

## Outer London Fund Round 2 - Programme for the achievement of the Harrow BID

Countdown to BID	Tasks and activity	Indicative Calendar
Up to -18 months	<b>Agree funding and business plan activity with sponsor</b>	Apr 2012
-18 months	<b>Recruitment of staff</b> <input type="checkbox"/> Up to 90 days allocated to advertise and recruit the necessary staff.	Apr 2012
-16 months	<b>BID feasibility</b> <input type="checkbox"/> Undertake a BID feasibility study to analyse potential boundary, total rateable value, level of recovery on business rates, possible levy percentages/cost to business etc. <input type="checkbox"/> Identify a demonstrable need for a BID as opposed to any other form of partnership initiative. Is there strong private sector interest in a BID and have the members been mobilised into action? Identify possible Board members and their engagement and commitment to the BID, both in terms of time and financial contributions. <input type="checkbox"/> There should be a well-established inclusive partnership in place that includes private sector, local authority and other key stakeholders relevant to the local area, e.g. transport providers. <input type="checkbox"/> Creation of Shadow BID Board	Jul 2012 60 days
-14 months	<b>Business database development</b> <input type="checkbox"/> BID staff update business database (ongoing task throughout plan). <input type="checkbox"/> Confirmation of database fields, collection of ratings list data, assimilation with local contact information and verification of local contacts.	Sep 2012 60 days
-12 months	<b>Perception analysis</b> <input type="checkbox"/> BID staff carry out initial survey of all businesses and stakeholders. <input type="checkbox"/> BID staff and Board carry out focus groups with business sectors. <input type="checkbox"/> Results feed into draft BID proposal.	Nov 2012 90 days
-12 months	<b>Governance arrangements</b> <input type="checkbox"/> Consideration of governance arrangements for the BID – this will need to be quoted in the draft BID proposal.	Nov 2012
-9 months	<b>BID proposal development</b> <input type="checkbox"/> BID staff draft initial proposal. <input type="checkbox"/> Board feed into budgets and projects and sign off. <input type="checkbox"/> Completion of a draft BID proposal that outlines the main principles to be included in the final proposal.	Feb 2013 60 days
-8 months	<b>Agreements with the council</b> <input type="checkbox"/> Establish the local authority working group with heads of service departments, and set the detailed timetable for production of baseline and operating agreements, and confirmation of formal process in the local authority in relation to approval, ballot and collection.	Mar 2013 60 days
-7 months	<b>Consultation on draft proposal</b> <input type="checkbox"/> BID staff go back to business community for further consultation using the draft proposal to ensure awareness and ownership of the concept and the detail and to identify where amendments may be needed.	Apr 2013 60 days
-7 months	<b>Confirmation of BID area and BID levy rules</b> <input type="checkbox"/> Firming up of BID levy model to be quoted in the final BID proposal – there may have been more than one option given in the draft proposal.	May 2013 14 days

-6 months	<b>Revisions to proposal</b> <input type="checkbox"/> The BID proposal is finalised to incorporate feedback from the consultation.	Jun 2013 30 days
-6 months	<b>Go-ahead by board</b> <input type="checkbox"/> The board to assess the progress made to date and agree whether to go ahead to the vote at this point.	Jun 2013
-5 months	<b>Formal approval by the local authority</b> <input type="checkbox"/> Send final BID proposal to billing authority for formal approval including all technical information and legal agreements. <input type="checkbox"/> Local authorities approve the final BID proposal and give the go ahead for the notice of ballot to be issued. <input type="checkbox"/> BID and Chair to attend Cabinet. <input type="checkbox"/> Note long lead-in time for booking the committee slot and that papers are required for submission and circulation well in advance of the actual cabinet date.	Jul 2013
-4 months	<b>Notification to Secretary of State and billing authority of intention to hold BID ballot</b> <input type="checkbox"/> At least 84 days in advance of the notice of ballot.	Aug 2013
-4 months	<b>Notice of request for ballot to billing authority</b>	Aug 2013
-4 months	<b>BID Campaign</b> <input type="checkbox"/> Start of intensive ballot campaign, involving canvassing phase in advance of and during the ballot period. <input type="checkbox"/> BID and Board champions meet businesses. <input type="checkbox"/> Board / champions quotes for press articles. <input type="checkbox"/> Door-to-door canvassing and at any events.	Aug 2013 90 days
-42 days	<b>Publication of notice of ballot (42 days before ballot date)</b> <input type="checkbox"/> Local authority issues of ballot notice to levy payers together with a statement about the BID arrangements. The final BID proposal with all technical information must be available for viewing (e.g. on website) from this date.	Sep 2013
-1 month	<b>Issuing of ballot papers (28 days before ballot date)</b> <input type="checkbox"/> Local authority issues ballot papers to levy payers together with instructions on the ballot process (minimum 28 day ballot period).	Oct 2013
-28 days	<b>Monitoring of ballot progress</b>	Oct 2013
-10 days	<b>Deadline for proxy applications (ten days before ballot day)</b>	Nov 2013
-4 days	<b>Any replacement ballot papers issued four days before ballot day</b>	Nov 2013
0	<b>Ballot date (last day of ballot period)</b>	Nov 2013
+1 day	<b>Announcement of ballot result by local authority</b> <input type="checkbox"/> As soon as practicable after the ballot day, ideally next day, on Friday	Nov 2013
	<b>Legal agreements - final sign-off</b>	Dec 2014
	<b>Send out BID levy bills</b>	Jan 2014
	<b>BID start date</b> <input type="checkbox"/> The BID can commence following a 28 day challenge period after the ballot announcement plus a maximum period of 365 days.	Apr 2014