Guide for Recruiting BID Management Group Members

Introduction

This guide outlines a governance-aligned process for the recruitment of **BID Management Group Members** within Blackpool Business Improvement Districts Ltd (BID). Management Groups support the Board by overseeing specific areas (Blackpool Town Centre BID, Blackpool Tourism BID and Finance and Governance) under delegated authority (Article 8). Effective recruitment ensures these groups are composed of skilled, diverse stakeholders who support the BID's business plans. The Finance and Governance Management Group is made up solely of Directors of the Board and therefore is not covered by this process. The Management Groups for the Town Centre BID and the Tourism BID do need to follow this guide. This guide should be read in conjunction with the Company's Articles of Association.

1. Define Purpose and Membership Needs

When a vacancy occurs the Chair of each BID Management Group shall review the **terms of reference** for their Group (Article 8.3) and identify skills, sectoral representation and stakeholder experience required for the Group including:

- Purpose
- Scope of authority (operational only unless extended by the Board)
- Key deliverables

2. Governance Alignment and Delegated Authority

The Chair shall ensure their BID Management Group operations comply with:

- **Article 8.1–8.4** of the Articles of Association
- Board-approved rules of procedure and decision-making limits

Management Group members are not Directors but must adhere to BID conduct and conflict policies.

3. Transparent Recruitment Planning

The Chair of the BID Management Group will determine whether recruitment is:

- **OPEN** recruitment to all eligible BID stakeholders; or
- **DIRECT** nomination to the Finance and Governance Management Group because it is sector-targeted and there is an identified candidate who meets the criteria for the vacant position (e.g. retail, tourism, hospitality, transport) (i.e. no open advertising)

Following consultation with their respective BID Management Group members, the Chair shall then make a recommendation to the Finance and Governance Management Group for an appointee (if the appointment is to be by nomination/ sector targeted). With the proposed appointee verification needs to occur to confirm that levy payments are up to date. BID Management Group members who have unpaid levies for 6+ months may be removed from their BID Management Group by the Finance and Governance Management Group.

If the view by either the Chair of the BID Management Group or the Finance and Governance Management Group itself, is to recruit via a process open to all eligible BID stakeholders then that process should follow this procedure set out below.

The final decision for appointment always stays with the Finance and Governance Management Group, to ensure consistency with governance.

4. Promote the Opportunity (Open Recruitment)

Advertisements should be via the BID website, sector associations (where appropriate), social media, Blackpool Business Leadership Group and other stakeholder networks.

The advert should outline the BID Management Group purpose and commitment expectations, the required expertise or experience and the selection process and deadlines.

5. Application and Nomination Process (Open Recruitment)

The advert should request a short expression of interest, CV, or application form and set a nomination period. Self -nomination and/or peer nomination is permitted. With interested applicants, verification needs to occur to confirm that levy payments are up to date.

BID Management Group members who have unpaid levies for 6+ months may be removed from their BID Management Group by the Finance and Governance Management Group.

6. Assessment, Selection and Appointment

The Chair of the BID Management Group shall assess candidates against skills needs and eligibility and hold informal interviews or conversations, if desired.

They should assess applications against skills required, stakeholder representation and commitment to BID values.

The final decision for appointment always stays with the Finance and Governance Management Group, to ensure consistency with governance.

7. Induction and Expectations

The Chair of the BID Management Group will undertake an induction with the newly appointed Management Group member and they will need to ensure any new members abide by the code of conduct and avoid any potential conflicts. Each Management Group member will be provided with a copy of the latest BID Business Plan. The induction will highlight the decision-making structure within the company, the advisory role of the Management Group and limitations on decision-making powers (Article 8.4).

9. Review and Rotation

Management Group composition and attendance will be reviewed annually and this will include active participation. There will be no set term of office but informal **rotation terms** will be at the discretion of the BID Management Group Chair to maintain engagement and openness. Attendance will be monitored in line with **Article 19.2** (non-attendance may lead to removal).

General Principles

The BID Management Groups will promote inclusivity and representation across business sectors and demographics. The Chair of the BID Management Group will set clear expectations for conduct and attendance. Formal records of meetings will be maintained and an expectation to also attend the Annual General Meeting and any joint meetings with the Board of Directors or strategy planning events. Succession planning will also be promoted.