

The BID Foundation Industry Standards 11 point check list evidence sheet Stratford Upon Avon BID

Standard	Descriptor	Web evidence/Link	Comment
1. Staff Contact Details	The contact details for the CEO/BID Manager, and all other staff funded through the BID	BID Team - Stratford Upon Avon BID	The whole team is listed with headshots and relevant contact details
2. BID Business Plan	The current BID business plan	Business Plan - Stratford Upon Avon BID	The last 2 Business plans are available to view online and downloadable in a PDF format
3. BID Ballot Result	The most recent BID ballot result by percentage for number and Rateable Value, including percentage turnout and total number of eligible voters	Stratforduponavonbid.co.uk/the-board Governance and Legal Documents - Stratford Upon Avon BID	Ballot results document has been uploaded on to the Governance and Legal Documents page and an info graphic has been added to the following pages: Governance and Legal Documents page and the Business Plan Page to make it easy to find
4. BID Board Directors	The names of BID Board members and the name of their business and/or the sector they represent	The Board - Stratford Upon Avon BID	All Board member details are listed including pictures, contact emails, business name and sector representation
5. BID Governance Structure	These must cover – Rules for the election of Directors and Terms of Reference for the Board	Stratforduponavonbid.co.uk/the-board Governance and Legal Documents - Stratford Upon Avon BID	Documents are uploaded to the Governance and Legal Documents section of the website. The Board page has extra information included relating to Board governance and Directors job description
6. Minutes of Board Meetings	A mechanism or contact details for levy payers to request minutes of Board meetings	Stratforduponavonbid.co.uk/governance-and-legal-documents	Once the minutes have been declared as a true record of the meeting they are uploaded to the Governance and Legal Documents page on the website
7. Feedback to the BID	An explanation on how levy payers can provide feedback to the BID. For example details of an AGM and/or other regular meetings and/or specified contact route	Stratforduponavonbid.co.uk/contact-us Stratforduponavonbid.co.uk/levy-payer-meetings	Levy Payers can feedback any information via Open Office Days, Quarterly Levy Payer meetings, Sector Huddles, directly to staff/ Board members email addresses or via our Contact Us page on the website.
8. Procurement Policy	A procurement policy must be published and Minutes of all decisions made at Board meetings regarding expenditure of the BID levy in line with this policy	Governance and Legal Documents - Stratford Upon Avon BID	Documents are uploaded to the Governance and Legal Documents section of the website.
9. A Register of all Pecuniary and Personal Interests	This must be updated at every Board meeting and made available upon request. A line stating this would be sufficient	The Board - Stratford Upon Avon BID	Statement regarding access is on our Board Page Section of the Website
10. Annual Billing Leaflet	This must be sent to levy payers detailing how funds have been spent and published	Stratforduponavonbid.co.uk/governance-and-legal-documents/	SEN Documents are uploaded to the Governance and Legal Documents section of the website.
11. Annual Report and Accounts	Must be produced and published	Stratforduponavonbid.co.uk/governance-and-legal-documents/	Documents are uploaded to the Governance and Legal Documents section of the website.