

STEERING GROUP – ROLES AND RESPONSIBILITIES

1. Name

The Group will be known as the Lancaster Business Improvement District Steering Group, hereinafter referred to as 'the Steering Group'.

2. Vision

The Steering Group is an association of organisations and individuals committed to working together in order to improve the trading environment for businesses located in Lancaster city centre.

Our vision is to improve the economic prosperity of the city centre by providing businesses with the opportunity to directly improve their own trading environment.

3. Principles

The BID will be:

- Dedicated to improving the interests of business ratepayers in the BID area.
- Providing projects and services that are in addition to activity delivered by Lancaster City Council, Lancashire County Council, and Lancashire Constabulary.
- Representative of business ratepayers in the BID area.
- Accountable by publishing annual accounts and holding annual general meetings.

4. Membership

4.1 Membership of the Steering Group is proposed as follows:

Chair	1 seat
Retail sector – national	2 seats
Retail sector – independent	2 seats
Leisure sector	1 seat
Licensed sector	1 seat
Commercial	1 seat
Police	1 seat
Lancaster City Council	1 seat
North and Western Lancashire Chamber of Commerce	1 seat
Lancaster and District Chamber of Commerce, Trade and Industry	1 seat
Charity / voluntary sector	1 seat

Total

13 seats

4.2 For a meeting of the Steering Group to be quorate at least six members must be present.

4.3 The Secretariat for the Steering Group will be provided by Lancaster and District Chamber of Commerce, Trade, and Industry. Additional support will be provided by North and Western Lancashire Chamber of Commerce as and when necessary.

4.4 If casual vacancies occur among the members of the Steering Group, it shall have the powers to fill these from among eligible business ratepayers in the BID area (*providing that the industry sector balance in 4.1 is maintained*).

4.5 Any member may resign from his/her appointment as a member of the Steering Group by giving the Chairperson written notice to that effect.

4.6 The Steering Group will be non-party in Politics and non-sectarian in Religion.

4.7 The Steering Group will meet at least six times year.

Election of Chair and Vice Chair

5. Powers

Members of the Steering Group are key influencers and enablers. Powers however are limited but include:

- Approving new projects for inclusion in the annual delivery plan.
- Providing advice and guidance in the delivery of project activity.
- Approving the annual BID budget.
- Monitoring key performance indicators, income and expenditure.
- Representing the views of the business ratepayers in the BID area.

6. Geographical area of responsibility

The Steering Group's key objectives will focus on focus on businesses and properties located within the BID area:

List streets by name

7. Inclusion and equality

The Steering Group will seek to undertake its activities in an inclusive manner, and will encourage participation from all areas of society irrespective of age, sex, sexual orientation, race, nationality or Political or religious or other opinion.

8. Affiliations

The Steering Group may join, support or affiliate to other initiatives when it is deemed necessary in the realisation of its objectives subject to a majority vote of all members of the Group.

9. Voting

Any question arising at a meeting of the Steering Group or one of its committees shall be decided by a simple majority of those business members present and voting. Voting shall be undertaken through a show of hands.

The Chair will have the casting vote.

Each business present shall have one vote in any given ballot, regardless of the number of representatives present from any one business at the meeting.

10. Minutes

Minutes shall be kept of the Steering Group meetings. Accuracy of minutes shall be the responsibility of the meeting Chair. Minutes shall remain draft until formally approved by the relevant meeting Chair.

Any queries arising from the minutes shall be raised at the subsequent meeting.

The Steering Group has responsibility for ensuring that accurate minutes are kept for all meetings, utilising support from Lancaster and North and Western Lancashire Chambers of Commerce as necessary.

11. Declaration of interest

Members must declare interest where Steering Group decisions will impact on stated interest.

12. Records

The proposal for the Business Improvement District for Lancaster city centre, minutes of meetings and the annual delivery plan will be available by email or hard copy.

13. Employees

The Steering Group will not be directly responsible for employing staff.

Both Chambers of Commerce will assume responsibility for the employment, development and management of any BID employee(s) and other support staff.

14. PR and media protocol

Press and media enquiries shall be referred to Chair before any official statement is made by individual members of the Steering Group or working groups.

We confirm that this constitution has been approved by a majority of members in attendance of the first Steering Group meeting of the Lancaster Business Improvement District held on xxxxxx 2011.

Chair of Lancaster Business Improvement District Steering Group

Name:

Signed:

Date: