

## Appendix 2

### Draft Lancaster BID Proposal – Assessment of Regulatory Compliance

Regulation 4 and Schedule 1 of the BUSINESS IMPROVEMENT DISTRICTS (ENGLAND) REGULATIONS 2004 - set out the matters that should be included in a BID proposal. Where BID proposers decide to seek approval of BID proposals in a BID ballot, under this Regulation they must send to the billing authority the information in the table below. The current draft Lancaster BID proposal meets the published standards as follows:

Regulation 4 Requirements	Compliance Y/N	Officer Comments
<b>Standard documents</b>		
a copy of the BID proposals;	Y	Formatted document to be produced
a summary of the consultation it has undertaken	N	As noted in the report officers are aware of the extensive consultation undertaken by the BID Steering Group. This needs to be compiled into a formal statement.
a summary of the proposed business plan;	N	A summary will be prepared as part of the pre-ballot marketing material.
a summary of the financial arrangements for the BID body.	N	The final BID body is not yet named but will likely be either the Lancaster Chamber or North West Chamber.
Proof of sufficient funds to pay the costs of the ballot	Y	The ballot will be a confidential postal ballot managed by Electoral Reform Services. Provision is made in the current £40K grant.
<b>Information requirements</b>		
The works or services to be provided, the name of the provider and the type of body it is.	Y	The proposals are based around general objectives driven by consultation. The Steering Group feels this is the best way to secure a favourable vote.
The existing baseline services	N	Production of the baseline document is a function of the public service providers. A draft of the city council baseline is attached to the report for approval.
The geographical area to be covered by the BID arrangements;	Y	
The non-domestic ratepayers to be liable for the BID levy	Y	All business with RV of £10K and above.
How the levy will be calculated,	Y	BID levy is fixed at 1.5% of rateable value
Whether costs incurred in developing the BID proposals, holding the ballot, or implementing the BID are to be recovered through the levy.	N	It is clear that pre-ballot costs are covered and other costs can be recovered. This needs to be made clear in the document.
The ratepayers who will benefit from relief from the levy and the level of that relief;	Y	No other relief to any class of NNDR payer
Whether the BID arrangements may be altered without an alteration ballot and, if so, which aspects may be so altered;	Y	BID Body can alter arrangements without an Alteration Ballot as long as the geographical area is not changed and no conflict with BID Regulations (2004)
The duration of the BID arrangements and when they will start	Y	1 <sup>st</sup> April 2013 until 31 <sup>st</sup> March 2016

The following table is a list of the current Lancaster City Council Policy Framework as outlined in the council's constitution. The check-list states that the BID Proposal does not conflict with any of the policies or plans that the council has for Town Centre or the District as a whole. Comments and approval were collected from all the relevant City Council departments in detailed discussions over the draft proposals.

Lancaster City Council Policy / Strategy	No conflict with BID Proposal	Officer Comments
<b>Those required by Regulations to be adopted by the Council</b>		
Annual Report (formerly Best Value Performance Plan)	N/A	Not applicable as the document is a "backward looking" report.
Sustainable Community Strategy	N/A	Discontinued in 2011 but BID proposals fitted with safety and economic themes.
Community Safety Partnership Strategy	√	Actions identified in proposal cut across Partnership actions and close liaison is required to ensure compatibility.
Community Safety Plan	√	Actions identified in proposal cut across Partnership actions and close liaison is required to ensure compatibility.
<b>Those recommended by Government Guidance to be adopted by the Council</b>		
Corporate Plan	√	Proposals support Economic Growth, Clean Green & Safe Places and Community Leadership outcomes, success, measures and actions.
Housing Strategy	N/A	No conflict anticipated - proposal actions not applicable to housing issues.
Sustainability (LA 21) Strategy / Climate Change Strategy	√	No conflict with current strategies – could assist in the area of local response to climate change.
<b>Other plans and strategies which the Council may from time to time decide should be for the Council to adopt</b>		
Local Development Plan Documents (previously the Lancaster District Local Plan) produced under the Local Development Framework	√	Supports draft local policy framework to strengthen Lancaster town centre.
Vision Board Strategy	√	Proposals promote Tourism, Heritage, Culture and Quality of Life objectives /actions
Improvement Plan	√	No conflict anticipated - proposal actions may be linked to service improvement plans.
Medium Term Financial Strategy	√	BID actions and liabilities are currently estimated in MTFS. These need to be firmed up as far as possible for prudent budget setting in future years.
Capital Investment Strategy	N/A	No conflict anticipated - proposal actions not applicable to capital investment matters.
Cultural Heritage Strategy	√	BID is named as a lead action