

DRAFT BASELINE AGREEMENT

Name of the Council: Lancaster City Council

Name of the BID Company / Accountable Body: Lancaster BID

Baseline Agreement for Provision of Standard Services between

Name of the Council:

Lancaster City Council, Town Hall, Lancaster; and

Name of the BID Company:

Lancaster BID c/o xxxxx whose registered office is at xxxxxxxxxxxxxx

Recitals

- a. The Council is the local authority for the purposes of the Local Government Act 2003 and is responsible for providing the Standard Services within the BID Area
- b. The BID Company is responsible for the management and operation of the BID and for achieving the objectives and aspirations set out in the BID Proposal
- c. The purpose of this Agreement is to set out for the avoidance of doubt the Standard Services provided by the Council within the BID Area and to set the Benchmark Criteria against which the provision of the Standard Services are to be assessed.

It is agreed:

1. Definitions

Best Value Duty means the duty imposed on the Council by Section 3 of the Local Government Act 1999

Best Value Indicators means the best value data compiled by the Council as a result of carrying out its Best Value Duty

BID Area means that area within which the BID operates (see attached map)

BID means the Business Improvement District which is managed and operated by the BID Company

BID Proposal means the plan voted for by the BID Levy Payers which sets out the objectives of the BID

Complementary Services(s) means those services as set out in Schedule 1 of the Complementary Services Agreement

Complementary Services Agreement(s) means the agreement between Lancaster City Council and the BID Company or such further agreements as may be entered into by the BID Company for the provision of services within the BID Area which are complementary to the Standard Services.

Complementary Service Provider means the provider of a Complementary Service

Failure Notice means a notice served by the BID Company which

- a. sets out the Standard Service which the notice relates to
- b. requests the Council to liaise directly with the provider or contractor for the purposes of securing compliance with the Standard Services

Operating Agreement means the agreement entered into on 1st April 2013 between the Council and the BID Company which sets out various procedures for the collection monitoring and enforcement of the BID Levy

Regulations means The Business Improvement Districts (England) Regulations 2004 and such amendments to those regulations which may be made by the Secretary of State pursuant to Section 48 of the Local Government Act 2003 (from time to time)

Standard Services means those services which are provided by the Council within the BID Area [and the remainder of its area] as set out in Part 1 of Schedule 1 which identifies those services which it is required to undertake as part of its statutory function as local authority and Part 2 of Schedule 1 which identifies those services undertaken which are additional services to those usually provided as part of its statutory function

Standard Services Review Panel means the panel to be set up consisting of up to three representatives from the Council and up to three representatives from the BID Company

2. Statutory Authorities

- 2.1 This Agreement is made pursuant to Part IV of the Local Government Act 2003 and Section 111 of the Local Government Act 1972 and all other enabling powers

3. Commencement

- 3.1 The terms of this Agreement shall take effect upon the date of this Agreement

4. **The Council's Obligations**

4.1 The Council agrees to the following:

4.1.1 to provide the Standard Services within the BID Area at its own cost

4.1.2 in the event that the Council is unable to continue to provide all or any part of the Standard Services within the BID Area on account of its being statutorily barred from doing so in respect of any of those Standard Services set out in Part 1 of Schedule 1 or its having insufficient funds to secure the provision of any of those Standard Services set out in Part 2 of Schedule 1 it shall carry out the following for the BID Company:

- a) identify which part or parts of the Standard Services it is unable to provide;
- b) provide a detailed explanation of why such identified Standard Service is to be withdrawn; and
- c) state the date upon which the Council will cease to operate the identified Standard Service.

4.1.3 to use reasonable endeavours to liaise with and (where the Council considers it to be practicable) put in place such partnering arrangements (of a formal or informal nature) with the Complementary Service Provider where the Complementary Services are complementary to or are of a similar nature to the Standard Services

4.1.4 to implement such recommendations in the carrying out or provision of the Standard Services as may be made by the Standard Services Review Panel

4.1.5 when undertaking reviews of parts of the Standard Services to consult with the BID Company on the provision and delivery of those Services and on how they may be improved

4.1.6 not to remove or change any contractor(s) responsible for providing the Standard Services without first serving no less than two months' written notice on the BID Company stating:

- a) the removal or alteration of such contractor;
- b) the Standard Service which such contractor is responsible for providing; and
- c) the details of the new contractor appointed to provide the Standard Services(s)

5. **Monitoring and Review**

- 5.1 The Council and the BID Company shall set up the Standard Services Review Panel within 28 days from the date of this Agreement the purpose of which shall be to:
 - 5.1.1 monitor the carrying out of the Standard Services
 - 5.1.2 make any recommendations required pursuant to paragraph 5.1.1 (above) to the Council and the BID Company.
 - 5.1.3 review the provision of the Standard Services and Complementary Services against such Best Value Indicators which the Council may publish from time to time and to make such improvements and/or alterations to the Standard Services as is appropriate to comply with or meet Best Value Indicators
 - 5.1.4 review any Failure Notices served by the BID Company and steps which should be taken to secure the proper carrying out of the Standard Services
 - 5.1.5 identify the need for any improvement or alteration to the Standard Services

6. Joint Obligations

- 6.1 Both the Council and the BID Company agree:
 - 6.1.1 for the purposes only of monitoring the standard services to review and take account of any representations or recommendations made to them by the Standard Services Review Panel and take such action as may be appropriate
 - 6.1.2 to carry out an annual review of the Standard Services to be provided and make such amendments to the level of services as may be required.

7. Licence

- 7.1 The Council hereby grants a licence to the BID Company, its agents or Complementary Service Provider to enter onto into or upon any land within the Council's Ownership or the highway for the purposes of the BID Company its agents or Complementary Service Provider carrying out any function or service required or secured (or any ancillary function) for the operation of the BID, the BID Company being responsible for making good all and any damage caused at its own expense to the reasonable satisfaction of the Council.

8. Termination

- 8.1 This Agreement shall be terminated upon any of the following occurring:
 - a) the expiry of the BID Term provided that in the event the BID is renewed after the BID Term this Agreement shall, subject to the consent of both parties and any variations they may agree, continue to remain in force and of full effect

- b) the early Termination of the BID and the giving of relevant notices as required by the Regulations and the Operating Agreement; or
- c) the agreement of both parties

9. Confidentiality

9.1 Subject to the statutory obligations on the Council in particular the requirements of the Freedom of Information Act 2000 both the Council and the BID Company agree to keep confidential and not to divulge to any person without the prior written consent of the other party all information (written or oral) concerning the business affairs of the other nor any information which has been exchanged about the BID Levy Payers or about other third parties which it shall have obtained or received as a result of operating the BID. This obligation shall survive the termination or lapse of the provision of the BID

10. Notices

10.1 Any notice or other written communication to be served or given to or upon any party to this Deed to the other shall be in writing and shall be sent to the address provided for above or such substitute address in England as may from time to time have been notified by that party.

10.2 A Notice may be served by

10.2.1 delivery to Lancaster City Council at the Council's address or specified above;

10.2.2 delivery to the Company Secretary at the BID Company's address specified above

10.1.3 registered or recorded delivery post.

10.3 Any notice served shall be deemed to have been validly served or given at the time when in the ordinary course of business it would have been received.

11. Miscellaneous

11.1 For the avoidance of doubt where any part of this Agreement is incompatible with the Regulations or any other regulations which the First Secretary of State may issue pursuant to Part IV of the Local Government Act 2003 then such part shall be struck out and the balance of this Agreement shall remain

11.2 The headings appearing in this Deed are for ease of reference only and shall not affect the construction of this Deed

11.3 For the avoidance of doubt the provisions of this Deed (other than those contained in this Clause) shall not have any effect until this document has been dated

11.4 Where reference is made to a Clause, Part, or Recital such reference (unless the context requires otherwise) is a reference to a clause, part, plan, or recital attached to this Deed

11.5 References to the Council include any successors to its functions as a local authority

11.6 References to statutes, bye laws, regulations, orders, delegated legislation shall include any such instrument re-enacting or made pursuant to the same power

12. Exercise of the Council's Powers

12.1 Nothing contained in this Agreement or implied in it shall prejudice or affect the rights discretions powers duties and obligations of the Council under all statute byelaws statutory instruments orders and regulations in the exercise of its functions as a local authority

13. Contracts (Rights of Third Parties)

13.1 The provisions of the Contracts (Rights of Third Parties) Act 1999 shall not apply to this Agreement

14. Disputes

14.1 All disputes or differences which shall at any time arise between the parties whether during the Term or afterwards touching or concerning this Agreement or its construction or effect or the rights, duties or liabilities of the parties under or by virtue of it or otherwise or any other matter in any way connected with or arising out of the subject matter of this agreement shall be referred to an independent person to be agreed upon by the parties or in default of agreement to be nominated by someone from the Valuation Board.

IN WITNESS whereof Lancaster City Council and Lancaster BID c/o xxxxxxxx caused this agreement to be signed the day and year first before written

*The COMMON SEAL of
Lancaster City Council was*

Affixed in the presence of

Authorised signatory

*The COMMON SEAL of
Lancaster BID c/o xxxxxxxx*

Affixed in the presence of

Authorised signatory

Date

The Standard Services Agreement

The purpose of this schedule is effectively to set the "baseline" for the services.

Part One identifies such services (within the relevant service area) which the Council is required to provide as part of this statutory duty (e.g. refuse, maintenance of highway etc.)

Part Two sets out those services which the Council provides as part of its "standard" routine but which are above those provided as part of its usual statutory function. The point here being that the BID Company should nonetheless consider this part of the standard service provided by the Council in that BID Levy funds should not be used to fund initiatives which the Council has already committed itself to provide.

Part One

Baseline Service Activity:

Baseline proforma details to be inserted

Part Two

Part Two sets out those services which the Council provides as part of its "standard" routine but which are above those provided as part of its usual statutory function. The point here being that the BID Company should nonetheless consider this part of the standard service provided by the Council in that BID Levy funds should not be used to fund initiatives which the Council has already committed itself to provide.

Details to be inserted

