Any projects which fall outside the current scope of the Business Plan must be discussed and agreed by the majority of the Board. However, any change to the BID boundary or to the levy rate proposals would require an alteration ballot.

Meeting arrangements and time commitments

Directors usually meet twelve times per annum throughout the year and usually after working hours (5.30pm onward). It is expected that by committing to be a Director, each person will endeavour, subject to annual holidays and illness, to attend every Board meeting in order to keep up to date with progress and enable key decisions to be made efficiently and promptly. Meetings are currently held on the second Tuesday of each month from 5.30pm until 7.30pm.

Directors may also be required to join subgroups set up to support specific areas of activity, usually in an area where they have particular interest or expertise. The Board may also form working groups on a "task and finish" basis to deal with particular aspects of its work. Such working groups will include BID staff and may also include other levy payers who are not Directors. Committees and working groups meet at times established to be convenient to their members.

The Board works on the basis that Directors come to Board meetings well prepared and have read all papers in advance. Any Director not attending 50% of Board meetings in any rolling twelve-month period, without good cause, will need to resign from their role as Director.

Accountability
Christchurch BID handles public money and the Company and its operations are consequently in the public eye. The public has a right to expect the Directors of the Company will display high standards of behaviour at all times.

Failure to maintain appropriate standards may result in damage to the reputations of both the Company and the relevant individual. The Code of Conduct is therefore important and should be read carefully.

This Code of Conduct applies to all Directors, and some of its requirements, for example the requirement to respect the confidentiality of Company information, will continue to apply after termination of appointment.

Failure to adhere to these principles may in some circumstances constitute a breach of the law and could result in termination of appointment or other sanctions. Directors should therefore always minimise the risk to themselves and to the Company and seek appropriate advice where necessary.

Role of the Directors
Directors are appointed as Directors under the Companies Act 2006 and will be registered as such with Companies House. They shall comply with all conditions of the Companies Act 2006 relevant to their appointment and responsibilities and with the Company's articles of association. They should take steps to ensure they have full knowledge of these requirements.

The Company is a company limited by guarantee meaning that, unless personal guarantees are given in respect of any purchases made by the Company or orders placed by the Company, the personal financial risk for Directors is, generally, equivalent to the sum of the £1 guarantee they provide as members of the Company.

The Directors are required to oversee the following:
• To provide good governance including adopting best practice for BIDs.
• To ensure the successful delivery of the approved BID Business Plan which is implemented by the BID's staff team including regular monitoring and reporting to levy payers and voluntary contributors on progress.
• As part of the approved Business Plan, giving businesses a collective voice on key issues.
• When appropriate to seek additional funding for the BID from those stakeholders outside the BID area but also those under the BID threshold within the BID area as well as voluntary contributions in excess of any existing BID levy.
• To have overall responsibility for the approval of the BID Business Plan, as developed by the BID's staff team, for the start of each five-year term including an expectation that Directors will proactively engage with other businesses and individuals during future consultation and ballot processes.

Directors of the Company have several responsibilities and duties which are outlined below. Some of these responsibilities arise from the requirements of the Companies Act 2006 or other legislation:

1. to always act in the best interests of the Company;
2. to promote the success of the Company and support its principles and ethos;
3. to guard against conflicts of interest (see below for further detail);
4. to act in accordance with the Company's articles of association and any directions properly given by the members of the Company;

5. to only exercise powers for the purposes for which they are conferred;
6. to exercise independent judgment;
7. to exercise reasonable care, skill and diligence;
8. to accept no bribes of any type and to take all reasonable steps to prevent bribery and corruption within the Company;
9. to have responsibility for the Company's wider environmental and social impacts, with appropriate reporting as necessary;
10. to have responsibility for the Company's relationship with its creditors;
11. to maintain high standards of practice in all areas of corporate governance;
12. to ensure the Company's risks are appropriate, understood, and well-managed;
13. to ensure the Company has appropriate financial management systems and procedures in place including annual budgeting and planning, and in particular to ensure the Company complies with all corporate and financial procedures including filing of annual and other returns to Companies House, the appointment of an auditor (where appropriate), submission of annual accounts, preparation of the Directors' comments within such accounts, registration for VAT, payment of any amounts due in accordance with required Customs and Excise returns, and fulfilment of the Company's liabilities for corporation tax and such other taxes which may apply; and
15. to have responsibility for all matters of employment and health and safety; and
16. to be responsible for delivery of the BID services, quality control and performance.

Expected conduct of Directors

Directors shall always be mindful of the Nolan Principles set out in the Code of Conduct that all Directors are required to sign and, in addition, acting professionally:

1. shall conduct themselves in such a way that their honesty and integrity are beyond reproach and shall not knowingly make false or misleading claims or irresponsible statements. They shall, in particular, be aware of potential conflicts of interest that may arise (see below);
2. shall not maliciously or recklessly injure the professional reputation of another person, the Company and/or its services;
3. shall not accept professional obligations that they believe they have not sufficient competence to perform, or that those for whom they have responsibility might not have the competence to perform;
4. shall accept due responsibility for all work done by them or under their direct supervision;
5. shall, when called upon to give an opinion in their professional capacity, give an opinion which is objective and reliable to the best of their ability;
6. shall take all reasonable care in their work to minimise the risk of injury to any person, including themselves, and to prevent damage to the property;
7. shall respect all relevant laws, statutory regulations and customs relating to products, processes and intellectual property, such as patents and copyright, and take proper cognizance of appropriate national, European and International standards; and
8. shall not (except under due process of law) communicate to any person or publish any information communicated to them in confidence either as an individual, or as a Director, without the express authority of the Directors.

Directors must be supportive of and promote the work of the Company and the principles of the BID in all aspects including dealings and announcements or any other circumstances and/or situations involving any third parties outside of Directors or BID Committee meetings.

Conflicts of interest

In the discharge of their duties, Directors should remain mindful of the provisions of the Companies Act 2006 and the Company's articles of association relating to professional conduct. In particular they must be mindful of the conflicts that may arise through personal relationships, financial involvement or acceptance of any gift or favour or hospitality. Conflicts of interest include conflicts of duty and conflicts of loyalty and may be direct or indirect, for example, involving a member of a director's family or the trustees of a trust of which the Director a beneficiary.

Directors must take reasonable steps to ensure they are aware of conflicts of interest and where such conflicts of interest arise or are likely to arise, they should:

1. make a full disclosure. A disclosure may be made in writing or at the first meeting of the Directors at which the Director becomes aware that a conflict may exist;
2. where appropriate, seek authorisation of the interest from the non-conflicted Directors in accordance with the articles of association. Such authorisation cannot be granted retrospectively;
3. comply with any terms to which such authorisation is made subject, including, where required, abstaining from voting and/or absenting themselves from any meeting or part meeting of the Directors at which a matter in which they have an unavoidable conflict of interest is to be discussed and decided.