Guide for Recruiting BID Directors

Recruiting Directors to serve on a Business Improvement District (BID) Board requires a transparent, inclusive and skills-based approach to ensure the Board is representative, effective and aligned with the BID's strategic objectives. Below is a step-by-step process based on good governance practices for recruiting Directors to serve on the Board of Blackpool Business Improvement Districts Ltd (BID) and it is specifically aligned with Section 18 of the Articles of Association for the BID. It promotes transparency, compliance and effective Board composition. This guide should be read in conjunction with the Company's Articles of Association.

1. Define Board Needs and Role Descriptions

Every two years a skills Audit of the current Board of Directors will be undertaken and this will help identify gaps in skills, sectors or demographics. When a vacancy occurs then the skills audit will be reviewed and any gaps identified. Depending on the length of time since the last review it may be necessary to redo the skills audit prior to recruitment.

It may be necessary to develop or update Director role descriptions, including:

- Core responsibilities
- Expected skills and experience
- Time commitment
- Term duration in line with Article 18.2.

2. Ensure Governance Compliance

All Directors must confirm eligibility in line with **Article 18.1**:

- the individual must be **employed, engaged by, or connected to** a levy payer
- OR be an **appointed member** under **Article 22.2** (i.e., skilled stakeholders not directly connected to a levy payer)

With the proposed appointee verification needs to occur to confirm that levy payments are up to date. Any appointed Directors who have unpaid levies for 6+ months will be removed from their position under the Articles of Association (unless there is a valid personal reason agreed by the Finance and Governance Management Group). All appointments must be approved by resolution of the Board of Directors on recommendation from the Finance and Governance Management Group.

3. Transparent Recruitment Planning

The Finance and Governance Management Group has delegated authority to approve a recruitment timeline and process. It can decide on whether to use open recruitment, targeted invitations, or both. The process must be **aligned with the Articles of Association**, especially Article 18 procedures.

4. Promote the Opportunity (Open Recruitment)

For open recruitment then advertisements will be published via the BID website, social media, Blackpool Business Leadership Group and other stakeholder networks. The advert should include role description, term length, application process, deadline and contact information. It must also highlight the clear eligibility criteria, term limits, expectations of the role and how to apply and by when.

5. Application and Nomination Process (Direct Recruitment)

For a DIRECT nomination, a short expression of interest, CV, or application form will be requested and set a nomination period aligned with appointment cycles. Any nominees will need to confirm their eligibility under Article 18.1, including verifying that levy payments are up to date (see Article 19.1(f) – Directors connected to levy payers that owe unpaid levies for 6+ months may be disqualified).

6. Assessment and Selection

The Finance and Governance Management Group has the delegated powers to assess candidates against skills needs and eligibility and hold informal interviews or conversations, if desired. This can apply for a targeted nomination or open recruitment.

Applicants will be evaluated against skills needed (from the skills audit), sector representation and governance criteria. There will be alignment with Article 18.2 for term limits and checks to ensure there are no disqualifying conflicts (see Article 19.1).

7. Appointment Procedure

Once a preferred candidate has been identified either by open recruitment or targeted invitation, then the Finance and Governance Management Group will recommend the Board to appoint the preferred candidate.

The appointment decision will be recorded in the Board minutes and the Companies House details submitted.

8. Induction and Onboarding

The Governance Advisor will undertake an induction relating to the role with the newly appointed Director and an induction pack provided including governance, financials and past minutes. They will be asked to sign the Board Member Agreement and complete the Register of Interest form.

9. Monitor and Review

Board composition and attendance will be reviewed annually and this will include ensuring compliance with Article 18.2: no director may serve more than three BID terms (15 years), unless extended annually under Article 18.3 due to extenuating circumstances. Extensions beyond this limit require formal Board approval. Under Article 19.2 non-attendance may lead to removal.

General Principles

The composition of the Board will aim for diversity and sectoral representation.
Appointment outcomes will be published and Directors will be expected to be actively engaged through Management Groups and/ or training and strategy sessions.
Succession planning will be promoted and staggered terms of office in place to maintain Board continuity.