

BIRMINGHAM CITY COUNCIL

JOINT CABINET MEMBER AND CHIEF OFFICER

TUESDAY, 11 SEPTEMBER 2018 AT 00:00 HOURS
IN CABINET MEMBERS OFFICE, COUNCIL HOUSE, VICTORIA
SQUARE, BIRMINGHAM, B1 1BB

A G E N D A

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1 **LIBRARY OF BIRMINGHAM PARTICIPATION IN ENTERPRISE FOR
SUCCESS PROGRAMME**

Joint Cabinet Member and Corporate Director - Place

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2 **BALLOT AND RENEWAL OF SOHO ROAD BUSINESS IMPROVEMENT
DISTRICT 2018**

Report of Acting Director of Regulation and Enforcement

BIRMINGHAM CITY COUNCIL**PUBLIC REPORT**

Report to:	JOINT CABINET MEMBER AND CORPORATE DIRECTOR - PLACE
Report of:	Assistant Director – Neighbourhood and Communities
Date of Decision:	11 September 2018
SUBJECT:	LIBRARY OF BIRMINGHAM PARTICIPATION IN ENTERPRISE FOR SUCCESS PROGRAMME
Key Decision: No	Relevant Forward Plan Ref:
If not in the Forward Plan: (please "X" box)	Chief Executive approved <input type="checkbox"/> O&S Chair approved <input type="checkbox"/>
Relevant Cabinet Member(s)	Councillor Jayne Francis, Cabinet Member for Education, Skills and Culture
Relevant O&S Chair:	Cllr Tahir Ali, Economy and Skills
Wards affected:	All

1. Purpose of report:
<p>1.1 To seek approval for The Library of Birmingham's Business and Learning Team to work with Solihull Metropolitan Borough Council (SMBC) as a Delivery Partner (Appendix 1) on a number of project activities as part of the Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP) Enterprise for Success program funded by the European Regional Development Fund (ERDF) (Appendix 2).</p> <p>1.2 To seek approval to draw down funds totalling £200,000 to support the delivery of business support and advice at the Library of Birmingham and across the network of Community Libraries.</p>

2. Decision(s) recommended:
That the Cabinet Member for Education, Skills and Culture jointly with the Corporate Director of Place:-
2.1 Approves the Library of Birmingham's participation in the GBLEP Enterprise for Success Programme.
2.2 Gives approval for the drawing down of funds from SMBC in line with terms of The Funding Agreement.

Lead Contact Officer(s):	Dawn Beaumont, Head of Library Services Chris Jordan, Assistant Director – Neighbourhoods and Communities
Telephone No: E-mail address:	0121 303 6884 Dawn.beaumont@birmingham.gov.uk Chris.jordan@birmingham.gov.uk

3. Consultation
<p>3.1 <u>Internal</u></p> <p>Officers from Community Libraries, Place Directorate Finance and Legal Services have been consulted in relation to this report and support its recommendations.</p> <p>3.2 <u>External</u></p> <p>There is a clear need and demand across the GBSLEP area for start-up business support. GBSLEP has carried out consultation and research reporting that self-employment rates in the area are below the national average, focussed LEP research has identified significant potential in the growing social enterprise sector. 58% of GBSLEP queries to the national Business support helpline were for pre-start support.</p>
4. Compliance Issues:
<p>4.1 <u>Are the recommended decisions consistent with the Council's policies, plans and strategies?</u></p> <p>In line with the Council priority around Jobs and Skills; a great city to succeed in. This programme will increase the provision of advice for pre-start up and business advice across the city. Increase employment opportunities for residents.</p> <p>4.2 <u>Financial Implications</u> <u>(Will decisions be carried out within existing finance and Resources?)</u></p> <p>The agreement allows for The Library of Birmingham to draw down up to £200,000 in funds from the program to expand services (see Appendix 3)</p> <p>The match funding does not create any additional financial pressure on the service</p> <p>4.3 <u>Legal Implications</u></p> <p>The Public Libraries and Museums Act of 1964 requires the Council to provide a comprehensive and efficient library service.</p> <p>4.4 <u>Public Sector Equality Duty</u></p> <p>A copy of the Equality Act 2010 – Public Sector Duty statement is appended – Appendix 4 together with the initial equality assessment screening EQUA68.</p>
5. Relevant background/chronology of key events:
<p>5.1 Officers at The Library of Birmingham were approached in early 2017 by SMBC to become a key Delivery Partner within the GBSLEP Enterprise for Success offer.</p>

5.2	SMBC will act as Accountable Body and employ project management and monitoring staff to ensure effective delivery and compliance with European funding requirements. The Library of Birmingham will draw down funds from SMBC.
5.3	<p>This funding will enable the Business Team at the Library of Birmingham to expand its Business Support and Advice services both within the Library of Birmingham and in Community Libraries across the city. Working in partnership with the GBSLEP over the next 14 months the team will provide:</p> <ul style="list-style-type: none"> • One to one Business Advice Sessions • Workshops and a network of support for start-up businesses within the city.
5.4	The programme also includes the delivery of pop up advice sessions via the mobile library and the provision of targeted support within the prison library at HMP Birmingham. The project aims to support individuals and businesses to succeed in their communities through locally delivered support.
5.5	The main emphasis for the Library of Birmingham Business Team is pre and start-up business support through dedicated workshops, 1:1 Business and Intellectual Property advice and participation in national initiatives such as Global Entrepreneurship Week.
5.6	For many aspiring Entrepreneurs, there is often the need to find employment whilst developing their IP or business idea. For this reason, a partnership has been formed with Prospects/National Careers Service who deliver much needed careers guidance services from the Business & IP Centre, contributing to enhancing our overall service offer.
5.7	The Library of Birmingham is part of the Business & IP Centre Network, co-ordinated by the British Library, consisting of six Central Libraries in addition to the Library of Birmingham and includes Liverpool, Sheffield, Newcastle, Manchester, and Leeds.
5.8	The Library is also members of the Patent Libraries (PATLIB) UK Network, consisting of thirteen Local Authorities across the UK who offers IP advice. Our region covers Portsmouth/Plymouth in the South, up to Sheffield/Manchester in the North.

6.	Evaluation of alternative option(s):
6.1	Not to take part in the program or draw down the funding would mean that an opportunity to support library services to deliver on the council's priority for jobs and skills within the city would be lost.

7.	Reasons for Decision(s):
7.1	To bring in additional funding to support the delivery of library services to support priority outcomes in relation to job and skills.

Signatures		<u>Date</u>
Cabinet Member Cllr Jayne Francis, Cabinet Member for Education, Skills and Culture
Chief Officer Jacqui Kennedy, Corporate Director - Place

List of Background Documents used to compile this Report:

List of Appendices accompanying this Report (if any):
1. Partnership Agreement 2. Library of Birmingham Business Support Offer 3. Financial breakdown 4. Equality Impact Assessment EQUA68

Report Version		Dated	
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THIS AGREEMENT is dated

2017

PARTIES

- (1) **SOLIHULL METROPOLITAN BOROUGH COUNCIL** of PO Box 18, Council House, Solihull, B91 9QS (SMBC); and
- (2) **Library of Birmingham**, Centenary Square, Broad Street, Birmingham B1 2ND

Each a "Party" and together the "Parties"

BACKGROUND

- (A) SMBC's application for a grant from ERDF in support of the ERDF Enterprise Development and Growth, GBSLEP Area project has been approved by DCLG and will be made available on the terms of the Funding Agreement (as defined below).
- (B) The Delivery Partner intends to work with SMBC on a number of Project Activities (as defined in the Funding Agreement and Schedule 2 of this Agreement) and SMBC will utilise grant funds for such purposes on behalf of the Delivery Partner and be responsible for the coordination and monitoring of the grant in accordance with the Funding Agreement.
- (C) This Agreement sets out the terms and conditions on which the Parties shall engage with each other in relation to these arrangements.

AGREED TERMS

1. INTERPRETATION

- 1.1 The definitions and rules of interpretation in this clause apply in this Agreement.

Accountable Officer: the person nominated in accordance with the provisions of clause 3.9

DCLG: the Department for Communities and Local Government.

ERDF: the European Regional Development Fund.

Funding Agreement: the agreement and associated schedules entered into between SMBC and DCLG, a copy of which is attached as Schedule 1.

Grant: means the grant of ERDF payable pursuant to the Funding Agreement and this Agreement up to the Maximum Sum.

Maximum Sum: means the maximum amount of ERDF Grant payable by SMBC to the Delivery Partner for the support of the Project, as specified in Schedule 3, Part A.

Monitoring Procedures: the Project monitoring procedures, Article 125 or Article 127 audits and any other reporting, monitoring or audit processes required by ERDF and/or DCLG from time to time in relation to the Project or Project Activities.

Nominated Person: the person nominated under the provisions of clauses 3.9 and 9.3

Secretary of State: the Secretary of State for Communities and Local Government

- 1.2 Capitalised terms used in this Agreement and not otherwise defined shall have the same meaning attributed to them in the Funding Agreement unless otherwise defined in 1.1 above.
- 1.3 Clause, schedule and paragraph headings shall not affect the interpretation of this Agreement.
- 1.4 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality) and that person's legal and personal representatives, successors and permitted assigns.
- 1.5 The Schedules form part of this Agreement and shall have effect as if set out in full in the body of this Agreement. Any reference to this Agreement includes the schedules annexes and background.
- 1.6 Words in the singular shall include the plural and vice versa.
- 1.7 Any obligation in this Agreement on a person not to do something includes an obligation not to agree, allow, permit or acquiesce to that thing being done.

2. FUNDING AGREEMENT

- 2.1 The Delivery Partner agrees and acknowledges that it has read and understands the terms of the Funding Agreement.
- 2.2 The following clauses in the Funding Agreement shall not apply to the Delivery Partner:
- (i) 4.1 and 4.2 (The Application And Acceptance of Grant Terms)

- (ii) 5.3(a) (Conditions Precedent to the payment of Grant)
- (iii) 5.4 (Grant Claims Procedure)
- (iv) 9.1 and 9.2 (Changes To The Project)
- (v) 12.1(e) (Events Of Default)
- (vi) 12.8 (Reduction in grant for underperformance)
- (vii) 14.2 (Project Assessment)

2.3 The Parties agree that, to the extent that the Delivery Partner participates in Project Activities, references to the "Grant Recipient" in the Funding Agreement shall be read as being to the "Delivery Partner" and references to "Secretary of State" in that Agreement shall be read as if they referred to "SMBC". With the exception of the clauses specified in 2.2 above, the Delivery Partner accepts and agrees that it shall be bound by the terms of the Funding Agreement as if it were the "Grant Recipient" as referred to in that contract to extent of the Grant Funded activity delivered. For avoidance of doubt and without prejudice to clauses 3.3 and 3.4 below any financial commitment required of the Delivery Partner together with any officer time commitment or similar shall be capped in respect of:

- (i) the financial commitment at the level of the proposed funding and
- (ii) in respect of officer time or similar to the level agreed by the Delivery Partner in writing prior to entering into this Agreement.

2.4 The Delivery Partner accepts and agrees that DCLG may be entitled to request information from, or require compliance with the Funding Agreement by, the Delivery Partner directly.

2.5 In the event of any inconsistency between any part of this Agreement and the Funding Agreement, this Agreement shall take precedence.

3. ADDITIONAL OBLIGATIONS

3.1 The Delivery Partner acknowledges and agrees to assist, cooperate and comply with the reasonable requests of SMBC in order to satisfy the obligations of the Funding Agreement and Monitoring Procedures.

3.2 The Parties will work together in good faith to resolve or rectify any irregularities or errors identified in the course of any Monitoring Procedures.

3.3 Each Party shall be liable for any reasonable cost implications of irregularities or errors attributable directly and primarily to it and identified in the course of

any Monitoring Procedures. Where cost implications of irregularities or errors arise due to acts of omission or commission of both Parties the reasonable costs associated with such shall be apportioned accordingly.

3.4 Each Party indemnifies the other against all reasonable, proportionate and bona fide claims, liabilities, costs, expenses, damages or losses (including any direct losses, and all interest, penalties and legal costs and expenses) suffered by the other arising out of or in connection with the negligence, default or breach by such Party of this Agreement, the Funding Agreement or the Monitoring Procedures.

3.5 Each Party shall be responsible for maintaining sufficient insurance in respect of the liabilities under this Agreement.

SMBC shall not make the first payment of Grant and/or any subsequent payment of Grant unless the Delivery Partner has provided written confirmation in accordance with clauses 2.1, 2.3, 2.4, and 2.5, and in a format subject to approval by SMBC and DCLG, that the Delivery Partner has sufficient Match Funding committed to enable the delivery of Project Activities specified in Schedule 2 of this Agreement]

3.6 The Delivery Partner will support SMBC in delivering the Project's Activities, including, but not limited to, assisting in the selection of contractors to be funded by the Grant Fund, advising on and facilitating delivery of Project Activities in appropriate locations and venues, engaging local partners and promoting and increasing awareness of project activities.

3.7 Each Party agrees that if there is risk of the Project not achieving ERDF outputs in accordance with the Funding Agreement, after consultation with the Delivery Partner, SMBC shall at its discretion be entitled to redirect Grant Funded activities on any areas of activity covered by the Funding Agreement to ensure that outputs are achieved in accordance with the Funding Agreement.

3.8 Where SMBC determines that the Delivery Partner has underperformed against its obligations under Schedule 2 of this Agreement, and where the Delivery Partner fails to rectify the underperformance within an agreed period of time following consultation with SMBC, SMBC may at its discretion suspend payment of Grant, and/or reduce the Maximum Sum paid to the Delivery Partner, and may terminate this Agreement.

3.9 Each Party shall nominate an officer to be the Accountable Officer for the purposes of this Agreement. Each Accountable Officer shall be the lead

contact and main point of contact for his/her respective organisation and shall also be the Nominated Person for the purposes of the Dispute Resolution Procedure specified in clause 9.3.

- 3.10 Each Party shall immediately notify the others of a change in Nominated Person.

4. VARIATION

No variation of this Agreement or of any of the documents referred to in it shall be valid unless it is in writing and signed by, or on behalf of, each of the Parties.

5. WAIVER

- 5.1 Failure to exercise, or any delay in exercising, any right or remedy provided under this Agreement or by law shall not constitute a waiver of that (or any other) right or remedy, nor shall it preclude or restrict any further exercise of that (or any other) right or remedy.
- 5.2 No single or partial exercise of any right or remedy provided under this Agreement or by law shall preclude or restrict the further exercise of that right or remedy.
- 5.3 Unless specifically provided otherwise, rights arising under this Agreement are cumulative and do not exclude rights provided by law.

6. SEVERANCE

- 6.1 If any provision of this Agreement (or part of any provision) is found by any court or other authority of competent jurisdiction to be invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed not to form part of the Agreement, and the validity and enforceability of the other provisions of the Agreement shall not be affected.
- 6.2 If a provision of this Agreement (or part of any provision) is found illegal, invalid or unenforceable, the provision shall apply with the minimum modification necessary to make it legal, valid and enforceable.

7. ASSIGNMENT

- 7.1 The Delivery Partner shall not, without the prior written consent of SMBC, assign, transfer, charge, mortgage, subcontract or deal in any other manner with all or any of its rights or obligations under this Agreement.
- 7.2 Each Party that has rights under this Agreement is acting on its own behalf and not for the benefit of another person.

8. GOVERNING LAW AND JURISDICTION

- 8.1 This Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.
- 8.2 The Parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Agreement or its subject matter or formation (including non-contractual disputes or claims).

9. DISPUTE RESOLUTION PROCEDURE

9.1. GENERAL OBLIGATION TO SEEK AMICABLE SETTLEMENT

The Parties shall each be under a general obligation to use their reasonable endeavours to negotiate in good faith and to seek to jointly resolve and settle amicably any dispute or difference of whatever nature arising in connection with this Agreement without recourse to any person not a party to this Agreement.

9.2. NEGOTIATION BETWEEN THE PARTIES

9.2.1. Neither Party shall refer any dispute to adjudication, as set out in Stage 3 below unless they have first taken reasonable steps (by following Stages 1 to 2 outlined below) to notify and discuss the dispute with the other Party and to resolve it amicably. The reasonable steps to be taken by either Party shall take into account:

- 9.2.1.1. all the surrounding circumstances of the dispute;
- 9.2.1.2. the urgency of obtaining a resolution to the dispute; and
- 9.2.1.3. the likelihood (or otherwise) of settling the dispute in negotiation with the other Party.

Stage 1: Nominated Person

9.3. The respective Nominated Person shall use their reasonable endeavours to resolve the dispute through negotiations within 14 calendar days from the date one Party notifies the other that a dispute is in existence.

Stage 2: Escalation to Directors

9.4. If the dispute is not resolved by the Parties through Stage 1 above, then a Party may refer the dispute to the relevant manager or director of the Party in dispute.

9.5. If the dispute is resolved under clauses 9.3 or 9.4 above, the resolution will be recorded in writing and signed by duly authorised representatives of each of the Parties within 7 calendar days, and that resolution will be final and binding on the Parties.

Stage 3: Adjudication

9.6. Only if the matter cannot be resolved by agreement between the Parties, the Parties shall attempt to settle the dispute by adjudication.

10. TERMINATION

This Agreement shall automatically end when all the relevant provisions of the Funding Agreement as shall apply to this Agreement have been complied with.

11. THIRD PARTIES

No person who is not a party to the Agreement is intended to reserve a benefit under, or be entitled to enforce, this Agreement pursuant to the Contracts (Rights of Third Parties) Act 1999 (the "Act").

This Agreement is made on the date at the beginning of it.

Signed by
for and on behalf of
**SOLIHULL METROPOLITAN
BOROUGH COUNCIL**

.....
Director

Signed by
for and on behalf of
Library of Birmingham

.....

Title

DRAFT

Schedule 1 The Funding Agreement

DRAFT

Schedule 2 Delivery Partner Role and Activities

Part A

General Role and Activities

The Delivery Partner will contribute to the provision of Enterprise Development and Growth to support the ERDF elements of the GBSLEP ESIF Strategy in the form of awareness raising, capacity building, publicity, promotion, and specialist advice and support.

The Delivery Partner will support the Project Team in:

- Enhancing project delivery.
- Delivering a combination of 1:1, workshop style capacity building events and follow-up support actions according to need.
- Directing and shaping local PR, Communications and marketing activity, raising awareness and generating referrals from its target audience to the Project and its own programme.
- Provide strategic leadership and support, enable and contribute to localised delivery.
- Actively participate in the evaluation process in order to maintain strategic fit and value to customers.
- Provide regular commentary on effectual delivery methods across the whole of the project delivery area.
- Actively contribute to the achievement of overall project outputs.

Part B

Specific Activities

Library of Birmingham

The Delivery Partner will focus its support activities on issues affecting the geographical project areas. These activities will include:

- Library of Birmingham will be a steering group member, provide strategic leadership and support, enable and contribute to delivery.
- Including raising awareness, generation of referrals, providing complementary advice and support (such as property and location advice), recommending venues and locations for delivery of support, briefing and engaging local partners in the project.
- Supporting project and partnership development, including cross-LEP activity where appropriate;
- Actively participate in local Project Performance meetings, supporting in-project improvements where necessary.
- Support access to and on-going development of Business Networks and evolution of a Peer to Peer support network.
- Provide on-going evaluation and feedback on engagement and outcomes.
- Assist at least 213 potential entrepreneurs to become enterprise ready.
- At least 54 new enterprises supported
- 8 jobs being created

Schedule 3 Budget

Part A

Delivery Partner Budget

The Delivery Partner's budget for the duration of the Project shall be as follows:

Cost Type	2017	2018	2019	Total	ERDF Grant	DP Match
Direct Staff Salaries:					@50.00%	@50.00%
Manager	£26,402	£52,804	£13,201	£92,407	£46,204	£46,204
Administration assistant	£16,161	£32,321	£8,080	£56,562	£28,281	£28,281
Senior Assistants	£23,561	£47,122	£11,781	£82,464	£41,232	£41,232
Library Assistants	£28,953	£57,907	£14,477	£101,337	£50,669	£50,669
Senior Manager	£7,800	£15,600	£3,900	£27,300	£13,650	£13,650
Duty Manager	£4,180	£8,360	£2,090	£14,630	£7,315	£7,315
IT Co-ordinator	£4,150	£8,300	£2,075	£14,525	£7,263	£7,263
Community Library Manager	£10,400	£20,800	£5,200	£36,400	£18,200	£18,200
Total Direct Staff Salaries	£121,607	£243,214	£60,804	£425,625	£212,813	£212,813
Overheads (15% Direct Staff Salaries)	£18,241	£36,482	£9,121	£63,844	£31,922	£31,922
Marketing	£5,000	£10,000	£2,500	£17,500	£8,750	£8,750
Travel	£1,000	£2,000	£500	£3,500	£1,750	£1,750
Total	£145,848	£291,696	£72,925	£510,469	£255,234	£255,234

The maximum amount of ERDF Grant (Maximum Sum) that SMBC shall pay to the Delivery Partner for the support of the project shall be £223,312.

The total amount of ERDF Grant payable in respect of Eligible Expenditure shall be either the Maximum Sum, or an amount calculated by applying the Contribution Rate to the total actual Eligible Expenditure claimed by the Delivery Partner, whichever is lower.

Part B

Calculation of salary costs for staff working part time on the project

All staff who are directly engaged in project delivery (Direct Staff), but who do not spend 100% of their time working on the project, shall complete monthly timesheets evidencing time spent working on the Project including a description of activities undertaken. The specific format of the timesheet to be used by the Delivery Partner shall be subject to prior approval by SMBC.

The costs of Direct Staff who do not spend 100% of their time working on the Project, shall be calculated using a pre-determined range of Hourly Rate Unit Costs applied to project staff in accordance with the ERDF Eligibility Guidance Simplified Cost Option: "Groups of staff in similar posts or with similar salaries"¹.

The range of Hourly Rate Unit Costs to be used will be calculated on the basis of grouping project staff across all of the Project's Delivery Partners within a number of salary bands to be pre-determined by SMBC.

¹ ERDF Eligibility Guidance: ESIF-GN-1-003, Version 1 (29 September 2015)

In order to enable SMBC to calculate the Hourly Rate Unit Cost for each of the salary bands the Delivery Partner shall provide SMBC with documented evidence of the latest annual gross employment costs for each member of their staff who will be working on the Project on a part time basis.

For avoidance of doubt, for staff who have been employed by the Delivery Partner for a year or more:

'documented evidence' means payroll reports;

'gross employment costs' means basic salary plus Employer's National Insurance Contribution plus Employer's Superannuation Contribution;

'latest annual gross employment costs' means initially having a past reference to the 12 consecutive months up to 1st January 2016, and in subsequent years having past reference to the 12 consecutive months up to 1st January 2017 and 1st January 2018 in order to inform annual reviews of Hourly Rate Unit Costs.

In cases where a project staff post is new, or has been in existence for less than a year, *'documented evidence'* means employment contract or available monthly payroll reports respectively.

The salary costs for staff not working 100% of their time on the project shall be calculated by multiplying the relevant Hourly Rate Unit Cost by the actual monthly hours worked on the project, as recorded and certified on the Delivery Partner's monthly timesheets.

Part C

Salary costs for staff working full time on the project

Staff who are engaged on the project for 100% of their working time shall not be required to submit timesheets. The salary costs of these staff shall be claimed on the basis of actual monthly gross employment costs, and shall be evidenced by the Delivery Partner from monthly payroll reports, BACS reports and Bank Statements.

Part D

Other conditions relating to staff salary costs

In order to support the evidencing of staff salary costs the Delivery Partner shall provide SMBC with certified true copies of Job Descriptions for all staff working on the project.

The Delivery Partner shall provide all members of their staff who work on the Project with a standard letter advising them that they are employed on a project part-funded by ERDF. The template for this standard letter shall be provided by SMBC. The Delivery Partner shall provide SMBC with certified true copies of these advisory letters.

Part E

General conditions relating to other budget costs

The procurement of any goods or services by the Delivery Partner for use in the delivery of the Project shall require prior notification and authorisation by SMBC.

Any goods and services procured for the purposes of the Project must be eligible under the latest version of the ERDF Eligibility Guidance (ESIF-GN-1-003).

The procurement of any goods or services by the Delivery Partner shall comply fully with European Union Procurement Law and in accordance with the latest version of the Procurement Law: ESIF Compliance Guidance Note (ESIF-GN-001).

Prior to submitting grant claims for any costs relating to the budget in Part A above, the Delivery Partner must provide appropriate auditable evidence to SMBC that the goods or services relating to these costs have been procured in full compliance with EU Procurement Law and the latest ESIF guidance on procurement.

Schedule 4 Payments

Part A

Grant claim and payment procedure

The table in Schedule 3, Part A sets out the Delivery Partner's anticipated profile of expenditure under this Agreement, and reflects the overall project expenditure profile approved under the ERDF Funding Agreement.

Profiles will be reviewed at periodic review meetings. Changes to the agreed profiles of expenditure constitute variations in accordance with this Agreement.

The Delivery Partner shall submit a monthly grant claim to SMBC by the 10th Working Day of the month following the previous completed month of project delivery. Each monthly grant claim shall include the following documents:

- (i) Monthly Progress Report (template to be provided by SMBC)
- (ii) Monthly Transaction Sheet listing all eligible project expenditure items to be claimed by the Delivery Partner (template to be provided by SMBC)
- (iii) For staff not working 100% of their time on the project - Original or certified true copies of signed and authorised monthly timesheets and evidence of defrayal of actual monthly gross employment costs in the form of certified true copies of payroll reports, BACS reports and Bank Statements.
- (iv) For staff working 100% of their time on the project – Monthly payroll reports, BACS reports and Bank Statements evidencing defrayal of actual monthly gross employment costs for the previous completed month.
- (v) Certified true copies of invoices, authorised expenses claims, defrayal evidence (in the form of BACS reports and Bank Statements) and associated procurement evidence, relating to any other eligible costs incurred and defrayed by the Delivery Partner during the previous completed month.

On receipt of the above grant claim documents SMBC officers will check and verify all of the costs claimed by the Delivery Partner, and once accepted shall include these costs in its overall ERDF Grant Claim to DCLG for the current Instalment Period.

Note: Monthly costs claimed by the Delivery Partner shall be included in the ERDF Grant Claim on the basis of a one month lag. This means that the costs claimed for the month preceding the ERDF Grant Claim Instalment Period shall not be included within that Instalment Period, but shall be 'rolled over' into the next Instalment Period.

Following submission of SMBC's ERDF Grant Claim to DCLG, and subsequent payment by DCLG to SMBC of the Grant for the Instalment Period (normally within 40 Working Days of receipt), SMBC shall pay the amount of Grant due to the Delivery Partner within 28 Calendar Days.

Part B

Reimbursement for Goods and Services Procured

Following prior notification and authorisation by SMBC of the proposed procurement (in accordance with Schedule 3, Part E), the Delivery Partner shall place an order with the selected supplier, and on

satisfactory receipt of the goods or services shall make payment to the supplier in accordance with the agreed payment terms with the supplier.

When the payment of the invoice has been fully defrayed (i.e. the payment has left the Delivery Partner's bank account), the Delivery Partner shall include the cost of the goods or services procured as an eligible transaction cost within their grant claim to SMBC.

Part C

VAT on Goods or Services Procured

If the Delivery Partner is able to recover VAT paid on goods and services procured for the purposes of the Project, then the amount to be claimed within the grant claim to SMBC must exclude any VAT included in the invoice.

Subject to the Delivery Partner providing appropriate written evidence to SMBC confirming that they are unable to recover VAT paid on goods and services procured for the Project, the Delivery Partner may include any VAT related to the invoiced amount within the amount included in the grant claim.

For the avoidance of doubt "*Appropriate written evidence*" means a certified true copy of a letter from HM Revenue and Customs, or a signed independent audit report identifying irrecoverable VAT as an eligible cost.

Part D

Payment Details

This section should be read in conjunction with Part A above.

SMBC implements payments electronically by BACS and any payments properly payable under this Agreement will be paid by BACS. The Delivery Partner must therefore provide the following information:

Name and address of Bank or Building Society:	
Bank/Building Society sort code:	
Bank/Building Society account no:	

SMBC sends BACS payment remittance advice electronically to a single e-mail address. For that purpose the Delivery Partner confirms the relevant e-mail address below:

BACS Email Address:	
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Schedule 5 Monitoring and Reporting

Part A

Delivery Partner Responsibilities

In accordance with Schedule 4 Part A the Delivery Partner shall provide SMBC with a Monthly Progress Report by the 10th Working Day of the month following the previous completed month of project delivery. The Monthly Progress Report shall include, as a minimum, the following standing items:

- A summary of activities undertaken during the reporting period
- Report of any ERDF Enterprise Development and Growth outputs and results achieved by the Delivery Partner
- Report of any key milestones achieved by the Delivery Partner
- Details of any significant issues arising during the reporting period, and actions to resolve these
- Update on existing/details of new risks associated with project delivery, and proposed mitigating actions
- Activities/milestones/outputs to be delivered by the Delivery Partner in the next reporting period.

SMBC will provide the Delivery Partner with a standard template for completion of the Monthly Progress Report.

Part B

SMBC Responsibilities

SMBC shall issue regular expenditure and outputs status reports in order to update the Delivery Partner on progress in respect of their achievement of the outputs targets specified in Schedule 2 Part C, and spend against the budget profile specified in Schedule 3 Part A.

SMBC shall hold regular review meetings with the Delivery Partner. These meetings will be held quarterly or more frequently if SMBC considers it necessary. The meetings will be held to:

- Discuss staff support hours/salaries
- Review the activity and progress in relation to agreed activity
- Review spend and the effectiveness of financial management
- Develop effective forward service and resource planning
- Identify barriers/risks to effective delivery and agree actions to resolve or mitigate these
- Ensure effective joint working
- Monitor compliance with this Agreement

Schedule 6 Records and Retention of Documents

The Delivery Partner shall comply fully with clauses 14.4 (Records) and 14.5 (Retention of Documents) of the Funding Agreement, and shall follow the guidance included within the ERDF Document Retention Guidance (ESIF-GN-1-008).

Part A Records

As a minimum requirement, the Delivery Partner must retain the following documents:

- Payroll reports evidencing latest annual gross employment costs for staff working part-time on the project (with reference to Schedule 3, Part B)
- Timesheets for staff working part-time on the project
- Expenses claim forms and associated defrayal evidence relating to eligible travel and subsistence costs claimed
- Records evidencing defrayal of salary costs for staff working 100% of their time on the project (including monthly payroll reports, BACS reports, Bank Statements)
- Job Descriptions for all staff working on the project
- Job Adverts for project staff (where relevant)
- Letters of Employment/Employment Contracts (where relevant)
- ERDF employment advisory letters to project staff
- Procurement and defrayal records for goods and services procured
- Evidence of eligibility of project beneficiaries (organisation status, location, eligibility to apply for ERDF funding)
- Notes and minutes of meetings with project beneficiaries
- Records of events and workshops delivered by the Delivery Partner (including as a minimum, promotional materials, presentation materials, hand-outs, attendance sheets, feedback sheets)
- Evidence of ERDF outputs and results reported by the Delivery Partner
- Marketing and promotional materials produced by the Delivery Partner (print and electronic)

Part B Retention of Documents

The Delivery Partner is required to retain project documentation for a period after the activity has ended, and these must be kept in an acceptable format so that they can be inspected where necessary.

SMBC shall inform the Delivery Partner of the required retention period at the end of the project. The period is dependent on the date at which the final ERDF grant claim is submitted to DCLG, so the retention period is unique to each project and cannot therefore be specified at the outset.

Schedule 7 SMBC Policies

In addition to complying with all policies, regulations and guidance referred to in this Agreement and the Funding Agreement, the Delivery Partner agrees to adhere to the following SMBC policies:

- SMBC Sustainable Development Policy Statement
- SMBC Equality and Diversity Policy Statement
- SMBC Publicity Policy for ERDF Projects

Cost Type	2017	2018	2019	Total	ERDF Grant	DP Match
Direct Staff Salaries:					@50.00%	@50.00%
Manager	£26,402	£52,804	£13,201	£92,407	£46,204	£46,204
Administration assistant	£16,161	£32,321	£8,080	£56,562	£28,281	£28,281
Senior Assistants	£23,561	£47,122	£11,781	£82,464	£41,232	£41,232
Library Assistants	£28,953	£57,907	£14,477	£101,337	£50,669	£50,669
Senior Manager	£7,800	£15,600	£3,900	£27,300	£13,650	£13,650
Duty Manager	£4,180	£8,360	£2,090	£14,630	£7,315	£7,315
IT Co-ordinator	£4,150	£8,300	£2,075	£14,525	£7,263	£7,263
Community Library Manager	£10,400	£20,800	£5,200	£36,400	£18,200	£18,200
Total Direct Staff Salaries	£121,607	£243,214	£60,804	£425,625	£212,813	£212,813
Overheads (15% Direct Staff Salaries)	£18,241	£36,482	£9,121	£63,844	£31,922	£31,922
Marketing	£5,000	£10,000	£2,500	£17,500	£8,750	£8,750
Travel	£1,000	£2,000	£500	£3,500	£1,750	£1,750
Total	£145,848	£291,696	£72,925	£510,469	£255,234	£255,234

**THE LIBRARY OF BIRMINGHAM
Business & Learning Services**

Background

The Library of Birmingham services include Lending, Reference and specialist services for children and young people, a Music Library, Business Library, the City Archive and Special Collections. The Library also acts as a gateway to wider services such as business support, job search, and health and supports tourism.

The Library of Birmingham is the most visited free attraction outside London with 1.7m visits pa and has totalled 6.8 million since opening in September 2013.

Birmingham has 38 Community Libraries that attract over 2m visits pa across the sites. The Mobile Library serves residents in neighbourhoods where people are geographically isolated from existing community library provision, people with limited transport or limited mobility.

During 2018, the Business & Learning team, working with the Mobile Library, aim to deliver mobile 'pop up' business and Intellectual Property advice surgeries, workshops and 1:1 business advice, targeting hard to reach groups; an innovative and unique way of delivering the business offer.

HMP Birmingham Prison Library Service is also managed through Birmingham Library Services, serving prisoners and their families by offering education through access to distance learning, qualifications, literacy and ESOL programmes. The Business team aims to deliver business advice and support to those looking to start a business once sentences are served.

Business & Learning Service – access <https://youtu.be/gmka64C1344> to view our service and how the team have supported business start-ups!

The Business & Learning team is the only team within Birmingham to offer a service to any person, regardless of age, gender, ethnicity, postcode etc.; we do not turn anybody away and can offer the full range of services geared to individual ability through a clear, well defined service area with a 'Business Zone' and 'Learning Zone' catering for the needs of the whole community.

The main emphasis of our service is pre and start-up business support through dedicated workshops, 1:1 Business and Intellectual Property advice and participation in national initiatives such as Business Start-Up day and local business and Job Fairs.

For many aspiring Entrepreneurs, there is often the need to find employment whilst developing their IP or business idea. For this reason, a partnership has been formed with Prospects/National Careers Service who deliver much needed careers guidance services from the Business & IP Centre, contributing to enhancing our overall service offer.

The Library of Birmingham is part of the Business & IP Centre Network, co-ordinated by the British Library, consisting of six Central Libraries in addition to the Library of Birmingham and include Liverpool, Sheffield, Newcastle, Manchester, Leeds.

We are also members of the PATLIB UK Network, consisting of thirteen Local Authorities across the UK who offer IP advice. Our region covers Portsmouth/Plymouth in the South, up to Sheffield/Manchester in the North.

The Business Service also delivers a full enquiry service, comprehensive range of books and resources for loan, reference stock, free online courses, extensive online databases, business directories and free internet access.

The service engages with a wide range of external partners who deliver services to complement and enhance the Business & Learning service offer. Free legal advice covering debt, Contract, Consumer Law, Patent & Trademark legal advice plus workshops focussing on effective presentation skills, pitching your business idea, CV Master Class and Interview Skills delivered by Prospects/National Careers Service support those looking to start a business, or develop their overall skills. Birmingham Careers Service NEETs team also deliver weekly advice sessions from the Library of Birmingham, being the only central location offering advice and support to those not in employment, education or training.

Simon Topman, CEO of J. Hudson & Sons (ACME Whistles) serves as the Library of Birmingham Entrepreneur in Residence and delivers Business Master Class workshops and delivers 'motivational' business workshops as part of the 'First Steps into Business' two day workshop delivered by the team. In partnership with the Institute of Directors, we also deliver quarterly networking and 'Meet the Entrepreneur' evening seminars to encourage and support new and start-up businesses.

The Library of Birmingham is part of the Business & IP Centre Network, co-ordinated by the British Library, consisting of six Central Libraries in addition to the Library of Birmingham and include Liverpool, Sheffield, Newcastle, Manchester, Leeds where ideas and good practice are shared at a national level.

We are also members of the PATLIB UK Network, consisting of thirteen Local Authorities across the UK who offer IP advice. Our region covers Portsmouth/Plymouth in the South, up to Sheffield/Manchester in the North.

STATISTICS:

Since opening in September 2013, the Library of Birmingham has attracted over 6 million visitors.

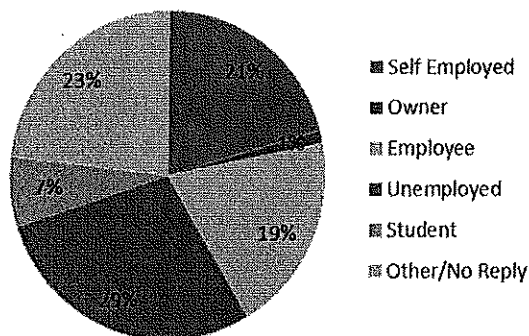
The **biggest benefits** of using the services delivered by the Library of Birmingham Business & Learning team are:

- 95% felt that free access to information and particularly business databases was the biggest benefit.
- 55% thought it was a 'one stop shop' for starting a business.
- 41% referred to other organisations.
- 40% gained confidence in setting up a business.
- 29% acquired new skills.
- 26% felt it was important to be with like-minded entrepreneurs.

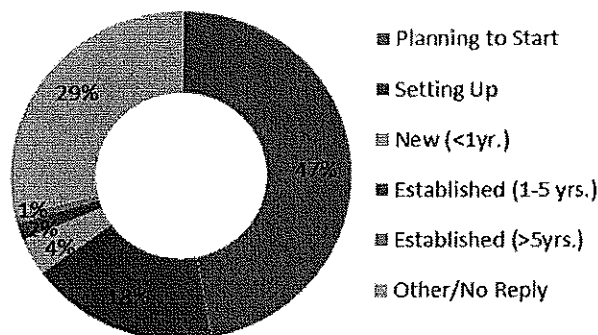
Stats & Figures: April – March 2017:

- 644 clients attended 1:1 Intellectual Property, Business Advice & Careers advice sessions
- 331 clients attended legal advice clinics
- 640 business 'outsourcing' enquiries – Creditsafe Reports & Mailing Lists
- 29,236 business website hits on the Library of Birmingham website (prior to moving to BCC)
- 183 Facebook Followers
- 1, 229 Twitter Followers

• Employment Status of Customers



Business Lifecycle



Business & Learning Service Offer

- Delivery of a comprehensive range of free business services to support pre and start up businesses through 1:1 advice sessions, seminars and workshops.
- SFEDI Qualified & IPO Master Class accredited staff – we are the only organisation in the West Midlands who offer this level of service.
- Workshops covering: First Steps into Business; Business Planning; Cash Flow Management; Market Research using Library Resources; Networking & Pitching your Business events, Public Speaking workshops.
- Business Databases to support business: eg COBRA, MINT UK & GLOBAL, MINTEL, Creditsafe,
- Business Outsourcing & Mailing Lists to support business growth
- Signposting to other organisations
- Dedicated internet and pc access plus self study resources and comprehensive Business Library
- Long opening hours: 40 per week Monday-Saturday.
- Access to a wide range of business journals.
- Promotion of businesses supported through The Library Shop.

Yvonne Barker: Library Services Manager
Business, Learning, & Work, Reception & Retail Services
Library of Birmingham
Chamberlain Square
BIRMINGHAM B1 2ND
 Telephone: 0121 242 4242/0121 303 6134
 Email: Yvonne.barker@birmingham.gov.uk
 Website: www.birmingham.gov.uk/libraries
 Facebook: facebook.com/buslearn
 Twitter: @LOBBUSINESS

Library staff input

Description	Cost
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Title	LIBRARY OF BIRMINGHAM PARTICIPATION IN ENTERPRISE FOR SUCCESS PROGRAMME
EA is in support of	Amended Service
Review Frequency	Quarterly
Date of first review	30/09/2018
Directorate	Place
Division	Neighbourhoods and Communities
Service Area	Library Services
Responsible Officer(s)	<input type="checkbox"/> Dawn Beaumont
Quality Control Officer	<input type="checkbox"/> Caroline Alexander
Accountable Officer	<input type="checkbox"/> Dawn Beaumont
Initial impact assessment	The Library of Birmingham's Business and Learning Team are seeking approval to work with Solihull Metropolitan Borough Council as a Delivery Partner on a number of project activities as part of the Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP) Enterprise for Success program funded by the European Regional Development Fund (ERDF) and draw down funds totalling £200,000 to support the delivery of business support and advice at The Library of Birmingham and across the network of Community Libraries.
Protected characteristic: Age	Not Applicable
Selected age characteristics: add further details	
Protected characteristic: Disability	Not Applicable
Selected disability characteristics: add further details	
Protected characteristic: Gender	Not Applicable
Selected gender characteristics: add further details	
Protected characteristics: Gender Reassignment	Not Applicable
Selected gender reassignment characteristics: add further details	
Protected characteristics: Marriage and Civil Partnership	Not Applicable
Selected marriage and civil partnership characteristics: add further details	
Protected characteristics: Pregnancy and Maternity	Not Applicable
Selected pregnancy and maternity characteristics: add further details	
Protected characteristics: Race	Not Applicable
Selected race characteristics: add further details	
Protected characteristics: Religion or Beliefs	Not Applicable
Selected religion or beliefs characteristics: add further details	
Protected characteristics: Sexual Orientation	Not Applicable

Selected sexual orientation characteristics: add further details

Consulted People or Groups

Officers from Community Libraries, Place Directorate Finance and Legal Services have been consulted in relation to this report and its recommendations. GBSLEP has carried out consultation and research reporting that self-employment rates in the area are below the national average and focussed LEP research as identified significant potential in the growing social enterprise sector. 58% of GBSLEP queries to the National Business Support Helpline were for pre-start support.

Informed People or Groups

As stated above.

Summary and evidence of findings from your EIA

The Library of Birmingham's participation in the GBSLEP Enterprise for Success Program and the drawdown of funds to support this will increase the provision of advice for pre-start up and business advice across the city and increase employment opportunities for residents which is in line with the Council priority around Jobs and Skills; a great city to succeed in.

The project does not have the potential to disproportionately disadvantage any of the protected groups. All groups will benefit from increased business growth in the region.

This initial assessment has not identified any adverse differential impact on groups with protected characteristics arising from the recommendations in the report, therefore a full assessment is not required.

Submit to the Quality Control Officer for reviewing?

No

Quality Control Officer comments

Decision by Quality Control Officer

Proceed for final approval

Submit draft to Accountable Officer?

No

Decision by Accountable Officer

Approve

Date approved / rejected by the Accountable Officer

31/07/2018

Reasons for approval or rejection

This initial assessment has not identified any adverse differential impact on groups with protected characteristics arising from the recommendations in the report, therefore a full assessment is not required.

Please print and save a PDF copy for your records

Yes

Content Type: Item

Version: 19.0

Created at 31/07/2018 11:45 AM by ☐ Caroline Alexander

Last modified at 31/07/2018 11:52 AM by Workflow on behalf of ☐ Caroline Alexander

Close

BIRMINGHAM CITY COUNCIL

PUBLIC REPORT

Report to: THE LEADER JOINTLY WITH THE CORPORATE DIRECTOR OF PLACE

Report of: Acting Director of Regulation and Enforcement

Date of Decision: 11 September 2018

SUBJECT: BALLOT AND RENEWAL OF SOHO ROAD BUSINESS IMPROVEMENT DISTRICT 2018

Key Decision: No

Relevant Forward Plan Ref: N/A

If not in the Forward Plan: Chief Executive approved ☒

(please "X" box) O&S Chair approved ☒

Relevant Cabinet Member(s): Councillor Ian Ward, Leader

Relevant O&S Chair: Councillor Albert Bore, Chair of Resources O&S Committee

Wards affected: Soho & Jewellery Quarter, Handsworth, Holyhead and Lozells

1. Purpose of report:

- 1.1 To obtain support for the ballot process and renewal of a Business Improvement District (BID) (Appendix1) in Soho Road for a five year term, commencing 1st April 2019.
- 1.2 To set out and seek agreement and support to the relevant implications for the City Council.

2. Decision(s) recommended:

That the Leader, jointly with the Corporate Director of Place:

- 2.1 Supports the outline draft proposals for the Soho Road Business Improvement District (BID) to be operated by Soho Road BID CIC for a second term and the ballot process (Appendix 2), for the renewal in the Soho Road BID area. (Appendix 3)
- 2.2 Approves the detailed provisions relating to finance and services contained in paragraph 4.2 (and in detail at Appendix 4) (principally subject to a successful BID ballot) specifically:
 - One-off ballot cost (£3,535) and ICT Digital Solutions set up charges (£19,253) estimated total at £22,788 to be funded from Policy Contingency
 - Levy payments on nine City Council interests, detailed in paragraph 3.1, estimated at £3,090 per annum for five years plus a small contingency of £500 (£3,590 per annum total), to be funded by the relevant Directorates
 - BID levy collection costs for ICT Digital Solutions estimated at £9,991 per annum for five years (£49,955 total) funded from Policy Contingency.
- 2.3 Authorises the City Council to draft and enter into an Operating Agreement, Service Level Agreements, Memorandum of Understanding and Data Sharing Agreements with Soho Road BID CIC.
- 2.4 Authorises the Chief Executive or her designated Officer to vote 'yes' in relation to the City Council's total of nine votes in relation to the BID ballot specified.
- 2.5 Authorises the City Solicitor and Monitoring Officer to negotiate, execute and complete all relevant documents to give effect to the above recommendations in relation to the BID.

Lead Contact Officer(s): Wayne Pell-Walpole, BIDs Ambassador, Place

Telephone No: 0121 464 9852

E-mail address: Wayne.Pell@Birmingham.gov.uk

3. Consultation

3.1 Internal

Consultation on the content and implications of this report has taken place with; Relevant Cabinet and Ward Members (Appendix 5), Corporate Director Place, Place Directorate Finance, Corporate Finance, Legal and Procurement Officers. The relevant three budget holders, in Highways for car parks, education for day-nurseries and Libraries for the Council properties in the BID area have been advised.

3.2 External

Soho Road BID CIC as the BID proposer has undertaken extensive consultation with businesses and stakeholders to demonstrate support for the renewal of the BID. The development work for the BID has been funded by Soho Road BID CIC directly. Soho Road BID CIC have commissioned British BIDs for technical support and guidance through the ballot process. British BIDs are satisfied that the existing BID have conducted their preparation properly and that the business plan will address the needs of businesses in the area. (Appendix 6) Business engagement will continue up to and throughout the ballot period which will commence on 27th September 2018 and end on 25th October 2018.

4. Compliance Issues:

4.1 Are the recommended decisions consistent with the Council's policies, plans and strategies?

The establishment of BIDs is consistent with the City council priorities approved by Cabinet in June 2018. The work of Soho Road BID CIC and the BID business plan is deemed to align with the Council's priorities particularly;

- Outcome 1 Birmingham is an entrepreneurial city to learn, work and invest in.
 - Priority 1:**
We will create opportunities for local people to develop skills and make the best of economic growth.
 - Priority 2:**
We will strive to maximise the investment in the city and engage local employers to create quality jobs and opportunities for citizens.
- Outcome 3 Birmingham is a fulfilling city to age well in
 - Priority 1:**
We will work with our citizens to prevent social isolation, loneliness, and develop active citizenship.
- Outcome 4 Birmingham is a great city to live in
 - Priority 1:**
We will work with our residents and businesses to improve the cleanliness of our city.
 - Priority 3:**
We will work with partners to tackle rough sleeping and homelessness.
 - Priority 4:**
We will improve the environment and tackle air pollution.
 - Priority 5:**
We will work with partners to ensure everyone feels safe in their daily lives.
 - Priority 6:**
We will foster local influence and Involvement to ensure that local people have a voice in how their area is run.
 - Priority 7:**
We will work with our partners to build a fair and inclusive city for all.
 - Priority 8:**
We will enhance our status as a city of culture, sports and events.
- The way we work
 - Supporting Soho Road Business Improvement District particularly strengthens the partnerships with key institution and businesses in this local neighbourhood to create a strong civic family to lead the city.
 - Supporting and working with Soho Rd BID will enable them to take a stronger role in directly delivering services, enabling them and assisting them to lead the business community in the area.

4.2 Financial Implications

(Will decisions be carried out within existing finance and Resources?)

An analysis of the financial implications for the City Council (principally subject to a successful BID ballot) is set out in Appendix 4. The key points are:

- (i) One-off ballot and ICT Digital Solutions Set Up costs estimated at £22,788 to be funded from Policy Contingency
- (ii) Levy payments on nine City Council interests estimated at £3,590 per annum for five years (£17,950 total) to be funded by the relevant Directorates
- (iii) BID levy collection costs, estimated at £9,991 per annum for five years (£49,955 total) to be funded from Policy Contingency
- (iv) It should be noted that funding arrangements for BIDs are under review and, depending on the agreed outcome, BIDs may be required to contribute towards costs through BID levy.

Expenditure	Funding	One-Off Cost 2018/19	Annual Cost	5 Year Total Cost 2018/19 to 2022/23
Ballot	Policy Contingency	£3,535	n/a	£3,535
Database and Set up	Policy Contingency	£19,253	n/a	£19,253
ICT Digital Solutions	Policy Contingency	n/a	£9,991	£49,955
BCC Levy payments:	Directorates	n/a	£3,590	£17,950
Total Cost		£22,788	£13,581	£90,693

4.3 Legal Implications

- (i) All BIDs must be established in accordance with the provisions contained within the Local Government Act 2003 and the Business Improvement District (England) Regulations 2004.
- (ii) In accordance with the BID Regulations, the 'Notification of Intention to Submit a BID Proposal for Balloting Purposes' must be submitted in a timely fashion to the Secretary of State for the Ministry of Housing, Communities & Local Government. This has been served by Soho Road BID CIC and the City Council notified. (Appendix 7)
- (iii) A formal request to hold the BID ballot has been made by Soho Road BID CIC to the City Council. (Appendix 8).
- (v) As with all BIDs in Birmingham to date, the BID ballot will be conducted by an independent Scrutiniser; Electoral Reform Services, on behalf of the City Council

- (vi) The City Council holds a number of properties in the proposed Soho Road BID area, however the majority are let on long leases and as such represent very limited risk of any liability for business rates. We hold seven property interests where we pay business rates, this will represent nine votes in the forthcoming BID ballot. The Chief Executive or her designated Officer is to be authorised to vote 'yes', in support of renewal of the BID. It should also be noted that the Soho House Museum is let to the Birmingham Museums Trust who will hold a separate voting right.
- (vii) The approved Soho Road BID term 2 will be implemented by Soho Road BID CIC from 1st April 2019. The BID Company, will be independent, private sector led and not for profit. The BID will have a Board of Directors, comprising representatives from the area's business community, together with stakeholders including a local ward councillor.
- (viii) The City Council will enter into an Operating Agreement, Service Level Agreements, Memorandum of Understanding and Data Sharing Agreements with Soho Road BID CIC.
- (ix) The decision on whether BIDs are established or renewed rests with the businesses eligible to vote in a BID ballot. As a key partner, the City Council will work towards a positive outcome in any BID ballot.

4.4 Data Protection

The requirements of the General Data Protection Regulations 2018 and Human Rights Act 1998 have been taken into consideration in terms of the processing, management and sharing of data involved in these proposals. A Data Processing/ Sharing Agreement will be drafted and will be entered into with Soho Road BID CIC.

4.5 Public Sector Equality Duty

A copy of the Equality Act 2010 – Public Sector Duty statement is appended (Appendix 9) together with the initial equality assessment screening (Appendix 10).

5. Relevant background/chronology of key events:

- 5.1 A BID is a precisely defined area within which the local business community work together to collectively invest in projects and services to improve the business environment. They provide a vehicle for developing the partnership between business ratepayers and the local authority as well as assisting businesses to play a more central role in managing and maintaining their local environment. Further information on the basic principles of a BID and the existing BIDs in Birmingham can be found in Appendix 1.
- 5.2 BIDs represent a very significant advance in the management of a centre bringing benefits from focussed and committed public / private sector partnerships. They have the potential to make a major contribution by targeting additional and more long-term resources on the management of specific areas and assisting businesses to play a more central role in identifying local needs and managing and maintaining their local environment.

- 5.3 Locally, BIDs are presently active in Wolverhampton, Rugby, Leamington Spa, Derby (2), Stratford-upon-Avon, Nottingham and Solihull. Other major cities which have developed a BID include Liverpool, Leeds, Newcastle, Manchester and Edinburgh. In London, where additional support for the BID model has been provided by the Greater London Authority over fifty BIDs are now in existence and assisting in providing investment across the national capital. In total over 300 BIDs now operate across the United Kingdom
- 5.4 In Birmingham in 2016 Retail Birmingham, Sutton Coldfield, Northfield, Erdington and Acocks Green BIDs all balloted successfully for further terms, as did Jewellery Quarter in 2017 and Kings Heath in February 2018. The city also welcomed its twelfth BID in Harborne this year.
- 5.5 New BIDs have recently been created in Stoke-on-Trent, Leicester and Halesowen.
- 5.6 Further support to the network of BIDs and Towns and Local Centres is being provided by Greater Birmingham and Solihull Local Enterprise Partnership through an emerging strategy currently under development in partnership with BIDs and local authorities.
- 5.7 Birmingham currently has 12 BIDs with a number having entered second or third terms. The BIDs in total have raised in excess of £20 million of additional private sector funding that has been invested in enhancing their localities and so improving the environment for business, visitors and local communities using the centres.
- 5.8 The BID's vision is to enhance the local communities, welcome more visitors and to ensure that businesses are given every opportunity to succeed, trade and grow through representation, support and investment. The draft proposal for the BID term 2 are detailed in Appendix 2. The BID are looking to expand the BID boundary to encompass a greater extent of the Soho Road business area.

6. Evaluation of alternative option(s):

- 6.1 There is currently no alternative option available to the BID model that provides continued guaranteed longer term private investment for specific activities in specific areas funded and prioritised by eligible businesses. The BID model is therefore seen as the preferred way to provide additional and more sustainable resources for the management of specific areas, which is why local partnerships have been encouraged to explore the viability of BIDs and likely level of support from businesses

7. Reasons for Decision(s):

- 7.1 To obtain support for the renewal of Soho Road BID for a further five year term
- 7.2 To obtain agreement to the relevant implications for the City Council

Signatures

Date

Cabinet Member

.....
Cllr Ian Ward - Leader

.....

Chief Officer

.....
Jacqui Kennedy, Corporate Director - Place

.....

List of Background Documents used to compile this Report:

1. The Nationwide Business Improvement Districts survey 2016 – British BIDs November 2017
2. Towards a Greater Birmingham – ATCM Report on Developing a Strategic Partnership between Birmingham City Council and BIDs March 2017
3. Securing a brighter future for BIDs in Birmingham - 2018

List of Appendices accompanying this Report (if any):

1. The Principles of a BID, BIDs in England, Scotland, Wales and existing Birmingham BIDs
2. Soho Road BID – Outline of the BID Proposal
3. BID Boundary map
4. Financial implications for the City Council
5. Ward Councillor Consultation Matrix
6. Regulation checklist
7. Notification Letter to secretary of State for ballot
8. Soho Rd BID CIC Letter to BCC to hold ballot
9. Public Sector Duty Statement
10. Equality Analysis reference EQUA84

Appendix 1

1. The Principles of a BID

- 1.1 Business representatives in an area develop a BID Proposal including objectives and targets for the BID, the finance to be raised and how it will be invested. The intention is that businesses should have a greater input into improvements where they are prepared to pay for them. This last point is crucial, as core funding for the BID is derived from a statutory payment, known as the BID levy, made by eligible non-domestic ratepayers in the BID area.
- 1.2 BID arrangements cannot come into force unless they are approved by a ballot of non-domestic ratepayers in the proposed BID who are to be liable for the proposed BID levy. Approval requires a majority 'yes' vote in both number of votes cast and rateable value of votes cast. This 'dual-key' mechanism means that a scheme cannot be forced through by larger businesses against the wishes of the smaller businesses, or vice versa.
- 1.2 A legal requirement is that BID arrangements will have a maximum term of five years and will then be subject to a renewal ballot. This aims to protect levy payers from an indefinite commitment but also provides a powerful incentive for BID management to deliver best value.

2. Business Improvement Districts in Birmingham

- 2.1 Birmingham currently has 12 BIDs – 5 in the city centre (Colmore Business District, Jewellery Quarter, Retail Birmingham, Southside, Westside) and 7 in local centres (Acocks Green, Erdington, Harborne, Kings Heath, Northfield, Soho Road, Sutton Coldfield).
- 2.2 Birmingham's BIDs have raised in excess of £20 million of additional private sector investment.

3. Business Improvement Districts in The Midlands

- 3.1 Locally, formal BIDs include Wolverhampton, Coventry, Leamington Spa, Derby (2), Stratford-upon-Avon, Nottingham and Solihull. New BIDs have also recently been created in Halesowen, Stoke-on-Trent, Leicester and Wednesbury.

4. Business Improvement Districts in the United Kingdom

- 4.1 There are now over 300 BIDs operating in towns and cities across the UK and Republic of Ireland.
- 4.2 BIDs across the UK make an invaluable contribution to Cities, Towns and Local Centres, they contribute sustainable business engagement, strong leadership at a local level, a powerful lobby for local investment and a significant point of contact for community engagement.
- 4.3 Major cities which have developed a BID include Liverpool, Manchester, Leeds, Edinburgh and over Fifty in London.

- 4.4 Nationally BIDs raise in excess of £75 million in direct levy investment, This investment is further enhanced with additional income, inward investment and in-kind contributions to provide over £110 million per annum



Equality Analysis

Birmingham City Council Analysis Report

EA Name	Soho Road Business Improvement District
Directorate	Place
Service Area	Place - Regulation & Enforcement
Type	New/Proposed Policy
EA Summary	To assess the equality impact of supporting the ballot and renewal of Soho Road Business Improvement District (BID) for a five year term, commencing 1 st April 2019
Reference Number	EQUA84
Task Group Manager	Chris Neville
Task Group Member	
Date Approved	2017 06 08 00:00:00 +0000
Senior Manager	Jacqui Kennedy
Quality Control Officer	Place

Introduction

The report records the information that has been submitted for this equality analysis in the following format:

Initial Assessment

This section identifies the purpose of the Policy and which types of individual it affects. It also identifies which equality strands are affected by either a positive or negative differential impact

Relevant Protected Characteristics

For each of the identified relevant protected characteristics there are three sections which will have been completed;

- Impact
- Consultation

- Additional Work

If the assessment has raised any issues to be addressed there will also be an action planning section.

The following pages record the answers to the assessment questions with optional comments included by the assessor to clarify or explain any answers given or relevant issues.

1 Activity Type

The activity has been identified as a New/Proposed Function

2 Initial Assessment

2.1 Purpose and Link to Strategic Themes

What is the purpose of this Function and expected outcomes?

A Business Improvement District (BID) is where eligible businesses within a defined area vote in a secret ballot to invest collectively in additional projects and services specifically for their area. E.g. Marketing and promotion, street improvements including signage, flowers and festive lights and business support.

For each strategy, please decide whether it is going to be significantly aided by the Function

Public Service Excellence	No
A Fair City	No
A Prosperous City	Yes
A Democratic City	Yes

2.2 Individuals affected by the policy

Will the policy have an impact on service users/stakeholders?	Yes
Will the policy have an impact on employees?	Yes
Will the policy have an impact on wider community?	Yes

2.3 Relevance Test

Protected Characteristics	Relevant	Full Assessment Required
Age	Not Relevant	No
Disability	Not Relevant	No

Gender	Not Relevant	No
Gender Reassignment	Not Relevant	No
Marriage Civil Partnership	Not Relevant	No
Pregnancy and Maternity	Not Relevant	No
Race	Not Relevant	No
Religion or Belief	Not Relevant	No
Sexual Orientation	Not Relevant	No

2.4 Analysis on Initial Assessment

The majority of the Soho Road BID area is located with the Jewellery Quarter and Soho Ward.

In 2011 the population recorded for Soho Ward was 30,317 people. The Soho Ward population figure includes 19,704 people within the working age category of 16-64 years old.

Approaching half of the working population of Soho Ward (45%) consisted of Asian ethnic minorities compared with 27% for Birmingham in general. Soho Ward also consists of 23% Black ethnic minority compared to 9% for Birmingham in general. The largest ethnic minority groups were Indian at 18% Pakistani at 16% and Caribbean at 14% of working age population.

There is likely to be a positive impact arising from this BID.

In renewing the Soho Road BID, the proposers; Soho Road BID CIC have consulted with over 600 Soho Road BID Levy Payers on proposals for projects and services to deliver in the next five years

The Soho Road BID is proposed to invest across the area through a multitude of themes. The consultation with the local businesses has highlighted that they expect and want the BID to care for the physical aspects of the area; delivering, influencing and partnering on public realm projects to make Soho Road BID an outstanding place. Local businesses would also like to see the area safer and more secure, engage in more national marketing and events for building the business community feel of the area.

The main areas of activity will be focussed on the following themes:

- 1) Business related crime
- 2) Environment
- 3) Promoting Soho Road BID area
- 4) One voice BID Management
- 5) Regeneration and gateway projects

Findings from feasibility and consultation surveys undertaken by Soho Road BID Ltd have shown that the BID can make a significant impact in improving the physical and visual retail and working environment for shoppers, visitors, residents and those that work within the area.

As a stakeholder to the City Council, Soho Road BID feels that the BID should be able to influence and lobby upon issues pertaining to place management, planning and regeneration, highways, parking etc. The BID proposes to work to lobby and influence the decision makers on issues of concern relating to Soho Road and business therein both strategically and operationally.

It is concluded that given the BID objectives and the demographic make-up of the area there is likely to be a positive impact on the community. This is likely to be realised in terms of community safety, jobs and prosperity and a more cohesive community through events and promotional activities.

3 Full Assessment

The assessment questions below are completed for all characteristics identified for full assessment in the initial assessment phase

3.1 Concluding Statement on Full Assessment

Based on the initial analysis, consultation and feedback from stakeholders that the future Soho Road BID's activities will contribute to equality of opportunity by improving the image and service of the local centre, it is concluded that a full equality assessment will not be required

4 Review Date

01/06/2023

5 Action Plan

There are no relevant issues, so no action plans are currently required.

APPENDIX 2

Soho Road BID – Draft Proposal

BID achievements 2014 - 2019

Improve the management of the BID:

- New management board put in place February 2017
- New BID Manager employed in May 2017
- Increased number of board director places from 7 to 13
- Improved demographic and geographical makeup of the BID Management Board to make sure all businesses are represented
- Local Policing Inspector sits on the BID board
- Development of a strong partnership between ourselves and Birmingham City Council
- Introduction of Levy Payer meetings to give the businesses an opportunity to interact with the BID Board and partner agencies
- Introduction of office open days to give the businesses an opportunity to interact with the BID Board and partner agencies
- Developed an 18 month action plan to develop the BID themes leading up to the renewal ballot
- Deliver a number of consultation events to work with Levy Payers to develop a strategy for the BID between 2019-2024 leading to the Re-Ballot in Oct 2018
- Offering Work experience programs with local colleges to give students real life experience of the work place
- Each director has a thematic lead responsibility

Improve green areas and cleanliness of the BID

- Installation of 65 new bins
- Installation of 120 new planters including winter and summer bedding
- Installation of two large scale lavender beds
- Installation of 7 new improved benches in key areas
- Deliver a successful Soho Road In Bloom campaign 2018
- Working with Local Secondary Schools to deliver weekly enrichment days with the students around community cohesion and development
- Large scale clean ups twice a year
- Delivered the first annual I Love Soho Road day in February 2018
- Improved street cleaning in partnership with Birmingham City Council
- Improved cleansing of BID car parks
- Improved cycle parking installed
- Improved signage directing people to the BID Car Parks has been installed
- Improved working partnership with AMEY leading to the development of a long term program of street furniture improvements including painting all furniture under the ownership of AMEY within the BID area and improved methods of fault reporting
- Removal of damaged tree cages
- Removal of damaged cycle racks
- Agreed a hot jet wash of the pavements every six weeks to be carried out by BCC

Improve police presence and reduce ASB and crime within the BID area

- Regular joint operational days with the Local Neighborhood Policing Teams and Parking Enforcement
- Removal of 23 benches in issue areas of the BID area removing ASB and Street Drinking within these areas
- Design-Out Crime team have visited 18 businesses so far within the BID area that have been victim of more than one crime within the last 20 months. All businesses have been given advice to better secure their premises
- Introduction of a new digital radio system improving business connectivity

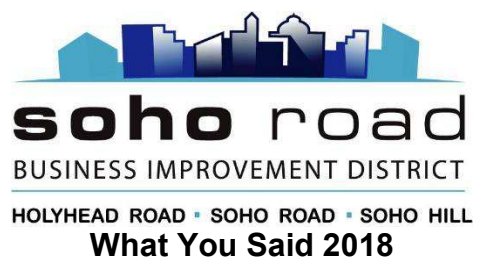
- Installation of improved lighting within Waverhill car park
- Crime and Community Liaison Ambassador started 1st November three days a week to fully develop the Crime and Community Strand of the Soho Road BID action plan
- Introduction of a Business Crime Reduction Partnership
- Collaborative partnership agreement made with RISC Associates Ltd, a leading regional security and risk management training organisation and consultancy, to provide both BID staff and businesses with free retail loss prevention awareness and personal safety awareness training.
- Mercury Training Services work experience program in partnership with DWP
- Supported Birmingham City Council in the removal of the Public Toilets within the BID area
- Worked with the police to remove the Blue Police Box from Soho Road BID Area
- Improvements made to 10 BT Phone boxes including: fixing the phones, removal of doors, removal of advertising & complete replacement of the phone boxes via partnership with the police design out crime team and BT
- Improved Job descriptions and uniforms for Ambassadors. Ambassadors being mentored by local policing team & booked to go on accredited training program
- Delivered a pilot scheme with the West Midlands Combined Authority to tackle prostitution, begging and homelessness issues which is being developed into a monthly action evening
- In discussions with West Midlands Police to merge a Street Watch Initiative with a community outreach support function to help tackle vulnerability
- Delivered a cyber security and GDPR event in Partnership with Natwest
- Supporting BETWATCH and working to bring a localized version back to the area
- Members of the Local Community Safety Partnership
- Key players in the National Business Crime Solution work stream to develop BID support and services across the country

Improve visibility and reputation of the BID area

- Massive developments with Social Media, our social media is now followed by over 6000
- Delivered a regionally renowned Annual Diwali event with over 20,000 over the day
- Developed the winter lighting program to cover 126 full motif lighting columns over 1.25 miles
- Installation of the very first ever Christmas Tree on Soho Road which is now an annual occurrence
- Community magazine produced and delivered to 60,000 local people since September 2017 promoting and providing information on the BID area.
- Permission to Smile event community networking event. This is the only BID to participate in the Permission to Smile activities
- Actively promote new and developing businesses
- Featuring in the season two of Britain In Bloom BBC2 documentary being shown in Feb 2018
- Winner of the Business and Enterprise Award in the Community Inspiration Awards 2018
- Taking part in the Great British High Street Competition 2018 for the very first time
- Featured as best practice in the Revive and Thrive magazine
- Chief Executive of British BIDs coming to visit the BID so we can showcase the innovative ways in which we are working to develop the town center
- Support localized community events
- Featured in Made in Birmingham TV show around development of the town centre experience in hard economic times
- Delivered a community volunteer day where 60 local residents and businesses took part to transform the town centre

Improved funding for Soho Road BID Projects

- Awards For All Application granted to pay for the development of the Soho Life Magazine and £4000 towards In Bloom activities within the BID area totaling £10,000 extra funding
- Secured £60,000 S106 funding from Birmingham City Council in partnership to pay for Public Realm Improvements
- Development of stronger relationships with Birmingham Community Safety Partnership, The Office of the West Midlands Police & Crime Commissioner, Travel for West Midlands, The West Midlands Combined Authority and the Birmingham & Solihull Local Enterprise Partnership
- Applied for a £95,000 grant funding application from the LEP to pay for a masterplan and action plan development to improve congestion within the area
- Working with the Combined Authority and local land owner around the major development of a 2.5 acre site on Soho Hill to bring forward 200 local homes.





Soho Road BID Levy Payers Consultation Review 2018

Foreword from **the Chairman**

Soho Road BID has been consulting businesses within the BID area since Oct 2017 as part of its process of developing our business plan for the BID renewal.

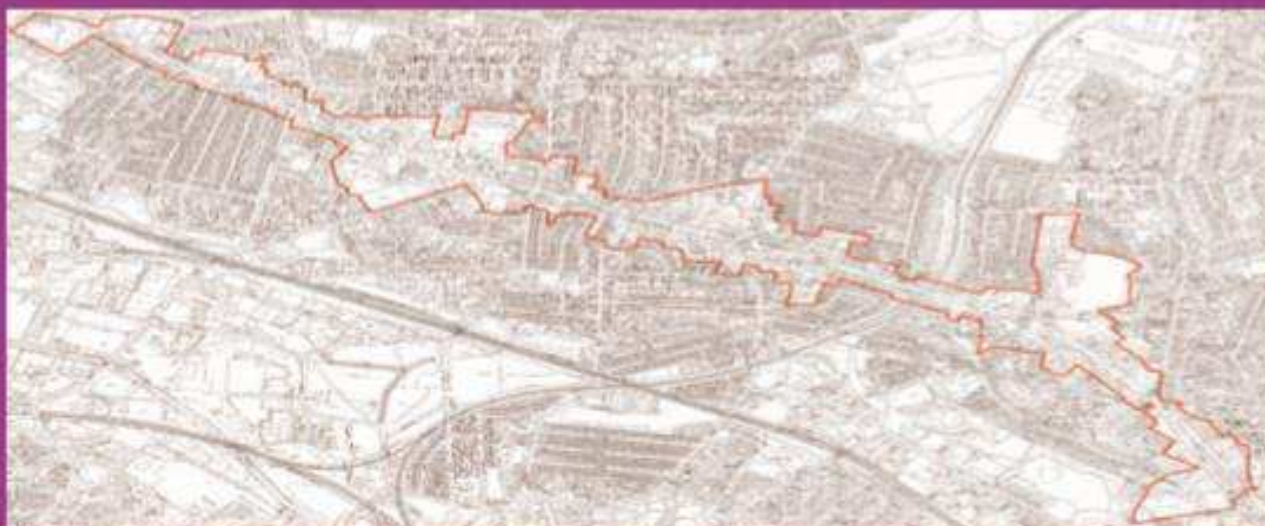
We gave businesses the opportunity to take part in the consultation via the following methods: Priorities survey (October/November 2017), 1-2-1 business meetings, Levy Payers meetings, Open Evenings and finally via extensive consultation days which took place in June 2018.

184 businesses took part in the survey and consultation days and many more in the 1-2-1 business meetings and levy payer meetings, we thank each and every one of them as it has given us the information we need to develop a fully rounded business plan. This document lays out the main outcomes from the consultation and gives you another chance to feed information and views into the development process. You have until the 17th August to let us know anything you think we may have missed. All this information will now be used to develop the BID Business plan which will be released at the end of August 2018.

The priorities that businesses said were important to them will underpin the activities and projects proposed for the next BID Business Plan 2019-2024.



Bob Balu - Chairman



A list of streets and BID map can be found at sohoroadbid.org.
An offline version of the map can be delivered to your business on request.

BID Area and BID Rules

- During our consultation, the businesses were concerned that the BID levy rules would be changed. All BID rules will be kept the same apart from the implementation of a Charitable Levy rule which will allow charitable organisations a levy reduction in line with their business rates bringing the BID in line with other BIDs across the country.
- During the consultation some businesses on the outskirts of the BID area have asked to be linked into the BID so they can benefit from the BIDs projects. This has been taken into account and the geographical line has been altered to include these businesses.
- Parts of Holyhead Road and Soho Hill were not included in the original geographical BID Boundary. During the consultation it was identified that these areas/ businesses are struggling with the same issues as the BID businesses and would benefit greatly from being included into the BIDs second term. This would also mean large scale environmental improvements could be completed in the gateway areas to improve the environmental impact. Currently the outer areas are suffering from neglect and give a very poor impression of the area to visitors. With all this in mind the boundary of the BID is being extended to include these areas in the BID.

After listening to you and analysing your feedback, we have decided that the proposed **BID** programmes and projects will be defined under the following areas.



I Love Soho Road Day



Drone Training with the Police

1: Business Related Crime and Wider Community Safety - to establish a safe and secure town centre environment for all who use it and for all businesses and property owners within it - 50% of businesses consulted voted this as a number one priority.

- All Businesses spoken to during the consultation were keen for the BID to develop further our linkages with the West Midlands Police, West Midlands Fire Service, and Birmingham City Council's Safer Neighbourhoods Partnership teams.
- Further development of the Business Crime Reduction Partnership and BETWATCH.
- Development of the Ambassador Scheme was a must for all businesses taking the team from a 5 day a week service to a team capable of running a permanent 7 day a week coverage. This will also mean we can give each business a named Ambassador as a point of contact leading to a much more personalised service.

Testimonial: "Having BID Ambassadors has improved my security in my shop twofold. They are always at hand to be a deterrent to would be shoplifters, and their visible presence is well noted. The radio scheme is essential to the security of Soho Road and we have found it very positive." Kuldip from Holland and Barrett.

2: Environment - to establish and maintain a high quality, attractive environment for all who visit, work or live here - 31% of businesses voted for this making it our second priority.

- The majority of businesses who we spoke to can see the benefit of the Soho Road In Bloom campaign. The biggest gripe we had from businesses is that not all the businesses have a planter at the front of their property and have asked for more locations to be considered in stage 2 and 3 of the In Bloom campaign.
- The work we are doing with waste enforcement has been noticed and appreciated. Issues around business waste is reducing and the consultation outcomes have supported this.
- Expanding the BID area to include the gateways to the BID on Soho Hill and Holyhead Road gives the BID the ability to make a substantial improvement to the environment on the very important gateways to the BID area. This means extending the bins, planter baskets and entrance signage to the ends of both roads to provide a unified BID area.

Testimonial: "Soho Road BID are doing a fantastic job keeping the area clean and Blooming with the flowers also just having their presence in the area makes the trouble causers to stay away including the shoplifters. Soho Road BID Fantastic Work Keep It Up! Bringing the Community Together." Jhura from Deu-Chemist Ltd.



Your Priorities

Soho Road BID



3: Promoting Soho Road BID Area - to market and promote the BID area to shoppers, visitors and potential investors, developing a shared positive image - 13% of businesses voted for this making it our third priority.

- The majority of businesses surveyed were keen to keep the Soho Life Magazine and came up with further ideas on how the magazine can be developed.
- Businesses can see the impact of the winter festive lighting scheme has had to the area so this will continue as part of the new business proposal. Businesses in the outer areas of the BID area have asked for the lights to be extended to cover the full stretch of Soho Hill and Holyhead Road to create a unified BID area.
- The majority of businesses consulted spoke of the importance of Social Media marketing support for businesses.
- Some businesses (mainly in the central section of Soho Road) asked for the Diwali event to be stopped but the majority of businesses who took part in the consultation saw the importance of such events and even asked for more.
- Raise the profile nationally/internationally of the town centre as a leading town centre for Asian wedding supplies.

Testimonial: "As a new and inexperienced business we were not sure how we could get our name out, however Di, gave us some brilliant advice on local events and how we could participate in the events and get our name out to the community. We were given a tent at the Diwali roadshow which was extremely useful in getting to know the beautiful area and local residents." Gurprite from Kumon.

4: One Voice BID Management - to develop the BID to enable it to deliver and support a range of projects to improve the vitality and viability of the Soho Road BID area - 6% of businesses voted for this making it our fourth priority.

- Levy Payers meetings very useful but need to change the day of the meeting to either Monday or Tuesday.
- Open evenings/ and pop up consultation days were found useful but the locations need to be more fluid to maximise the access for businesses in all localities.

Testimonial: "We are pleased to have the opportunity to commend Ms. Diane Mansell for her actions and support to date. During the bin strike she represented our views to the council which resulted in intervention to mitigate the detrimental effects. We are also grateful for her advice and guidance in making representations to the council which resulted in painted H road markings at the drop kerb in front of our carpark entrance to deter parking which would otherwise result in denial of access and/ or prevention of exit caused by 'fly-parking'." Paul from City Estates.

Continued on the next page...

Soho Road BID Levy Payers Consultation Review 2018



Regeneration

To improve the business mix and improve regeneration in the BID area by encouraging greater development and investment - this is an overarching theme to make sure the BID area can access regeneration funding.

- Support the development of Bill House regeneration site on Soho Hill.
- Work alongside Combined Authority, BCC Highways department and the Local Enterprise Partnership to create a masterplan of the area looking at improving the Traffic Regulation Order, improving congestion, improving public transport with better links to the Metro stations and analysis of the Bus stop locations and design to reduce ASB and increase usage, reducing pavement parking and generally creating a more sustainable town centre for the future of the area.

Testimonial: "Soho Road Business Improvement District are working in line with businesses in and around Handsworth and are very helpful. Communication and security is quite good and regularly checking on us and making sure that the area is clean. We are very happy as a business to have you guys especially Paul, Diano, Rakesh and Bal." Adam from KFC Handsworth.

What Happens Next?

Ballot Timetable & Key Dates

Look out for your business plan coming through the post shortly and will also be published online.

28 September - 25 October 2018 Ballot Period

17.00 on the 25 October your ballot paper must be at the ERS office in London to count.

26 October 2018 Ballot Result Announcement



Vote **YES** for a better
BID and Brighter Future
for Soho Road BID area!

Support for the Soho Road BID

Please feel free to contact us should you wish to discuss any aspect of the survey findings and many thanks to those businesses that took the time to take part to help shape the BID Business Plan.

Diane Mansell

BID Manager Soho Road BID

Suite 2, 118a Soho Road
Handsworth, Birmingham B21 9DP.

Mobile: 07377 711349

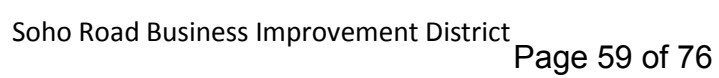
Office: 0121 554 6967

Email: BIDmanager@sohoroadbid.org

Web: www.sohoroadbid.org



Soho Road BID area map



APPENDIX 4

Financial Implications for the City Council

1. Ballot Costs

- 1.1 In accordance with the BID Regulations, the City Council is liable for the cost of holding the ballot, except where the number of persons voting in the ballot is less than 20% of the number of persons entitled to vote and the proposals were not approved.
- 1.2 The cost of the ballot for Soho Road is estimated at £3,535 to be funded from Policy Contingency.

2. Levy Collection Costs

- 2.1 The City Council is responsible for collecting the BID levy, and paying over any sums to the BID company.
- 2.2 The set up costs, both for renewals and new BIDs relate to the ICT Digital Solutions costs involved in setting up and testing the new databases needed for each BID. These costs vary depending on the amount of work required to set each one up. A sum for cleansing the present database together with testing and revised set up estimated at £19,253.
- 2.3 For the running costs there is an annual ICT Digital Solutions charge for recovery work of £9,991.
- 2.4. The City Council can recharge costs to BIDs, however no charge has ever been implemented on any of Birmingham's existing BIDs for levy collection, set up or running costs, with all such costs currently being funded from Policy Contingency. However opportunities for improved partnership working with our business community to deliver services coupled with present financial constraints require that a new model for BID support should be prepared, this is currently under consideration and a proposal is envisaged for late 2018. Meanwhile, it is recognised that BIDs preparing for ballot up to March 2019 require clarity and certainty at the start of their preparation from 1st January 2018. Therefore the support that has been provided to the existing BIDs is extended to the Soho Road BID, funded from Policy Contingency. However, Soho BID partners are encouraged to allow flexibility in negotiating funding arrangements for future years.

3. BID levies payable by Birmingham City Council

- 3.1 The BID Proposal, if approved in the relevant BID ballot, requires that all eligible businesses must pay a BID levy. City Council owned / occupied premises in the BID area will also be subject to the BID levy. The table below shows the BID levy costs for the council owned premises.

Property/Address	Directorate	Levy pa £	Possible levy pa £	Rateable Values	Notes
Surestart Nursery	Education	£470		RV £23,500	
Surestart Nursery	Education	£415		RV £20,750	
Baker St Car Park	Highways Car Parks	£255		RV £12,750	
Boulton Rd Car Park	Highways Car Parks	£200		RV £8,500	Under £10k threshold minimum levy applies
Waverhill Car Park	Highways	£200			Under £10k

	Car Parks			RV £4,800	threshold minimum levy applies
Undercroft Soho fly-over store	Transportation	£200		RV £9,400	Under £10k threshold minimum levy applies
Undercroft Soho fly-over car park	Highways Car Parks	£200		RV £5,000	Under £10k threshold minimum levy applies
Handsworth Library	Place Libraries	£565		RV £28,500	
Oaklands Sports Centre	Place Youth Services	£585		RV £29,250	
56 Holyhead Rd	Let		£475	RV £23,750	No liability unless vacated
Builders Yard 2 – 10 Queens Head Rd	Let		£290	RV £14,500	No liability unless vacated
337 – 339 Soho Rd	Let		£395	RV £19,750	No liability unless vacated
Scrap yard Boulton Rd	Let		£200	RV £9,500	No liability unless vacated
Development Site Grove Lane	Vacant		£0	RV £zero	Not in rating
205 Soho Rd	Let		£220	RV £11,000	No liability unless vacated
217 Soho Hill Rd	Let		£640	RV £32,000	No liability unless vacated
279 Soho Rd	Let		£300	RV £15,000	No liability unless vacated
281 Soho Rd	Let		£265	RV £13,250	No liability unless vacated
Soho House	Let to Birmingham Museums Trust		£200	RV £7,500	Discount to RV applies (see 3.3) No liability unless vacated
Waverhill Park	Place Parks & Leisure		£0	RV £ Zero	Not in Rating
Total annual liability for BCC		£3,090	£2,985	Est. for liability £500/ annum	Best estimate given lease arrangements

3.2 Whilst Birmingham City Council presently operates a considerable property estate in and around Soho Road. The majority of our premises are let on terms where the tenant/lessee are responsible for all outgoings including any BID levy payment. In most cases it is expected that presently let properties will remain let and therefore no levy liability will need to be attributed to the City Council. However from time to time during the course of the five year term of the BID premises may become vacant and the City Council will need to undertake payment of the BID levy where this occurs. An estimated contingency fund has been calculated to reflect this potential for additional levy payments later in the BID term.

3.3 The BID levy proposals seek to mirror the 80% charitable status discount on rateable values, The calculation is made prior to the calculation of the 2% levy charge / £200 minimum

threshold levy rate. This discount will apply to Soho House let to Birmingham Museums Trust.

- 3.4 The number of property interests where business rates are payable in a BID area equates to the number of votes available in a BID ballot. The number of City Council interests/votes in the forthcoming ballot will be seven.

4. BID Revenue Account

- 4.1 The City Council is required to maintain a BID Revenue Account for each BID, for all financial transactions in relation to the BID levy.
- 4.2 Payments to the BID are proposed as with existing BIDs i.e. two advance payments and a balancing payment in each year. BID operating bodies are advised to consider possible loss on collection and bad debt when conducting their business planning exercises.
- 4.3 These arrangements will be formalised in an Operating Agreement between the City Council and the operating body for the BID.

5. Baselined City Council Services

- 5.1 In accordance with the BID Regulations, a statement of the existing baseline services (if any) provided by public authorities must be included in the BID Proposal. This helps businesses understand what they are paying for with their BID levies. For Soho Road BID these include:-
- Waste Management Services
 - Highway Services, in conjunction with Amey - street maintenance, lighting,

The Soho Road BID will reference these in its consultation with the BID levy payers and in the BID Proposal. However given the financial challenges being faced by the City Council it will be made explicit that city wide services may be reduced or changed and if so this would also apply in a BID area. In such an instance the BID may choose to fund these services.

- 5.2 This relevant baseline information will be brought together under Service Level Agreements between the operating body for the BID and the City Council.
- 5.3 The services of other public bodies e.g. West Midlands Police will also be baselined and it is likely that the caveat on budget reductions will apply here also. This will be an agreement directly between the BID and other public bodies.

6. Summary of Proposed Financial Support

6.1 The tables below summarises the proposed City Council financial support for the Soho Road BID over the ballot and set-up period and five year term, 1st April 2019 – 31st March 2024.

POLICY CONTINGENEY SUPPORT – Year 1 Costs Only	Unit Cost	Year 1 Total
Ballot costs (see 1.2 above)	£3,535	£22,788
Businesses Database and revisions and Levy collection set up costs (testing – see 2.2 above)	£19,253	
POLICY CONTINGENEY SUPPORT - Annual Costs – 5 Years	Unit Cost	Cumulative
Annual Running Charge – (see 2.3 above)	£9,991	£49,955

BID LEVY COMMITMENTS	Unit Cost	Cumulative
BID Levy Payments - current BCC Properties (3.1 above)	£3,090	£15,450
BID Levy Payments – Contingency if BCC let becoming void (3.2 above)	£500	£2,500


	2018	2019	2020	2021	2022	2023
Ballot	£3,535					
Database and Set up	£19,253					
Levy payments		£3,590	£3,590	£3,590	£3,590	£3,590
ICT Digital Solutions charge		£9,991	£9,991	£9,991	£9,991	£9,991
Total	£22,788	£13,581	£13,581	£13,581	£13,581	£13,581
Cumulative Total	£22,788	£36,369	£49,950	£63,531	£77,112	£90,693

Appendix 5

Ward Councillor Consultation Matrix

BALLOT AND RENEWAL OF SOHO ROAD BUSINESS IMPROVEMENT DISTRICT

Stakeholder	Ward	Site (if report relates to multi sites)	Response to consultation on DATE SENT
Cllr Chaman Lal	Soho and Jewellery Quarter	Soho Road	<p>I have the pleasure of supporting the renewal of the Soho Road Bid Improvement District as I have seen all the hard work being done by the management and the BID directors in improving the Soho Road shopping centre for the sustainability of the local businesses, bringing inward investment as well as improving the environment for everyone.</p> <p>The Soho BID has achieved a lot and they need a YES vote to continue with their good work for the long term benefit of businesses, visitors and the local residents.</p> <p>09/08/2018</p>
Cllr Sybil Spence	Soho and Jewellery Quarter	Soho Road	<p>I fully support the Soho Road Bid. I think that you are all doing a wonderful job, it is because of this great work why the changes are so noticeable.</p> <p>I am pleased to see the new investment in the area and the buzz it brings to the environment.</p> <p>Most of the residents are very happy as they no longer have to travel to the town centre to do their shopping, especially the elderly.</p> <p>I do hope that this BID will enable you to do more, as you know that the area needs more and more new investment.</p> <p>Thanks,</p> <p>Sybil Spence 10/08/2018</p>
Cllr Hendrina Quinnen	Handsworth	Soho Road	<p>IN SUPPORT OF SOHO ROAD BID</p> <p>I am writing to support the above mentioned BID renewal.</p> <p>As a Councillor in the Area covered by BID, ie Handsworth Ward, I can confirm that I've worked in Partnership with the Chair and the Manager; and through this platform, I've met some of the Traders.</p> <p>I have attended some meetings, not only with BID alone, but with all other Partners that deliver</p>

			<p>services in Handsworth Ward.</p> <p>Together we often try to find solutions to issues as they arise, to improve the Shopping Area covered by BID.</p> <p>In most cases, I found that some of these issues require a joint approach to resolve.</p> <p>BID has a potential of bringing the Traders together, and also bidding for funding from other sources to improve the Area.</p> <p>Among the good things, I can mention which BID introduced in this Area is the promotion of Businesses, drawing Crowds to attending big Events.</p> <p>Soho road, has been vibrant, with cleaner streets, since the BID operation and it is a lovely place to shop. In many occasions, I bring my friends and some Colleagues to dine on Soho road.</p> <p>I enjoy shopping on Soho road.</p> <p>If BID was to continue, I do think it has a great potential to draw in tourists, therefore boost businesses/ investment.</p> <p>Certainly, it has made a big difference.</p> <p>Therefore, I support the BID renewal.</p> <p>Councillor Hendrina Quinnen Handsworth Ward 09/08/2018</p>
Cllr Paulette Hamilton	Holyhead	Soho Road	<p>My name is Councillor Paulette Hamilton and I am the ward Councillor for the New ward of Holyhead. I would like to write this letter of support for the Soho bid.</p> <p>I have been working with the team for the last six months and the Holyhead road is a much brighter place. The team have worked hard to improve the look of the road and they have managed to encourage the traders on the Soho road to work together to bring forward new ideas to help the area work in a more joined up cohesive manner.</p> <p>The management of the bid has worked hard to ensure they include all the Councillors from the local area with the work they are doing. They have also tried to address the issues in conjunction with the police, local faith institutions, local Councillors and shop keepers around the issues of prostitution, homelessness, car crime and street crime.</p> <p>The bid is working hard with local residents and the Neighbourhood Watch groups to improve community cohesion. They have organised a number of street events and clean up sessions on the Soho road.</p> <p>I am really happy to be working with the Soho bid.</p> <p>Yours faithfully</p> <p></p> <p>Councillor Paulette Hamilton Labour – Holyhead Ward 09/08/2018</p>
Cllr Waseem Zaffar	Lozells	Soho Road	<p>I would like to formally thank the Soho Road BID for the valuable improvements they have made to the local neighbourhood at a time</p>

			<p>when resources and services in the public sector have been reduced substantially. I also want to put on record for the forthcoming ballot and would encourage the business community in the BID area to participate in the ballot, increasing the turn out and ultimately vote in the support of continuing the BID.</p> <p>Many thanks.</p> <p>Best wishes,</p> <p>Cllr. Waseem Zaffar MBE (Labour, Lozells) Birmingham City Council Cabinet Member (Transport & Environment) 27/07/2018</p>
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Appendix 6

CMS British BIDs letter/communication

Dear Wayne

I can confirm that Soho Road BID has been using the CMS Lite product for their renewal that follows the recommended five stages methodology for the development of a BID. The files within CMS Lite provide example documents and relevant guidelines that may be needed for taking a BID to ballot.

We confirm that to our knowledge Soho Road BID has followed and completed each of the initial development stages and are now in the final stages to go towards ballot.

Kind regards

Maria

Maria Chapman-Beer

CMS, Policy Manager



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Appendix 7

Letter to Secretary of State



Secretary of State
c/o Lisa Gouveia
Lisa Gouveia
Local Taxation Division
Department for Communities and Local Government
Fry Block
South East
2nd Floor
[2 Marsham Street](#)
[London](#)
[SW1P 4DF](#)

SENT BY EMAIL AND BY POST TO Lisa.Gouveia@communities.gsi.gov.uk

7 March 2018

Dear Minister,

Soho Road BID – Intention to hold a ballot

As per the BID Regulations (2004) please accept this letter as being more than the 84 days notification required of the intention of requesting the billing authority to put the BID renewal proposal to ballot:

Name of BID: Soho Road BID CIC

Name of Billing Authority: Birmingham City Council

Contact Details:

Miss Diane Mansell
Soho Road BID Manager
Address: Suite 2, 118A Soho Road, Handsworth, Birmingham, B21 9LN
Phone: 0121 554 6967
Mobile: 07377711349
Email: BIDManager@sohoroadbid.org

Timeline: Proposed final day of ballot 25 October 2018 with proposed start date of 1st April 2019

If you have any questions, please contact me at the above address. In the meantime, I look forward to receiving your confirmation that you have been properly notified, as required by the Regulations.

Yours sincerely,

Miss Diane Mansell
Soho Road BID Manager

Address: Suite 2, 118A Soho Road, Handsworth, Birmingham, B21 9LN
Phone: 0121 554 6967
Mobile: 07377711349
Email: BIDManager@sohoroadbid.org

cc: Councillor Ian Ward - *Birmingham City Council*

Appendix 8

Letter Soho Road BID to BCC



Dawn Baxendale
Chief Executive
Birmingham City Council

This letter has also been sent by email and post to Lisa.Gouveia@communities.gsi.gov.uk

24 May 2018

Dear Ms Baxendale,

Soho Road BID – Intention to hold a ballot

As per the BID Regulations (2004) please accept this letter as being more than the 84 days notification required of the intention of requesting the billing authority to put the BID renewal proposal to ballot:

Name of BID: Soho Road BID CIC

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Contact Details:

Miss Diane Mansell
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If you have any questions, please contact me at the above address. In the meantime, I look forward to receiving your confirmation that you have been properly notified, as required by the Regulations.

Yours sincerely,

Miss Diane Mansell
Soho Road BID Manager

Address: Suite 2, 118A Soho Road, Handsworth, Birmingham, B21 9LN
Phone: 0121 554 6967
Mobile: 07377711349
Email: BIDManager@sohoroadbid.org

Appendix 9

Equality Act 2010

The Executive must have due regard to the public sector equality duty when considering Council reports for decision.

The public sector equality duty is as follows:

1	<p>The Council must, in the exercise of its functions, have due regard to the need to:</p> <ul style="list-style-type: none">(a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act;(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;(c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
2	<p>Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:</p> <ul style="list-style-type: none">(a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;(b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;(c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
3	<p>The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.</p>
4	<p>Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:</p> <ul style="list-style-type: none">(a) tackle prejudice, and(b) promote understanding.
5	<p>The relevant protected characteristics are:</p> <ul style="list-style-type: none">(a) Marriage & civil partnership(b) Age(c) Disability(d) Gender reassignment(e) Pregnancy and maternity(f) Race(g) Religion or belief(h) Sex(i) Sexual orientation

