



The BID Foundation

Industry Standards - Quality and Governance

11 point checklist

LeedsBID

Standard	Descriptor	Evidence/web link	Comment
1. Staff Contact Details	The contact details for the CEO/BID Manager, and all other staff funded through the BID	https://www.leedsbid.co.uk/management-team	The whole team is listed with relevant contact details.
2. BID Business Plan	The current BID business plan	https://www.leedsbid.co.uk/sites/default/files/2020-2025-Business-Plan-Digital.pdf	The most recent business plan is available to download in pdf format, previous versions are also available via documents page
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	https://www.leedsbid.co.uk/documents	Full details of the most recent ballot result available to download from the documents page
4. BID Board Directors	The names of BID Board members and the name of their business and/or the sector they represent	https://www.leedsbid.co.uk/bid-board	All board members have a descriptor page and headshot
5. BID Governance Structure	These must cover – Rules for the election of Directors and Terms of Reference for the Board	https://www.leedsbid.co.uk/bid-board	BID board page details Governance structures under the subtitle: 'Overview of the Governance structure'
6. Minutes of Board Meetings	A mechanism or contact details for levy payers to request minutes of Board meetings	https://www.leedsbid.co.uk/bid-board	BID board page states: 'copies of board minutes are available to levy-paying members by contacting enquiry@leedsbid.co.uk'
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	https://www.leedsbid.co.uk/contact-leeds-bid	The contact page, provides a general contact email and multiple FAQs including 'booking a meeting with LeedsBID' and 'Book a ranger service'
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	https://www.leedsbid.co.uk/bid-board	Details listed on the BID board page under the subtitle 'Procurement Policy'
9. A Register of all Pecuniary and Personal Interests	This must be updated at every Board meeting and made available upon request	https://www.leedsbid.co.uk/bid-board	Details listed on the BID board page under the subtitle 'A register of all pecuniary and personal interests'
10. Annual Billing Leaflet	This must be sent to levy payers detailing how funds have been spent	https://www.leedsbid.co.uk/documents	Sufficient detail is provided in the annual review, these details should be sent to levy payers every year
11. Annual Report and Accounts	Must be produced and published	https://www.leedsbid.co.uk/documents	All annual reports available dating back to when the BID formed in a pdf format via documents page