

Overview & Scrutiny Management Committee – 16th February

GO! Southampton – BID Progress to end January 2017

Following the successful ballot on November 4th, the key focus has been to set up the arrangements by which the BID Company can become a legal entity, collect the levy. In parallel, developing relationships to support functioning of GO! Southampton is also progressing.

The GO! Southampton Steering Group met on the 7th December and on the 12th January and agreed:-

- Southampton BID Staffing Structure (see attached) & Job descriptions
- Board Structures and Sub-groups (see attached)
- Draft Articles of Association
- Initial Financial Management Principles
- Associate Membership arrangements
- Draft Leaflet & Company membership application pro forma (to accompany BID Levy bill).

Work is continuing on:-

- BID Levy Collection & Billing mechanics – February & March
- Company formation – early February
- Banking & Financial Management arrangements – late February
- CRM, Communication, Web site and Social Media strategy – February & March
- Baseline & Operating agreements with City Council – February & March
- Recruitment to Initial BID Company Board – January - March
- Recruitment of CEO and other posts – February to April
- Establishing three Theme Groups and drafting Year One Business Plan – March & April

To support this activity, consultants from The means have been retained to help establish the BID company and to provide interim management up to the end of April.

Foundation Recruitment has been retained to recruit the CEO. The aim is to make a successful appointment in mid February then recruitment to other posts will follow on.

Meetings are continuing with a range of parties to ensure engagement at an early stage. These are increasing in frequency, so that the Initial Board becomes operational and that the three Theme Groups can take on their roles to deliver the twelve objectives set out in the GO! Southampton brochure.

Company membership is open to all levy payers – one membership per organization. However these have to be formally requested. That is going to be actively taken forward in this Quarter. Associate membership has also been defined and will be made available to smaller businesses in the BID Area and to both small & large firms outside the BID Area.

Recruitment to the Initial Board has started and will be ready for the April launch. This Board will start running the company from April, but will stand down in September, at the first AGM, to allow for all members of the company to vote on Board membership.

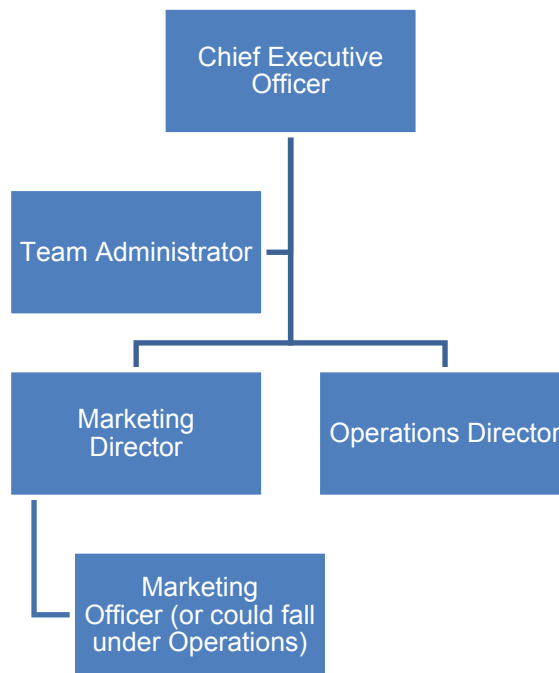
The financial outturn from the development phase of the BID Project up to Ballot was projected to cost £81,585. Of this sum the City Council provided £69,500. The actual outturn costs were £68,677 resulting in an underspend of £12,908. The main factor in this was delaying any recruitment activity, until after the Ballot result was known.

This underspend has been carried forward to the implementation phase. Depending on recruitment and appointments made, overall costs of implementation are estimated to be circa £110,000. To assist with cash flow, the City Council has offered support of £75,000. The remaining £19,610 will be met from the first levy payment, which is due on the 2nd May. This will leave the City Council as having provided a total of £144,500 over the whole project. This will be repaid to the Council from the BID Levy in equal installments, over the initial five year life of the BID.

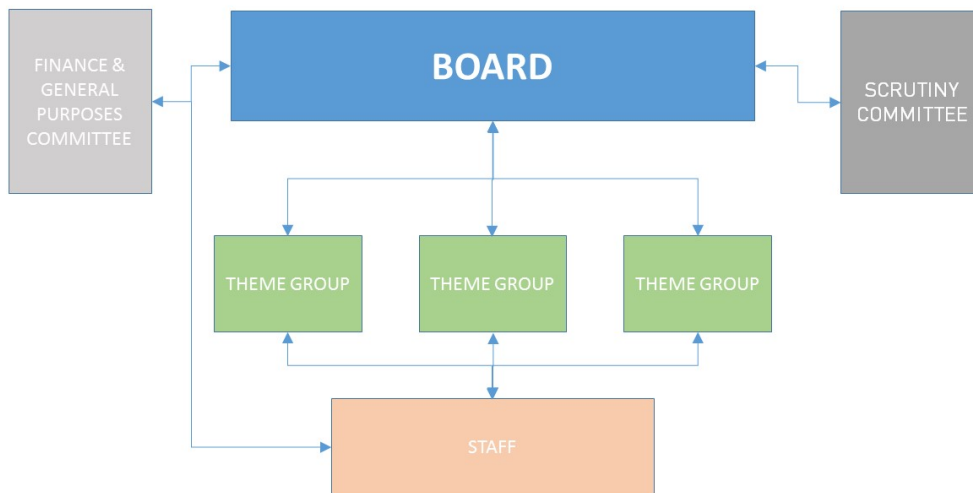
Brad Roynon
Chair GO! Southampton Steering Group



Core Staffing Structure:-



Board Structures:-



Board Makeup

The best way to ensure that the BID continues to be relevant to all its businesses is to ensure varied representation on the board. The following will make up voting members of the board:

- 5 Large Business (>250 employees), each providing 1 representative
- 6 Small Business (<250 employees), each providing 1 representative
- Up to a maximum of 2 occupiers drawn from Associate Member businesses
- Up to 2 landowners

The following Representatives shall also sit on the board:

- A Local Authority Representative – a Councillor or Officer
- Up to 3 Strategic Agency Representatives (including at least one representative of an Educational Institution)
- The Chief Executive Officer of the BID

In addition to this, when selecting board members, the Five ‘S’s need to be considered:

Consideration	Particular Southampton Consideration
Sectors	Retail Hospitality Evening / night-time economy Cultural and creative industries Cruise industry Commercial / professional services Educational/Academic
Spatial – drawn from different parts of the BID area	North of the parks around Bedford Place and London Road The West Quay Retail Park or surrounds The Shopping Centres Guildhall Square / Cultural Quarter East Street and surrounds High Street / Old Town
Status – A mix of independent businesses and multiples	
Size – A mix of small and large	This has already been outlined in the BID Arrangements
Other Stakeholders	Some organisations may occupy a permanent place, and some the board may wish to invite to give views on particular agenda items, for example: Southampton City Council Police LEP Culture Southampton