

**SCHEMES OF DELEGATION OF FUNCTIONS
 RECORD OF DECISION**

1. Scheme Information:

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| a. Decision Reference Number: | CMM-PRU-16-13 |
| b. Decision Type (Proposed or Actual): | Actual |
| c. Scheme under which decision is to be made | A |
| d. Paragraph Number: | 1.1 |
| e. Does this Decision contain Exempt Information?
If so, provide details with reference to paragraph(s)
12 to 18, Part 4 and paragraphs 19 to 21, Part 5
Schedule 12A, Local Government Act 1972. | No |
| f. Does this Decision contain "Confidential
information: | No |

2. Details of Decision (including: Any public interest test undertaken in relation to Part 1(e) above; equalities implications and details of any assessment undertaken)

To enable the appointment of the Head of Service –Development, Regeneration and Property Services to the board of directors for the Bridgend Business Improvement District (BID).

Bridgend's BID is constituted as a Company Limited by Guarantee, a model widely used for charities, community projects, and other similar bodies where the rules are set out in its Articles of Association.

The BID company's Articles of Association specify the composition of the board, indicating how many directors are drawn from large businesses, small businesses, landowners, strategic agency representatives and so forth. The Articles also specify how directors should be appointed.

The company does not distribute their profits (generally referred to as surplus) to their members but reinvests it in the BID programme in the following financial years.

The board of directors provides the strategic oversight and direction of the company and is responsible for ensuring that the BID levy funds are properly invested in accordance with the agreed BID business plan.

The duties set out for the Directors are in accordance with those set out by The Companies Act 2006. In practical terms directors would agree to the following :

- Attendance at board meetings
- Formation and oversight of BID policies and procedures
- Willingness and ability to direct the affairs of the BID in line within the broad areas set out in the BID proposal
- Ensuring that the activities of the BID are not prejudiced or biased towards the interests of one section of the BID membership over another
- Scrutiny of the organisation's financial position
- Oversight of staff team including the setting of any performance related indicators
- Willingness to join and/or Chair sub-committees or 'theme groups'.
- Assistance in processes such as recruitment of staff and procurement of those services that have a cost over an agreed threshold
- Championing the activities of the BID

The authority to date has been represented By Cllr Smith, Cabinet Member Education and Regeneration on the BID steering group in the development of the BID. The Authority has played a significant role in the establishment of the BID, is a major land owner within the BID area and has an operating agreement with the BID to continue to deliver certain services in relation to the town centre.

3. Reason for Decision (including any reasons for urgency which led to the implementation of the decision before the preparation of this record or before the expiry of 3 working days after the publication of the decision to which call-in provisions apply):

To ensure that the authority is appropriately represented on the BID board of directors. A decision is required now to enable the appropriate appointment to be made in accordance with the time frame and regulations set out by the BID documentation.

4. Details of Consultation undertaken prior to the decision or, if none reasons why none undertaken:

The Bridgend BID was agreed by ballot on the 5th August 2016, following 24 months of development by the BID steering group and extensive consultations with businesses in the BID area, including the preparation of a proposal document outlining the programme of services the BID will deliver over a 3 year term.

The authority has a number of hereditaments within the BID boundary and a report to Cabinet 10 May 2016 resolved to vote yes in the BID ballot.

The Chairperson of the Community Environment and Leisure Overview and Scrutiny Committee has been consulted and has no objection to the use of the urgency provision or to the appointment of a Director.

5. Details of any interest declared in relation to the decision:

a. by any Cabinet Member consulted in relation to the Decision:

b. by any Cabinet Member who would have been the Decision maker except for the declaration of such an interest:

c. details of any dispensation granted by the Standards Committee in respect of interest declared:

6. Contact Details:

Case Officer

Decision-Maker

a. Name:

Delyth Webb

Cllr HJ David

b. Job Title/Role:

Regeneration Projects and Approaches Team Leader

Leader

c. Telephone Number:

(01656) 815207

01656 643225

d. E-mail Address:

Delyth.Webb@bridgend.gov.uk

Cllr.Huw.David@bridgend.gov.uk

e. Date Decision made:

5 Dec 2016

f. Signature:



Notes:

1. Electronic copies of this form must be sent to Democratic Services - Committees (cabinet_committee)

7. Decision Administration Information (Cabinet & Committee Services use only)

- a. Date received
- b. Confirmation of Urgency
- c. Date published
- d. End of Call - In period (Scheme A & B1 only)
- e. Decision Called in.
- f. Effective date of Decision.