

**EXECUTIVE DECISIONS TAKEN BY DELEGATED OFFICER  
NOTICE OF DECISION**

**TITLE OF DECISION:**

**APPROVAL OF LANCASTER BUSINESS IMPROVEMENT DISTRICT'S (BID) FINAL RENEWAL PROPOSALS**

<b>NAME OF DECISION TAKER:</b>	<b>KIERAN KEANE</b>
<b>POSITION AND RESPONSIBILITY HELD:</b>	<b>CHIEF EXECUTIVE LANCASTER CITY COUNCIL</b>
<b>CONTACT OFFICER:</b>	<b>PAUL ROGERS</b>
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**Details of Decision:**

The Chief Executive approves the Lancaster BID's Final Business Improvement District (BID) Renewal Proposals.

Following approval, the Chief Executive will issue instructions for the ballot to proceed.

**Reasons for the decision:**

The final renewal proposals for Lancaster BID have been completed (final document attached). In Cabinet's approval of a draft version of the proposals at its meeting of 27<sup>th</sup> October 2020 officers had provided an overview of the draft proposal's compliance with statutory BID Regulations 4 and Schedule 1. No further clarifications were requested.

In issuing this decision the Chief Executive is satisfied the proposals meet the prescribed conditions of a billing authority's approval, namely that the final proposal:

- Covers the issues laid down in BID Regulations 2004 (particularly Regulation 4 and its associated Schedule 1: the required information compliance.)
- The renewal proposals do not conflict with the council's formally published policies.

The ballot administration will be delegated to and undertaken by Lancaster BID and Civica (formerly Electoral Reform Services).

To meet the ballot timetable as indicated in the printed material Civica must be informed of the council's approval of the ballot to proceed on or before 11<sup>th</sup> November 2020 – this is the latest statutory date from the proposed end of ballot period (11<sup>th</sup> February 2021) that Civica can issue formal ballot notification.

# LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

## IS THE DECISION URGENT

**YES**

### PLEASE DELETE AS APPROPRIATE AND GIVE REASONS FOR URGENCY BELOW:

COVID 19 HAS DELAYED THE PROGRESSION OF LANCASTER BID'S PREPARATIONS FOR BALLOT AND PRODUCTION OF THE FINAL DOCUMENTATION. HOWEVER, IT IS NOW ESSENTIAL THAT APPROVAL OF THE FINAL DOCUMENT IS ACHIEVED IN GOOD TIME FOR THE BALLOT TO PROCEED TO ITS STATUTORILY DEFINED TIMETABLE. FAILURE TO ACHIEVE DATES COULD RESULT IN A TECHNICAL CHALLENGE TO THE LEGALITY OF THE RENEWAL BALLOT PROCESS.

THE CHAIR OF THE OVERVIEW AND SCRUTINY COMMITTEE HAS AGREED TO WAIVE THE CALL-IN PERIOD FOR THE CABINET DECISION (MINUTE 65 REFERS) AND THE CALL-IN ON THIS SUBSEQUENT OFFICER DELEGATED DECISION.

**I CONFIRM THAT I HAVE BEEN CONSULTED ON THE ABOVE DECISION AND THAT IT IS URGENT AND REASONABLE IN ALL THE CIRCUMSTANCES. (IN ACCORDANCE WITH SECTION 17 OF THE OVERVIEW & SCRUTINY PROCEDURE RULES)**

**SIGNATURE OF THE OVERVIEW & SCRUTINY**

**CHAIRMAN: CLLR TRICIA HEATH**

**SIGNATURE OF DECISION TAKER:**

*Kieran Heave*

**DATE:**

05.11.2020

THIS SECTION TO BE COMPLETED BY DEMOCRATIC SERVICES

**REF NO.**

ODD5

**DATE DECISION  
TAKEN:**

5.11.20

**DATE RECEIVED BY  
DEMOCRATIC SERVICES:**

5.11.20

**DATE DECISION  
PUBLISHED:**

5.11.20

**IMPLEMENTATION DATE  
( publication day + 5  
working days):**

Immediate – call-in waived.