



DECISION TAKEN BY AN OFFICER UNDER DELEGATED AUTHORITY

WARDS - Ladywood

WESTSIDE BUSINESS IMPROVEMENT DISTRICT SUPPORT FOR BALLOT

1.a Name and Title of Officer taking the Decision
Chris Jordan, Assistant Director, Neighbourhoods

1.b Report of
Wayne Pell-Walpole, Business Networks Manager, Neighbourhoods

2. Outline of the Decision Taken

- 2.a.** To seek approval to instruct;
- i) the Acting Assistant Director Governance & Head of Electoral Services to contract with an independent election service company to oversee the ballot for renewal of the BID.
 - ii) legal services to draft an operating agreement and data sharing agreement once the ballot is completed and a new term agreed.
 - iii) service areas to provide baseline agreements for existing levels of service within the proposed Westside BID term 2 boundary (appendix 1)
- 2.b.** Note that there are ongoing financial implications to the City Council as a consequence of this report and the ballot, these will be detailed in a further report once the exact nature of the business plan proposed by Westside BID is submitted. BID Levy payments and collection costs, together with voting rights will be subject to this further report.

2.c. Which Delegation is being used for this decision?

Corporate Delegation PLACE 6a (i) and 13 (a)(i) The Place Directorate Schedule of Delegations	PLACE 6a
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2.d. What legislation gives the Council the power to take this decision?

Developing a strategy to improve High Streets within Birmingham to support the local economy and creating better facilities for local communities is made pursuant to the general power of competence contained in s1 Localism Act 2011.

The Business Improvement District (England) Regulations 2004 also specifies the requirements for local authorities to provide ballot for the purposes of setting up or renewing a BID.

3. Reason for Decision being Taken

Approval will enable Westside BID to continue toward renewal ballot in February/April 2020. Subject to the result of the BID ballot the BID will then continue to operate for a further term of five years from 29th July 2020 to 28th July 2025.

The BID may assist in the delivery of the Council's priorities particularly Outcome 1 (Priorities 1 and 2), Outcome 3 (Priorities 1), Outcome 4 (Priorities 1, 3, 4, 5, 6, 7 and 8)

4. Public or Private

Public Report

5. Cost Implication and Budget or funding to be met from:

The expected total cost is £4,775 (legal costs of approximately £3,000 plus external independent ballot £1,175 see appendix 2). This will be funded from Corporate Policy Contingency.

It should be noted that funding arrangements for BIDs are under review and, depending on the agreed outcome expected in spring/summer 2020, BIDs may be required to contribute towards costs through recharge of BID levy.

6. Compliance with Public Sector Equality Duty

There is no adverse impact. A detailed equality impact assessment will be provided for the subsequent report once the BID five year business plan is available.

7. Compliance with Data Protection

An existing data sharing agreement is in place in order to share information, particularly sensitive financial information regarding business rates, between the city council and the BID. This will need renewal to continue to protect both parties for 2020-25.

8. Compliance with climate change agenda

There is no adverse impact.

9. Implications for jobs and skills

The renewal of the BID will protect Five jobs at the Westside Business Improvement District Partnership.

10. Background / Additional Information

The concept of Business Improvement Districts (BIDs) was first established in Canada and the US in the 1960s and now exists across the globe. The first BID in England started in January 2005. While the first in Birmingham (Broad Street – now Westside), commenced later in the same year and 10 further BIDs followed up to 2013. A 12th BID in Harborne was set-up in 2017 and at least seven other areas have town team's, business associations or identified champions bringing businesses together to engage in place management.

Broad St BID operated for ten years from 2005 to 2015 in a similar location, however, it should be noted that the company reformed for the 2015 renewal into Westside Partnership Ltd which has operated Westside BID since and are looking to continue with the proposed ballot in 2020.

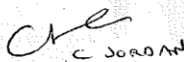
There are now over 320 BIDs in the UK. London has an action plan to develop BIDs and has recently seen its 50th BID created. An opportunity exists for Birmingham to aspire to have a similar action plan for expansion.

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. 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 Westside Partnership Ltd and the City Council notified. (Appendix 3)

**WESTSIDE BUSINESS IMPROVEMENT DISTRICT
SUPPORT FOR BALLOT**

Signed by the named

Authorised Officer taking the decision:



Date: 17/1/2020

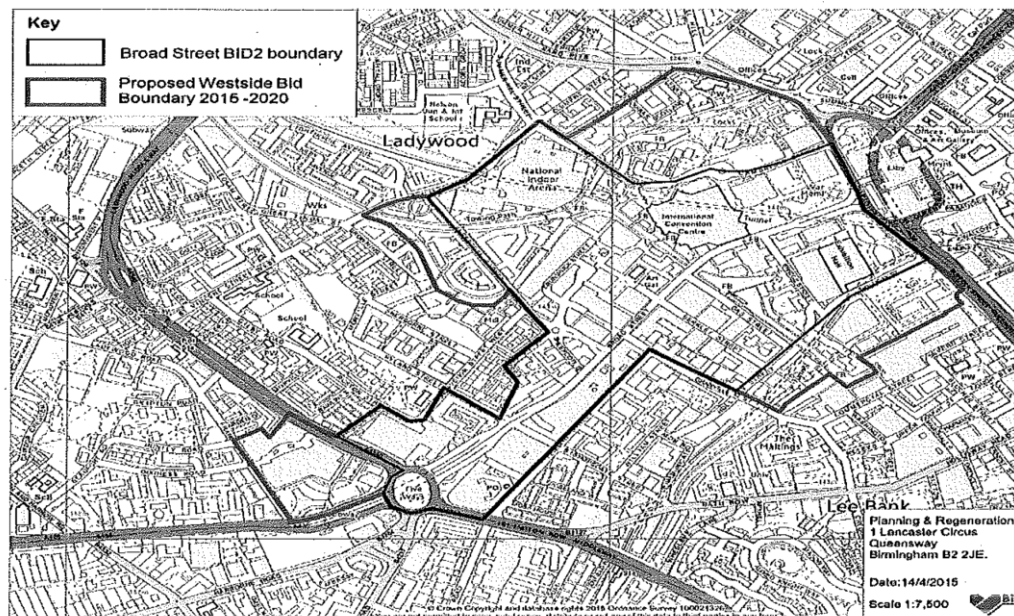
Above Signatory – please print name

Chris Jordan

NB This decision form must be signed by the Authorised Officer named in Section 1 and not on behalf of another officer – if the decision is being taken by a deputising officer, their name must be stated in Section 1 and that they are deputising.

Contact Officer: Wayne Pell-Walpole
Business Networks Manager / BIDs Ambassador
Neighbourhoods
t: 077 033 73927
e: wayne.pell@birmingham.gov.uk
Document: v3
Dated; 20th December 2019

Appendix 1
Westside BID proposed boundary 2020-2025



Appendix 2
ERS quote



Quote Date: 07/11/2019
Quote Version: ERSQ19739

BIRMINGHAM CITY COUNCIL WESTSIDE BID 2020.

Project Specification:

310 individuals on mailing list
310 notice packs
310 ballot packs
Number of distribution sections (Fills): 2
Number of constituencies: 1

Number of resolutions: 1
Response channel(s): post
125 responses
Voting System: X-Vote

Summary:

Project	Price
Fees	£ 775
Printed Items	£ 545
Postage and Mail Processing	£ 455
Total	£ 1,775

A detailed breakdown of the prices listed above is provided in the subsequent pages

Additional Services	Price
BID Canvass Platform	£ 600
Pre-Notice Mailer – to gather accurate contact information	Price available on request
Additional Consultancy and Project Management charges	£ 50 per hour
Courier arrangements for duplicate and replacement ballot papers	£ 100 + courier fee
Special Delivery arrangements for duplicate and replacement ballot papers	£ 75 + delivery fee
Re-supply and re-process of Data after initial transfer	£ 75 per re-supply
External Meetings (excluding travel and subsistence)	£ 50 per person, per hour
Conference Call project set-up meeting	£ 25 per hour
Confirmation of Delivery Service – Calls to each Hereditament to ensure ballot pack has been received safely	£ 350 set up + £ 1.25 per call

The Election Centre • 33 Clarendon Road • London • N8 0NW • 020 8365 8909 • electoralreform.co.uk • enquiries@electoralreform.co.uk
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28th August 2019

Rhys Tomlinson
Local Taxation Division
Ministry of Housing, Communities and Local Government
Fry Block, South East, 2nd Floor
2 Marsham Street, London
SW1P 4DF

Dear Rhys

Notification of intention to submit a Business Improvement District proposal for balloting purposes, Westside Business Improvement District (BID)

Please accept this letter as notification as required under regulation 3(2) of The Business Improvement District (England) Regulations 2004, of the intention of Westside BID to submit a proposal to Birmingham City Council for balloting purposes at least 84 days from the date of this letter.

Name of proposed BID:	Westside Business Improvement District (renewal ballot)
Name of Billing Authority:	Birmingham City Council
Proposed ballot dates:	5 th March – 2 nd April 2020
Contact details:	Dipesh Mistry, Westside BID, 10 th Floor Quayside Tower, 252 -260 Broad Street, Birmingham, B1 2HF
	Tel: 07500 975 333
	Email: dipesh.mistry@natwest.com

I would be very grateful if you could confirm receipt of this letter and please do not hesitate to get in touch in the event of any queries.

I am copying this letter to the relevant parties at Billing Authority/Ballot Authority, Birmingham City Council.

Yours sincerely

Dipesh Mistry

Chairman

cc: Dawn Baxendale, Chief Executive, Birmingham City Council, Council House, Victoria Square, Birmingham, B1 1BB
Robert Connolly, Head of Electoral Services, Birmingham City Council, Council House, Victoria Square, Birmingham, B1 1BB
Wayne Pell-Walpole, BIDs Ambassador, Birmingham City Council, Council House, Victoria Square, Birmingham, B1 1BB

Westside Partnership Limited
Company Registration in England No 05631474 VAT No 869018208



Member



Member