STRATFORD ORIGINAL
YOUR BUSINESS IMPROVEMENT DISTRICT

Board Directors' Role & Responsibilities

Stratford Original BID is incorporated as a Company Limited by Guarantee and is governed by a Board of volunteer Board Members with voting powers chosen from levy paying businesses in the BID area and Observers without voting powers.

The make-up of the Board aims to be proportionate to and representative of the types and numbers of businesses paying the BID levy. Board Members shall take account of the interests of all levy payers and not just those of their own business sector or geographical area.

Following a successful renewal ballot in 2024, all levy payers shall be entitled to nominate themselves for seats on the BID Board and theme groups. The Board will oversee the Management Team that delivers the projects and services as set out in the BID proposal – 'Stratford is Now'.

Whilst Directors will be governed by the Companies Act 2006, this document highlights what the role of a Board member entails and what the responsibilities are.

1. Governance

Stratford Original is a not-for-profit company limited by guarantee. It is run by the Stratford Original BID Company's Board. The Board is composed of a mix of businesses reflective of the BID area ensuring fair representation of all those who fall within the BID boundary. The Board's aim is to achieve representation as follows:

• 5 directors from large businesses (more than 50 employees)

• 4 directors from small to medium businesses (up to and including 50 employees)

• 2 directors from landowners with holdings in the BID area

1 director from an occupier (drawn from a non levy paying business)

• 1 director from London Borough of Newham, elected member

1 director from Transport for London

The following Representatives may also attend meetings of the directors:

- 2 Residential Members
- 2 businesses located in E15 or E20 but not within the BID area-

- 1 officer from London Borough of Newham

provided that for the avoidance of doubt such Representatives shall perform only an advisory role to the board (and such other committees or sub-committees of the Company) and shall not be permitted to vote at any meeting of the directors nor become a director.

In addition to this, observers can be appointed according to their role and organisations.

The majority of Board Members will come from private-sector organisations and the Board is chaired by a private-sector member. Board members have no financial gain from their membership.

Operations of the BID will be divided in groups with a focus on the four themes:

- Safer Stratford
- Enhancing Stratford
- Business Essentials
- Promoting & Activating

These themes are to be led by Board Members and BID members responsible for delivering detailed project budgets then to be approved by the Board. Sub-groups can also be set up for specific initiatives.

All eligible businesses, either levy payers or business club members will be given the opportunity to participate in these sub-groups. As and when required, supplementary theme groups may be set up to tackle new issues or to follow arising suggestions.

STRATFORD ORIGINAL
YOUR BUSINESS IMPROVEMENT DISTRICT

2. Purpose of the BID Board

The BID Board's purpose is to oversee the strategic direction of Stratford Original Business Improvement District, ensuring projects outlined in the Business Plan are delivered within budget to meet the needs of the BID levy paying businesses and the area and making certain the BID performs its role effectively and fairly.

3. Responsibilities of the BID Board

- Contributing to the delivery of the Stratford Original's Business Plan and assisting in determining the vision, mission, objectives, goals and values.
- Ensuring the BID company meets all its financial, legal and employment responsibilities
- Monitoring the collection of the BID levy as set out in the Business Plan
- Ensuring that the projects set in the Business Plan are delivered effectively
- Monitoring progress and reporting regularly to levy payers, voluntary contributors and other stakeholders
- Targeting additional funding at a percentage of the overall levy income
- Electing a Chairperson
- Overseeing the renewal ballot at the end of each term

4. Meeting arrangements and frequency

Meetings are generally held at regular interval of 8 weeks. The Board will meet at least 5 times per annum spread evenly throughout the financial year (April to March), usually during normal day-time working hours.

It is expected that, by committing to being a Board Member, each person will endeavour to attend every Board meeting in order to allow key decisions to be made efficiently and quickly. Should a Board members miss three consecutive Board Meetings or attend fewer than 75% of Board Meetings in any one year, they will be recalled from the Board.

Board Members may also lead one of a number of theme groups s set up to deliver specific projects, usually in an area where they have particular interest or expertise and will keep the main Board well-informed on progress. Projects which

fall outside the scope of the Business Plan must be discussed and agreed by the Board before decisions are made.

5. Term

The term of each Board member will be for one year. Board members will be required to retire each year and may stand for re-election if they wish.

Elections will be publicised in advance on the BID website and in the event that there are more individuals standing for election than seats available in each category of Board member, a ballot of BID levy paying businesses in the appropriate category will be held, one vote per hereditament. Should the result of any ballot be tied, the Chairperson will have the casting vote.

The Board shall elect at least one Chair every year, the company is operating with a Co-Chair structure which shall continue should the Board wishes to.

6. Accountability

All Board Directors are required to satisfy the criteria as laid out in Part 10 of the Companies Act 2006. https://www.legislation.gov.uk/ukpga/2006/46/contents

7. Preferred Attributes of a BID Member

BID Members will be a positive influence at Board meetings, communicating well with fellow Board members and acting as an ambassador for the company and the BID area when any such opportunities arise. BID Member shall pay their levy contribution in full every year.

Members will need to make decisions based on the evidence presented to them to benefit all the levy payers and be prepared and able to defend their actions if challenged by BID levy paying businesses, the public or the media.

Experience of working in partnership is desirable but not essential as is a knowledge of the Stratford Original BID area and the businesses and issues within it.

An ability to listen to opposing views of fellow Members, BID levy payers and the public, to discuss matters and make decisions having considered all of the evidence presented to them is encouraged.

Members need to be contactable and, in a position, to make decisions outside meetings as required from time to time and have the ability to read and understand sometimes complex subject matter, make deductions and comment appropriately.

Whilst most meetings will be held during the day, Members should ideally be able to attend some evening meetings if required.

8. BID Board Skills Mix

Between them, the Members on the board should bring a good mix of skills, including, but not limited to:

• Financial and commercial

• Project management

• Marketing and PR

• Management of the public realm

• Knowledge/experience of one or more of the business sectors in the BID area