

Sheffield Lower Don Valley Flood Defence Business Improvement District (BID) Steering Group –

Terms of Reference – July 2015

Background:

Sheffield has recently seen serious flood events in 2000 and 2007, with worryingly high river water levels in July 2012. The country as a whole also saw widespread and severe flooding at the end of 2013.

The 2007 event alone caused millions of pounds of damages for organisations in Sheffield's Lower Don Valley (LDV), and many have said they would not survive another flood. The Council has been working with the Environment Agency (EA) and a number of key private sector stakeholders to develop a flood defence scheme which will be effective but affordable. The proposed scheme has been costed at £19m, and will involve the construction of new flood defenses, upgrade of existing structures and the initiation of a five year channel maintenance regime.

In line with the funding strategy, public sector funding has been secured to the value of £5.5m from the Department for Environment, Food and Rural Affairs (DEFRA) and £12.144m from the EA. The balance of £1.4m has been confirmed following a ballot of affected businesses who voted in favour of the establishment of a Business Improvement District (BID). This will see approximately 250 organisations pay a modest levy on their rateable value over a five year period starting in July 2014.

Role:

Given the private sector contribution towards the scheme budget through the BID, and therefore the increased interest in the project, it is vital that the local business community are represented and have a voice in the direction and management of the project.

A Steering Group was established by Sheffield Chamber of Commerce to ensure a commercial perspective was taken into account through the development process for the BID. Merging this structure into the new BID Steering Group provides for ongoing business consultation and involvement in the project.

For clarity, and as set out in the BID Business Plan issued November 2013, the Steering Group will operate in a non-executive capacity, assuming a scrutiny role on behalf of the levy payers. Sheffield City Council has assumed the role of BID Body, and Accountable Body for all public funds, enabling it to secure the required approvals and powers, let relevant contracts, deliver the various aspects of the project and manage budget and risks as necessary.

The Council will consult in a meaningful way with the Steering Group about key matters such as proposed alterations to the BID arrangements. The Council will then make the final decision after considering this feedback because, as BID Body and delivery agent, they have the final responsibility for the technical, financial, legal and programme aspects of the project. The Steering Group is not responsible for the day to day operational decisions that would affect the delivery of the project in a timely and cost effective manner.

As such, the purpose of the BID Steering Group is:

- To ensure that the views of the business community in the LDV are represented in the delivery of the flood defence scheme by engaging in consultation with the Council acting as BID Body;
- To receive updates on progress relating to the project and BID, assuming a scrutiny role to oversee the correct utilisation of the BID monies and the ongoing maintenance arrangements;
- To assist in effective and transparent communication and promotion of the project to ensure levy payers are well-informed and to secure public support for successful implementation;
- To host Annual Update Meetings allowing the wider BID business community the opportunity to engage with the project as appropriate ; and
- To contribute to the development of a river management and maintenance strategy to sustain the improved flood protection delivered

Area of operation:

The Group is concerned with activities relating to the flood defence project in the Sheffield Lower Don Valley from Nursery Street to Blackburn Brook, and including all areas at risk of flooding from this area of the river course. A plan is attached at Appendix A showing the extent of the scope of the Group.

Membership:

Other than the Chair (Chamber), the Council and EA members, a maximum of 9 levy payer organisations represented in the BID will sit on the steering group and we would require a minimum of four to be present at any meeting in order for any decisions made to be validated. In line with the structure of the Steering Group we would also invite up to three representatives from non-levy payer organisations (in addition to the Environment Agency) who have specific expertise which enables them to advise and support the Steering Group in carrying out its responsibilities.

Members of the original Steering Group established to contribute to the development of the BID will continue to hold their position on the BID Steering Group if they wish to remain involved and are willing to commit the time necessary to properly represent the wider BID levy payer organisations.

Membership will be reviewed on an annual basis during the five year term of the BID, and those organisations who have been unable to attend three or more meetings during the year will be replaced. As other members resign or move on, other business representatives will be given the opportunity to join the Group, and every attempt will be made to retain a body representative of the mix of organizations by size, type and sector.

	Name	Company
-	Richard Wright	Sheffield Chamber of Commerce & Industry
-	Simon Ogden	Sheffield City Council
-	Steve Birch	Sheffield City Council
-	Adrian Gill	Environment Agency
	Levy payer organisations	
1	Victoria Hinchcliffe and Neil Maskrey	Sheffield Forgemasters International
2	Andy Gull	Gripple
3	Nick Gillott	JF Finnegan
4	William Steel	Royal Mail (represented by DTZ)
5	Chris Charlesworth	Firth Rixson
6	Ellie Bennett	Wicker Pharmacy
7	TBC	TBC
8	TBC	TBC
9	TBC	TBC
	Non-levy payer organisations	
1	Steve Riley	Wardell Armstrong
2	Philip Wilbourn	Wilbourn Associates
3	Tom Wilde	Sheffield Waterways Strategy Group

Chair

The Executive Director, Sheffield Chamber of Commerce and Industry, will be the Chair of the Steering Group for the five year period of the BID, with a Deputy Chair nominated by members of the Group and retaining that position for the full BID term unless agreed otherwise at a meeting of the Group or an Annual Update Meeting.

Resources and Support

Meetings will be held at the Chamber's offices at Albion House, Savile Street.

A Bid Coordinator employed by the Chamber will facilitate the Group, arranging meetings, producing and disseminating reports, taking minutes and publishing these on the website. The Coordinator will proactively manage the membership to ensure that meetings are well attended by parties who actively contribute to the Group and its duties. The Coordinator will also manage positive communications on behalf of the Steering group, with the levy payers and the wider public and media through a range of traditional and modern channels including maintenance of a page on the Chamber's website.

All member organisations are expected to commit appropriate time to the Group in order to ensure proper representation of the BID community and efficient progress on project matters.

Frequency of meetings

The Steering Group will meet at least once every quarter, or more frequently as required.

An Annual Update Meeting will be held every year at which the annual accounts will be presented as well as reports on past and future activity. All levy payers should be given the opportunity to attend the Annual Update Meeting and comment on the matters arising.

Reporting

Group members act as representatives for their organisations and the wider business community. As such, all members are required to actively promote and publicise the Sheffield LDV Flood Defence Project, and should ensure that colleagues and wider partners are kept informed. A copy of the notes from each meeting will be issued to members.

The BID Operating Protocol

As a condition of remaining on or joining the BID Steering Group members will be required to confirm their willingness to comply with the BID Operating Protocol by signing a Declaration of Acceptance in the form set out at Appendix 6 of that document.

Appendix A – Plan of flood area

