

About BIDs

Governed by statute, Business Improvement Districts (BIDs) are business-led partnerships which are created through a ballot process to deliver additional services to local businesses to improve the trading environment.

BIDs cover a defined area in which a levy is charged on business rate payers in addition to the business rates bill. This levy is used to develop projects which will benefit businesses in the local area.

The key elements of a BID scheme are:

- The BID is not a substitute for central or local government investment and services but is an additional investment in projects identified by the businesses as benefiting their business area.
- The BID arrangement involves partnership working between local businesses and the local authority, in addition to other stakeholders and public and private bodies.

Once a BID is in operation the levy is charged on all businesses within the defined area (regardless of whether or how that business voted in the ballot).

BIDs last for five years after which time a renewal ballot (for a new BID) must take place.

There are currently over 350 BIDs operating in the UK.

About Sheffield BID

Sheffield City Centre BID Ltd is the accountable delivery body for the city centre BID. The company is a non-profit business limited by guarantee.

Created by ballot in 2015, the purpose of the BID is to improve Sheffield city centre for the benefit of all. We contribute to the management of the commercial trading and working environment. We support the events programme to drive city centre vibrancy. We fund activities, events and ideas that bring people and trade opportunities to the city centre.

In February 2021, eligible businesses (occupying properties with a rateable value of £40,000+) voted overwhelmingly in favour of continuing the city centre BID from 1 April 2021 to 31 March 2026. These businesses (BID levy payers) pay a mandatory 1% levy on the rateable value of their premises which will generate £3.5m over the five-year term.

Sheffield BID is now commencing year 3 of its second term. Our second term “prospectus” can be [viewed here](#).

Our BID levy payers cover a diverse range of sectors including retail, office/professional, leisure/culture, education, night-time economy, food/restaurant and the public sector.

Our Board structure

The work of Sheffield BID is overseen by a Board of 16 non-executive (volunteer) directors who are representative of the industry sectors that pay the BID levy. The Board is accountable to the Company Members who elect the board directors. Board directors are individuals who work for city centre businesses that pay the BID levy and are nominated for election to the Board by a Company Member. There is a Board rotation every two years where a third of the longest serving directors must retire.

Day to day management

A Scheme of Delegation sets down the authority delegated by the BID Board to its Head of Business Operations to facilitate fully accountable, effective and efficient management of the Sheffield BID.

The BID Board Chair

BID legislation requires that the Chair must be from the private sector. Whilst many BID Boards typically appoint one of their number to the role of Chair, there is a growing trend within the BID industry to engage independent chairs with significant board experience to ensure stronger governance and the right outcomes for all scheme stakeholders. Sheffield BID benefitted from the skills of an independent chair between 2016 and 2020, but upon its renewal an existing director was appointed to the role.

Following the imminent retirement of our current Chair, we are once again seeking to appoint an independent Chair to provide oversight, scrutiny, challenge and leadership to help ensure Sheffield BID's continued success.

You will ensure that Sheffield BID operates within the parameters of its strategy and business plan and that it is run in a transparent and equitable manner.

Our vision for Sheffield City Centre

- A vibrant city centre with a modern business, cultural, retail and leisure offer.
- A city centre that attracts and retains a diverse range of skilled people.
- Creating a destination of choice – as strong and inviting in the evening as it is in the daytime.
- A safe, well-connected city centre that people of all ages, abilities and cultures can enjoy

Our delivery framework

Based on the priorities of BID levy payers, we deliver projects and services through four workstreams:

- **MAINTAINED** - Welcoming, clean and safe for staff, visitors and our local community.
- **VIBRANT** - Enhancing the visitor experience with diverse events, festivals and culture.
- **CONNECTED** - Bringing in people. Bringing in business.
- **SUSTAINABLE** - Building resilience and investment.

Our commitment to equality, diversity and inclusion

Sheffield BID is an inclusive organisation that supports a diverse range of people. In addition to our own employees we have provided supported employment opportunities for vulnerable people through our work with charities such as the Cathedral Archer Project.

For this role, we welcome applications from anyone who meets the minimum requirements, regardless of ethnicity, heritage, disability, gender, sexuality, religion, socio-economic background or other differences.

We are committed to inclusive working practices and as part of the application process we will:

- Pay for childcare and care costs when you attend an interview.
- Pay for your (return) travel costs to the interview venue.
- Make whatever reasonable adjustments may be required to support you at interview.
- Provide this job pack in a Word document for download.

Any concerns can be discussed with us in advance.

About the role

JOB TITLE: Independent Chair of the Sheffield BID Board

REPORTS TO: The Board of Directors

TERM: to 31 March 2026 (and continuing by Board Resolution subject to a successful third-term renewal in early 2026)

The expected time and commitment will be around 12 days a year.

Main purpose of the role

Sheffield BID is seeking to appoint an independent Chair of its non-executive board of directors and observers. The independent chair provides oversight, scrutiny, challenge and leadership to help ensure Sheffield BID's continued success.

You will ensure that Sheffield BID operates within the parameters of its strategy and business plan and that it is run in a transparent and equitable manner.

You will lead the Board through its next phase of growth and development as it considers the potential for a third term.

Potential candidates will be skilled communicators who are comfortable and credible interacting across a wide range of stakeholders. The new Chair will need to be a skilled chairperson and facilitator (with a private sector background) and be a powerful advocate, champion and ambassador for the BID.

Collective responsibility of the Chair and Board members

- Ensure that Sheffield BID adheres to good governance principles.
- Ensure that the Board's focus is on strategy, performance and assurance, rather than operational matters.
- Monitor delivery of the business plan.
- Be active ambassadors for Sheffield BID and support the Executive team to build networks and partnerships.
- Engage and lead stakeholders to contribute towards the on-going development and revision of the BID strategy.

Board leadership

- Ensure the Board's composition reflects the scope of Sheffield BID's levy payers and support the development and refreshing of the Board at relevant moments.
- Plan and chair quarterly Board meetings, facilitating open and constructive discussions and ensure all members are encouraged to contribute.
- Work with the Executive team to shape agendas for Board meetings and ensure that all governance issues are addressed.
- Build consensus from disparate views.
- Ensure that processes are in place for the appointment, rotation, retirement, succession and, if necessary, removal of board members.
- Oversee the induction of board members ensuring that a full induction process is in place.
- Establish a process for carrying out a rigorous annual / planned review / evaluation of board members and conduct performance appraisals and take remedial action if required.
- Appoint where necessary, sub-committee chairs and members subject to board approval and work with committee Chairpersons to align the work of sub-committees with the vision and goals of the BID.
- Foster positive working relationships amongst board members.
- Ensure that the Board delegates appropriately to its key committees.
- Ensure high standards of corporate governance and integrity.

External representation, lobbying and relationship management

- Demonstrate exceptional interpersonal skills to communicate with a diverse stakeholder group (including but not restricted to local authority Leaders and CEOs, private sector Board members, private sector CEOs, wider business representation groups, local government officials, MPs, Government Ministers and central government departments).
- Champion the Sheffield BID across a diverse stakeholder group as required.
- Support the Executive team with the development and maintenance of good quality, stable and productive relationships with wider stakeholders.
- Act as a key ambassadorial figure for the BID at a local, regional and national level.
- Champion key BID projects and initiatives at a local, regional and national level.
- Actively engage with business representation groups as appropriate.
- Manage the priorities of both the private sector and local authority and champion and deliver a shared agenda.
- Where necessary, support Media, Press and PR activities.

- Ensure, in conjunction with the Executive team that the views of major stakeholders are communicated to the Board and that members of the Board develop an understanding of those views.

Internal leadership and governance

- Scrutinise the Executive team in ensuring that the work of the BID adds value to and complements both local authority and private sector strategic aims.
- Act as the Board's central point of contact of official communication with the Executive team.

Person specification

We are looking for an inclusive leader who demonstrates high achievement in their field through professional experience in addition to chairing skills and a track record of executive and non-executive leadership.

Background, skills and experience

- Highly credible with experience of operating at a senior level within an organisation with significant complexity.
- Demonstrable track record and breadth of experience preferably relevant to at least one of the BID area key sectors at a senior level.
- Strong commitment to values of accountability, openness, probity and equality of opportunity.
- Proven track record of developing and driving strategic change.
- Understanding of the issues involved in actively promoting collaboration, joint initiatives and partnerships.
- Previous experience of managing board relationships with Non-Executive Directors.
- Previous experience of managing governance requirements associated with a board of Executive and Non-Executive Directors.
- Proven ability to understand / empathise with private sector (in particular, barriers to investment and growth).
- Excellent leadership and team working skills, with strong self-confidence and motivational skills.
- Well-developed strategic, influencing and negotiation skills and ability to work across organisations in an open and effective way.
- Ability to exercise effective judgement in a political and multi-disciplinary environment.
- An excellent networker.
- Demonstrable tact, diplomacy and powers of persuasion.
- Comfortable and confident in performing a lobbying role.
- Ability to chair meetings.
- Ability to lead the formulation of strategy and understand competing priorities.
- Impartiality, fairness and ability to respect confidences.
- A proven commitment to equality, diversity and inclusion.
- Specific skills and experience relevant to the operation of an effective Board.

Personal qualities

- Able to challenge and support the Executive team as a critical friend.
- Adept at working in a collaborative culture.
- Excellent communication skills with the ability to network and build relationships.
- Good listening skills and an openness to other views.

Please note that the above is not intended to be an exclusive or exhaustive list of responsibilities and personal specifications but an outline of the main areas. Please also note that the Company reserves the right to update the job description at its discretion.

Additional information

Time commitment: You must have sufficient time and commitment to fulfil the role which will require at least 12 days per year in order to prepare for and attend: scheduled Board meetings; Board and/or stakeholder away days; the Annual Members' Meeting; meetings of Non-Executive Directors; training and seminars; wider committee meetings and stakeholder meetings which require Non-Executive Director representation.

The requirements of the business are such that a high degree of flexibility is necessary and therefore evening and weekend working may be required.

Location: Board meetings are held at venues in Sheffield city centre.

Conflicts of interest: All candidates will be asked to declare any conflicts of interest.

Term of appointment: Three-year term with the possibility of extending.

Remuneration: In recognition of the time commitment anticipated, there is a negotiable day rate attached to this role, plus expenses.

How to apply

If you wish to apply for this role, please provide the following by 23.59 on **Monday, 3 April 2023**:

- A detailed CV setting out your career history, with responsibilities and achievements.
- A covering letter (max two sides) highlighting your suitability for the role and how you met the person specification. The covering letter will be assessed as part of the full application.
- Details of two professional referees together with a brief statement of their relationship to you. Referees will not be contacted without prior consent.

For an initial, confidential discussion please feel free to contact Diane Jarvis, Head of Business Operations – diane.jarvis@sheffieldbid.com or telephone 07946 199883.