

OPERATING AGREEMENT

between

BIRMINGHAM CITY COUNCIL

and

NORTHFIELD TOWN CENTRE BID LIMITED

Contents

- 1 Definitions
- 2 Statutory Authority and Interpretation
- 3 Calculating the BID 3 Levy
- 4 The BID 3 Revenue Account
- 5 Debits from the BID 3 Revenue Account
- 6 Collecting the BID 3 Levy
- 7 Enforcement of payment of the BID 3 Levy
- 8 Payment to the BID Company and Reconciliation
- 9 Performance Monitoring
- 10 Termination
- 11 Confidentiality and Data Protection
- 12 Notices
- 13 Miscellaneous
- 14 Rights and Duties Reserved
- 15 Contracts (Rights of Third Parties) Act 1999
- 16 Dispute Resolution

Schedule 1 – The BID 3 Levy Rules

Schedule 2 – Plan of the BID 3 Area

Schedule 3 – The BID 3 Proposals

Schedule 4 – Breach Notification Procedure

Dated the First day of January

2022

Between

- (1) **BIRMINGHAM CITY COUNCIL** (“**the Council**”) of The Council House, Victoria Square, Birmingham, B1 1BB; and
- (2) **NORTHFIELD TOWN CENTRE BID LIMITED** (“**the BID Company**”) registered as a company limited by guarantee in England with company number 07889072 whose registered office is 693-695 Bristol Road South, Northfield, Birmingham, West Midlands, B31 2JT

(together a “**party or parties**”)

Background

- A The Council is the billing authority for the purposes of the Local Government Act 2003 and is responsible for collecting the BID 3 Levy and administering the BID 3 Revenue Account which shall be used towards the operation of the BID within the area of the Council and the funding of the BID 3 Arrangements.
- B The BID Company operated the BID during the BID 1 Period and then the BID 2 Period and following a renewal ballot of qualifying businesses within the BID 3 Area, the BID Company is to continue to operate the BID during the BID 3 Term (“**BID 3**”).
- C With effect from 1st January 2022, the BID Company will become responsible for the operation of the BID and for using the BID 3 Levy for the purposes of achieving the objectives and aspirations set out in the BID 3 Arrangements.
- D Both parties wish to confirm the arrangements by which the BID 3 Levy is collected together with general arrangements as to the relationship to be established between the Council and the BID Company for the duration of BID 3.
- E The purpose of this Agreement is to:
 - establish the procedure for setting the BID 3 Levy.
 - confirm the basis upon which the Council will be responsible for collecting the BID 3 Levy.

- set out the enforcement mechanisms available for collection of the BID 3 Levy.
- set out the procedures for accounting and transference of the BID 3 Levy.
- provide for the monitoring and review of the collection of the BID 3 Levy.
- confirm the manner in which the Council's expenses incurred in collecting the BID 3 Levy shall be accounted for.
- provide for the monitoring and review of the spending of the BID 3 Levy by the BID Company and its internal control arrangements.

It is agreed as follows:

1 Definitions

“Bad or Doubtful Debts” shall have the same meaning as further described in **Part 2 of Schedule 3** of the Regulations;

“Balancing Payment” means the difference between the sum of the First and Second Advance Payments and the actual total sum of the BID 3 Levy collected by the Council for the relevant Financial Year as ascertained by the Council and notified to the BID Company within three (3) calendar months after the end of the financial year in question. If the aggregate of the two former payments exceed the latter, it is negative, if the aggregate of the former payments is less than the latter, it is positive;

“BID” means the Northfield Business Improvement District project, by which the BID Company will deliver the BID 3 Proposals;

“BID Period” means the BID 3 period from January 2022 to December 2026;

“BID 2 Period” means the duration of the previous operating agreement being the period from 1st January 2017 to the 31st of December 2021;

“BID 3 Area” is identified on the map in **Schedule 2**;

“BID 3 Arrangements” means those arrangements to be put in place pursuant to the Regulations for the operation of the BID;

“BID Company's Report” means a report for each Financial Year to be prepared by the BID Company which details the following:

- (i) the total income and expenditure of the BID 3 Levy;
- (ii) other income and expenditure of the BID Company not being the BID 3 Levy;
- (iii) a statement of actual and pending deficits; and
- (iv) the various initiatives and schemes upon which the BID 3 Levy has been expended by the BID Company analysed in line with the agreed BID 3 Proposals;

“BID Internal Control Arrangements” means the arrangements put into place by the BID Company under **Clause 3.2** as revised from time to time under **Clause 3.2** following an independent review;

“BID 3 Levy” means the charge to be levied and collected within the BID 3 Area pursuant to the Regulations;

“BID 3 Levy Payer(s)” means the individual/organisation liable for non-domestic rates for the hereditament and responsible for the BID 3 Levy in accordance with the BID 3 Arrangements and **Schedule 1**;

“BID 3 Levy Rules” means the rules set out in **Schedule 1** of this Agreement which sets out how the BID 3 Levy will be calculated, details of Exempt Properties and other requirements related to the BID 3 Levy (as may be amended by a successful alteration ballot);

“BID 3 Proposals” means the BID Company's BID proposals set out in **Schedule 3** to this Agreement.

“BID 3 Revenue Account” means the account to be set up in accordance with Regulation 14 and operated in accordance with Schedule 3 of the Regulations;

“BID 3 Term” means the period commencing on the Operational Date and expiring on 31 December 2026;

“CLA” means the Commission for Local Administration;

“Confidential Information” means:

- All information relating to this Agreement which includes, but is not limited to, commercial, financial, technical, operational or other information in whatsoever form (including information disclosed orally) which concerns the business and affairs of a party including information disclosed prior to the date of this Agreement, where one party can demonstrate to the other party that disclosure would cause considerable harm;
- All information reasonably designated as such by either party in writing to the other, together with all other information which relates to the business, affairs, products, developments, trade secrets, know-how, personnel, customers and suppliers of either party being information where one party can demonstrate to the other party that disclosure would cause considerable harm;
- Any information which is agreed by the parties at the Execution Date or any time prior to publication of this Agreement or any part of it under the Freedom of Information Act 2000 or any other legislation as being commercially sensitive;

“Confidentiality Expiry Date” means the date one (1) year following the expiry of the BID 3 Term;

“Contributors” means the BID 3 Levy Payers or other contributors making voluntary contributions to the BID Company;

“Controller” takes the meaning given in the GDPR;

“Data Protection Legislation” unless and until the GDPR is no longer directly applicable in the UK, the General Data Protection Regulation ((EU) 2016/679) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK including the Data Protection Act 2018.

“Demand Notice” shall have the same meaning ascribed to it as further set out in paragraph 3 of Schedule 4 of the Regulations;

“Dispute Resolution Procedures” means the procedures set out in **Clause 16**;

“Execution Date” means the date of the execution of this Agreement by the parties;

“Exempt Properties” means those class or classes of properties as identified in the BID 3 Levy Rules which shall be exempt from any requirement to pay the BID 3 Levy;

“Final Notice” means the notice to be served by the Council pursuant to **Clause 7.1**;

“Financial Year” means the period of twelve (12) consecutive months from the 1st of April in one year to the following 31st March in the following year;

“First Advance Payment” means the sum calculated by multiplying the total BID 3 Levy due from each BID 3 Levy Payer in accordance with the BID 3 Levy Rules, on 1st April for the Financial Year, by 78.4%;

“FOIA Scheme” means the Council’s current published scheme under Section 19 Freedom of Information Act 2000 (As amended);

“Hereditament” shall have the same meaning as defined in Regulation 1 (2);

“Legislation” means any Act of Parliament or subordinate legislation within the meaning of Section 21(1) of the Interpretation Act 1978, any exercise of the Royal Prerogative, and any enforceable community right within the meaning of Section 2 of the European Communities Act 1972, in each case in the United Kingdom;

“Liability Order” has the meaning given in Regulation 10 of the 1989 Regulations;

“Operational Date” means 1 January 2022 being the date upon which the BID 3 Arrangements come into force;

“Personal Data” takes the meaning given in the GDPR and includes Special Category Personal Data;

“Processing” (and derivatives thereof) takes the meaning given in the GDPR;

“Processor” takes the meaning given in the Data Protection Legislation;

“Public Meeting” means the meeting to be held of all BID 3 Levy Payers pursuant to Regulation 18(1)(a)(ii);

“Regulations” means the Business Improvement Districts (England) Regulations 2004 SI 2004 No. 2443 and such amendments made from time to time by the Secretary of State pursuant to Section 48 Local Government Act 2003;

“Relevant Authority” means any court with the relevant jurisdiction and any local, national or supra-national agency, inspectorate, minister, ministry, official or public or statutory person of the government of the United Kingdom or of the European Union;

“Second Advance Payment” means the sum calculated by multiplying the total BID 3 Levy due from each BID 3 Levy Payer in accordance with the BID 3 Levy Rules by 95%, in each case less the amount of the First Advance Payment for such Financial Year;

“Working Day” means a day (other than a Saturday or a Sunday) on which banks are open for domestic business in the city of London;

“1989 Regulations” means the Non Domestic Rating (Collection and Enforcement) (Local Lists) Regulations 1989 SI 1989 No 1058.

2 **Statutory Authority and Interpretation**

2.1 This Agreement is made pursuant to Part 4 of the Local Government Act 2003 and the Regulations.

2.2 This Agreement shall be interpreted according to the following provisions, unless the context requires a different meaning:

2.2.1 words importing persons shall, where the context so requires or admits, include individuals, firms, partnerships, trusts, corporations, governments, governmental bodies, authorities, agencies, unincorporated bodies of persons or associations and any organizations having legal capacity;

2.2.2 references to any statutes and statutory instruments are to be construed as references to those statutes and statutory instruments as from time to time amended or to any statutes and statutory from time to time replacing, extending, consolidating or amending the same.

3 Calculating the BID 3 Levy and BID Internal Control Arrangements

- 3.1 No later than fourteen (14) days prior to 1st April in each Financial Year, the Council shall:
- 3.1.1 Calculate the BID 3 Levy due from each BID 3 Levy Payer in accordance with the BID 3 Levy Rules; and
 - 3.1.2 Confirm in writing to the BID Company the BID 3 Levy payable annually by each BID 3 Levy Payer.
- 3.2 The BID Company shall, within twenty (20) Working Days of the 15th of February in each Financial Year, supply the Council with a copy of its internal financial control arrangements. This should be in the form of a budget statement or similar from the BID Company and should highlight how the BID 3 Levy is expected to be spent in the next financial year and that it is in line with the BID 3 Proposals. In addition a summary, if applicable, of any amendments to the BID 3 Proposals that have been agreed by the BID Board should also be provided. These measures are designed to ensure that the BID 3 Levy as passed by the Council to the BID Company under **Clause 8** is spent effectively, efficiently and economically in accordance with the BID 3 Proposals.
- 3.3 If the BID Company shall fail to comply with its obligations under **Clause 3.2** the Council may withhold the First Advance Payment until such time as a copy of the internal financial control arrangements have been produced.

4 The BID Revenue Account

- 4.1 The Council shall set up the BID 3 Revenue Account and confirm in writing to the BID Company that the BID 3 Revenue Account has been set up within one (1) calendar month of the execution of this Agreement.
- 4.2 The BID Company shall provide the Council with details of its own bank account into which payments are to be made by the Council under **Clause 8**.

5 Debits from the BID Revenue Account

- 5.1 The Council shall not seek reimbursement from the BID Company of any of the costs of collecting the BID 3 Levy and agrees that it shall only debit:
- 5.1.1 Sums equal to the First Advance Payment, the Second Advance Payment and the Balancing Payment under **Clause 8**; and

5.1.2 Bad or Doubtful Debts;

from the BID 3 Revenue Account and if to the extent the Council is required by the Regulations to debit any further sums from the BID 3 Revenue Account it shall immediately credit an equal sum to the BID 3 Revenue Account.

6 Collecting the BID 3 Levy

6.1 The Council shall serve a Demand Notice on each BID 3 Levy Payer and shall continue to calculate the BID 3 Levy and serve a Demand Notice in each Financial Year of the BID 3 Term.

6.2 The Council shall maintain an accurate and up to date list which identifies payment and/or non-payment of the BID 3 Levy and shall make this available to the BID Company on a quarterly basis on a date to be agreed at the beginning of each Financial Year.

6.3 If either party determines that there has been a change which may affect the amount of the BID 3 Levy for the current or a future financial year or is aware of any change in the occupier of an hereditament or the merger or division of a hereditament (or provision of an additional hereditament) the party determining the change shall inform the other party in writing accordingly and any appropriate changes will then be referred by the Council to the valuation office for their determination and further instruction.

6.4 The Council shall use all reasonable endeavours, which are consistent with its usual procedures for the collection of non-domestic rates, to collect the BID 3 Levy on the date specified (pursuant to **Clause 6.1**) and thereafter on an annual basis and in accordance with the procedure set out in **Schedule 4** of the Regulations.

6.5 The Council shall use all reasonable endeavours, which are consistent with its usual procedures for the collection of non-domestic rates, to collect any outstanding BID 2 Term's Levies relating to such periods and to deal with such Levies as follows:

6.5.1 the Council will continue to collect the said Levies until instructed by the BID Company to discontinue with the collection of BID 2 Term's outstanding levies at which point any outstanding levies will be written off and the relevant BID Term will be concluded.

- 6.5.2 any instruction to conclude a previous BID Term or to write off any outstanding Levies must be made in writing to the Council by the BID Company.
- 6.5.3 any subsequent collection of outstanding levies for BID Terms will be paid to the BID Company in the adjusted balancing payment due to/from the BID Company at the end of the financial year as defined in **Clause 8.3** below.
- 6.5.4 for the avoidance of doubt, any outstanding levies for BID 2 that are paid in the adjusted balancing payment due to/from the BID Company at the end of the financial year as defined in **Clause 8.3** below shall be accounted for separately in the BID Period that the outstanding levy(s) relates to.

7 **Enforcement of payment of the BID 3 Levy**

- 7.1 In the event that the BID 3 Levy is not paid by a BID 3 Levy Payer within fourteen (14) days from the date that it becomes payable then (subject to the exceptions or as may otherwise be agreed between the parties) the Council shall serve a Final Notice on such relevant BID 3 Levy Payer which shall:
 - 7.1.1 identify the sum payable;
 - 7.1.2 provide a further seven (7) days for payment to be made;
 - 7.1.3 confirm that the Council will apply to the Magistrates' Court for a Liability Order to recover the unpaid BID 3 Levy (together with costs).
- 7.2 If after a further seven (7) days from the payment date stated in the Final Notice the outstanding amount of the BID 3 Levy has not been paid by the BID 3 Levy Payer, the Council shall make an application to the Magistrates' Court for a Liability Order to recover the outstanding sum of the BID 3 Levy as is permitted by the Regulations and the 1989 Regulations.
- 7.3 If payment is not made after a minimum of twenty-one (21) days following the grant of a Liability Order then the case will be passed to the Council's appointed debt recovery agents for recovery of the debt.

8 Payment to the BID Company and Reconciliation

- 8.1 No later than 10 (ten) Working Days following the Execution Date or Operational Start Date (whichever is the later), the Council shall pay the BID Company the First Advance Payment. In the following Financial Years the Council shall pay the BID Company the First Advance Payment on 1st April in each of those Financial Years.
- 8.2 No later than 10 (ten) Working Days after the sixth month following the Execution Date or Operational Start Date (whichever is the later) the Council shall pay the BID Company the Second Advance Payment. In the following Financial Years the Council shall pay the BID Company the Second Advance Payment on 1st October of such Financial Years.
- 8.3 Except in the first year, no later than 30th June after the end of each Financial Year, the Council shall notify the BID Company of the Balancing Payment that shall be payable. Except in the first year, the Balancing Payment shall be paid no later than 25th July. If it is negative, it shall be payable to the Council by the BID Company, and, if it is positive, it is payable by the Council to the BID Company.
- 8.4 The Council shall pay such BID 3 Levy amounts as owed upon receipt of an invoice from the BID Company, such invoice to be submitted no less than ten (10) Working Days prior to any Advance Payment dates and/or Balancing Payment dates. The Council shall pay such BID 3 Levy amount within ten (10) Working Days of receipt of the invoice. VAT will be charged on each invoice. The Council shall pay interest on any overdue amount at the rate of 2% above the base rate of Barclays Bank plc from the date that the amount became due until date of payment.

9 Performance Monitoring

- 9.1 On 30th June in each Financial Year, the Council shall provide the BID Company with an accurate and up to date report setting out in respect of the previous Financial Year the following information:
- 9.1.1 the amount of the BID 3 Levy for each individual BID 3 Levy Payer;
 - 9.1.2 the BID 3 Levy collected in relation to each BID 3 Levy Payer;
 - 9.1.3 details (together with the outstanding unpaid sum) of those BID 3 Levy Payers who have not paid the BID 3 Levy in full.

Additional Information

- 9.2 On 31st July in each Financial Year, the BID Company shall provide the Council with an accurate and up to date report containing the following details for the previous Financial Year:
- 9.2.1 the total amount of income received from the Contributors (excluding the BID 3 Levy);
 - 9.2.2 the total expenditure incurred and committed;
 - 9.2.3 The total expenditure by the BID Company on each head of expenditure and services in the BID 3 Proposals;
- 9.3 The Parties shall review the operation of this Agreement and shall meet within six (6) weeks of the issue of the Council's report under **Clause 9.1** and the BID Company's report under **Clause 9.2** in order to:
- 9.3.1 review the effectiveness of the collection and enforcement of the BID 3 Levy;
 - 9.3.2 if required, review and assess the information provided by the Council and the BID Company pursuant to **Clauses 9.1** and **9.2**;
 - 9.3.3 make any recommendations for implementation as may be agreed (and which are permitted by the Regulations and this Agreement);
 - 9.3.4 consider whether any changes are required to this Agreement as a result of the review and any guidance issued by the Department for Communities and Local Government.
- 9.4 On the first day of each month following the Operational Start Date the Council will provide the BID Company with reports that reflect details of relevant BID 3 Levy Payers' accounts at enforcement and recovery stages.

10 Termination

- 10.1 The Council may not terminate the BID 3 Arrangements under Regulation 18(1)(a) of the Regulations unless it shall have first served written notice on the BID Company and, in addition to holding a Public Meeting, shall have

met with the BID Company as soon as is reasonably practicable to discuss and review the following:

- 10.1.1 the basis of the Council's view that the BID Company has insufficient finances to meet its liabilities for the relevant period;
 - 10.1.2 the amount of its funds; and
 - 10.1.3 alternative means by which the deficit can be remedied, and shall have allowed the BID Company a reasonable timescale within which to specify a financial solution that is acceptable to the Council.
- 10.2 The Council may not terminate the BID 3 Arrangements under Regulation 18(1)(b) of the Regulations unless it shall have first served written notice on the BID Company setting out its intention to do so and shall have met with the BID Company as soon as is reasonably practicable to discuss and review the following:
- 10.2.1 the services or works which the Council is no longer able to provide together with confirmation and details as to why such works or services cannot be provided;
 - 10.2.2 whether such works or services are of material importance to the BID so that termination of the BID 3 Arrangements is the only option;
 - 10.2.3 alternative means of procuring the said services or works by third parties or increased financial funding from the BID Company; and
 - 10.2.4 alternative replacement services or works which will be acceptable to the BID Company;
- and shall have afforded the BID Company a reasonable timescale within which to specify a practical solution that is acceptable to the Council.
- 10.3 If the BID Company shall fail to attend a meeting at a time specified by the Council on a Working Day following the giving of five (5) Working Days' notice then the Council shall have discharged its obligations under **Clause 10.1** or **10.2** as appropriate to meet with the BID Company.
- 10.4 In the event that the Council is not satisfied with the solutions offered by the BID Company under **Clauses 10.1** or **10.2** as appropriate or if no solution is offered, and subject to consideration of representations made by any BID

- 3 Levy Payer at the Public Meeting then the Council shall be permitted to terminate the BID 3 Arrangements provided that notice by the Council to terminate the BID shall be provided to the BID Company no less than twenty eight (28) days prior to termination taking place.
- 10.5 Upon termination of the BID 3 Arrangements the Council shall ascertain whether there is a credit in the BID 3 Revenue Account and in the event that there are sufficient funds in the BID 3 Revenue Account amounting to a refund of at least £5 for each BID 3 Levy Payer (having already deducted a reasonable sum for the administration of such refund) then the Council shall:
- 10.5.1 calculate the amount to be refunded to each BID 3 Levy Payer;
 - 10.5.2 ensure that the amount to be refunded is calculated by reference to the amount payable by each BID 3 Levy Payer for the last chargeable period; and
 - 10.5.3 make arrangements for the amount calculated to be credited against any outstanding liabilities of each BID 3 Levy Payer or, where there are no such liabilities, refunded to the BID 3 Levy Payer.
- 10.6 Upon termination of the BID the Council shall notify the BID 3 Levy Payers of such termination in accordance with Regulation 18(6) of the Regulations together with confirmation as to whether any part of the BID 3 Levy is to be repaid to BID 3 Levy payers in accordance with **Clause 10.5**.
- 10.7 The BID Company shall not terminate the BID 3 Arrangements if:
- 10.7.1 the works or services under the BID 3 Arrangements are no longer required; or
 - 10.7.2 the BID Company is unable, due to any cause beyond its control to provide works and services which are necessary for the BID to continue;
- unless and until it shall have first served a written notice on the Council setting out its intention to do so and setting out full particulars as to how such decision has been reached and allowed the Council at least twenty eight (28) days to submit written representations for consideration by the BID Company and thereafter carried out a proper consultation with all

relevant representatives, including representatives of the business community of the BID 3 Area as considered appropriate by the Council.

- 10.8 Upon termination of the BID 3 Arrangements the BID Company shall notify the Council of such termination in accordance with Regulation 18(5) and the Council shall notify the BID 3 Levy Payers pursuant to Regulation 18(6) together with confirmation as to whether any part of the BID 3 Levy is to be repaid to BID 3 Levy Payers in accordance with **Clause 10.5**.

11. **Confidentiality**

- 11.1 The parties shall not disclose any Confidential Information and shall use all reasonable endeavours to prevent their employees and agents from making any disclosure to any person of any Confidential Information.

- 11.2 **Clause 11** shall not apply to:

- 11.2.1 any disclosure of Confidential Information that is reasonably required by persons engaged in the performance of its obligations under the Agreement;
- 11.2.2 any Confidential Information which a party can demonstrate is already generally available and in the public domain otherwise than as a result of a breach of this **Clause 11**;
- 11.2.3 any disclosure to enable a determination to be made under the Dispute Resolution Procedures;
- 11.2.4 any disclosure which is required by any Legislation (including any order of a court of competent jurisdiction), any Parliamentary obligation or the rules of any stock exchange or governmental or regulatory authority having the force of law;
- 11.2.5 any disclosure of Confidential Information which is already lawfully in the possession of the receiving party, prior to its disclosure by the disclosing party;
- 11.2.6 any disclosure of Confidential Information by the Council to any other Relevant Authority;
- 11.2.7 any disclosure for the purpose of the examination and certification of a party's accounts;

- 11.2.8 any examination pursuant to the Local Audit and Accountability Act 2014 of the economy, efficiency and effectiveness with which the Council has used its resources;
 - 11.2.9 disclosure to a party's professional advisers;
 - 11.2.10 disclosure to the Council's members;
 - 11.2.11 any disclosure required or permitted by the Freedom of Information Act 2000 or in compliance with the FOIA Scheme;
 - 11.2.12 any disclosure made by a party following the prior written consent of the party owning the Confidential Information;
 - 11.2.13 any disclosure made by a party where it has requested the owning party to consent to such disclosure and the owning party has either: -
 - 11.2.13.1 failed to respond within 10 Working Days of the issue of such request;
 - 11.2.13.2 refused such request and has failed to set out its reasons for such refusal; or
 - 11.2.13.3 unreasonably refused to grant such consent or has granted it on terms or subject to conditions which are unreasonable;
 - 11.2.14 any disclosure made following the Confidentiality Expiry Date.
- 11.3 Where disclosure is permitted under **Clause 11.2**, other than **Clauses 11.2.4, 11.2.7, 11.2.8** and **11.2.12**, the recipient of the information shall be made subject to the same obligation of confidentiality as that contained in this Agreement.
- 11.4 CLA may investigate complaints of injustice in consequence of maladministration against the Council under the Local Government Act 1974 which can include complaints relating to the BID 3 Arrangements. If such a complaint is made the BID Company shall:
- 11.4.1 fully and promptly answer whether oral or written communications from the CLA and shall send the Council a copy of any communication to the CLA at the same time as it is sent to the CLA;

- 11.4.2 co-operate fully and courteously in any investigation by the CLA;
- 11.4.3 fully and promptly respond to any communication from the Council concerning the complaint so that the Council may answer any issue raised by the CLA directly with the Council;
- 11.4.4 Pay to the Council any compensation paid as a result of a finding of maladministration if and to the extent that maladministration was caused to by any act or omission of the BID Company subject to a maximum of two thousand pounds.

11.5 Data Protection General

- 11.5.1 In relation to all Personal Data, the BID Company shall at its own expense, ensure that it complies with (and assists the Council to comply with) the requirements of all legislation and regulatory requirements in force from time to time relating to the use of personal data and the privacy of electronic communications, including (i) the DPA and any successor UK legislation, as well as (ii) the GDPR and any other directly applicable European Union regulation relating to data protection and privacy (for so long as and to the extent that the law of the European Union has legal effect in the UK), as a data controller if necessary, including maintaining a valid and up to date registration or notification under the DPA covering the data processing to be performed in connection with the Services.
- 11.5.2 The BID Company shall only undertake processing of Personal Data reasonably required in connection with the Services and shall not transfer any Personal Data to any country or territory outside the United Kingdom which is not a member of the European Economic Area.

11.6 Non Disclosure

- 11.6.1 The BID Company shall not disclose Personal Data to any third parties other than:
 - 11.6.1.1 to employees to whom such disclosure is reasonably necessary in order for the BID Company to carry out the Services; or
 - 11.6.1.2 to the extent required under a court order; or
 - 11.6.1.3 in response to a valid data subject request under Chapter III of GDPR,

provided that disclosure under **Clause 11.6.1.1** is made subject to written terms substantially the same as, and no less stringent than, the terms contained in this Clause and that the BID Company shall give notice in writing to the Council of any disclosure of Personal Data which either the BID Company is required to make under **Clauses 11.6.1.2** or **11.6.1.3** immediately upon becoming aware of such a requirement.

- 11.6.2 The BID Company shall bring into effect and maintain all appropriate technical and organisational measures to prevent unauthorised or unlawful processing of Personal Data and accidental loss or destruction of, or damage to, Personal Data including to take reasonable steps to ensure the reliability of staff having access to the Personal Data.
- 11.6.3 The Council may, at reasonable intervals, (but not more than once in any Financial Year), request a written description of the technical and organisational methods employed by the BID Company or the Sub-Contractors referred to in **Clause 11.6.2**. Within twenty (20) Business Days of such a request, the BID Company shall supply or procure the supply of written particulars of all such measures detailed to a reasonable level such that the Council can determine whether or not, in connection with the Personal Data, it is compliant with the DPA.
- 11.6.4 The BID Company shall indemnify and keep indemnified the Council against all losses, claims, damages, liabilities, costs and expense (including reasonable legal costs) incurred by it in respect of any breach of this **Clause 11.5** (Data Protection) by the BID Company.

11.7 Data Breach

- 11.7.1 In the event of either Party becoming aware of, or having a reasonable suspicion that, a data breach or loss event in respect of the Personal Data processed under this Agreement has occurred, it shall adopt the Breach Notification Procedure contained at **Schedule 4** of this Agreement, and, with immediate effect, and no later than 24 hours after becoming aware of the data breach or loss event, notify:
 - (a) the other Party of the known or suspected data breach or loss event;
 - (b) the data breach or loss event to the Information Commissioner's Office, unless an agreement is reached with the other Party that the nature and scope of the data breach or loss event is insufficient to justify the Information Commissioner's Office's attention, such

decision to be reached after considering the Information Commissioner's Office's published guidance on personal data breach reporting in force from time to time.

Notices

12.1 Any notice shall be sufficiently served if served personally on the addressee or if sent by prepaid first class or recorded delivery post to the correct address set out in **Clause 12.2**.

12.2 The Council's and the BID Company's addresses are as set out in the Address Table:

	POSTAL ADDRESS	E-MAIL ADDRESS
Council	Birmingham City Council Council House Extension PO Box 2122 Margaret Street Birmingham B3 3BU	BIDFinanceQueries@birmingham.gov.uk
BID Company	Northfield Business Improvement District (BID) c/o Northfield Baptist Church 789 Bristol Road South, Northfield, Birmingham B31 2NQ	bid@northfieldbid.com

12.3 The Council and the BID Company may by notice to the other party change its address for service as indicated in **Clause 12.2** or in any previous notice issued under **Clause 12.3** take effect no earlier than seven (7) days from the service of such notice.

12.4 Any notice served in accordance with **Clause 12** shall be presumed to have been received at the time stated in the Service Table:

SERVICE TABLE			
	METHOD OF SERVICE	TIME OF RECEIPT	ADDITIONAL FORMALITIES REQUIRED
1.	Personal Service	Time of service	None
2.	First Class or Recorded Delivery Post	On the second Working Day after the date of posting	None

13 Miscellaneous

- 13.1 For the avoidance of doubt where any part of this Agreement is incompatible with the Regulations or any other regulations which the Secretary of State may issue pursuant to Part IV of the Local Government Act 2003 then the parties shall endeavour to agree an amendment to the Agreement and if they fail to reach agreement, either party may institute the Dispute Regulations Procedures.
- 13.2 The headings appearing in this Agreement are for ease of reference only and shall not affect the construction of this Agreement.
- 13.3 References to the Council include its successors to its functions as a billing authority.
- 13.4 A reference to any Act of Parliament or to any Order, Regulation, Statutory Instrument, or the like shall include a reference to any amendment or re-enactment of the same.
- 13.5 This Agreement constitutes the entire agreement and understanding of the parties as to the subject of this Agreement and, save as may be expressly referred to or referenced in this Agreement supersedes all prior representations, writings, negotiations or understandings with respect to this Agreement except in respect of any fraudulent misrepresentation made either by the Council or the BID Company.

14 **Rights and Duties Reserved**

14.1 For the avoidance of doubt it is hereby agreed and declared that nothing in this Agreement, express or implied, shall prejudice or affect the Council's rights, powers, duties and obligations in the exercise of its functions as a local authority and the rights, powers, duties and obligations of the Council under all public and private statutes, bye-laws, orders, regulations and statutory instruments may be fully and effectively exercised in relation to the subject matter of this Agreement and any consent, approval, licence or permissions required under this Agreement unless stated otherwise shall be in addition to, and not in substitution for, any consent, approval, licence or permissions required to be obtained under any statute, bye-laws or other Legislation.

14.2 For the avoidance of doubt it is hereby agreed and declared that nothing in this Agreement, express or implied, shall prejudice or affect Northfield Business District Limited's rights, powers, duties and obligations in the exercise of its functions as a private company. Any consent, approval, licence or permissions required under this Agreement, unless stated otherwise, shall be in addition to, and not in substitution for, any consent, approval, licence or permissions required to be obtained under any statute, bye-laws or other Legislation.

15 **Contracts (Rights Of Third Parties) Act 1999 (As Amended)**

The Contracts (Rights of Third Parties) Act 1999 shall not apply to this Agreement. Therefore a person who is not a party to this Agreement shall not be able to enforce any of its terms against either the Council or the BID Company.

16 **Dispute Resolution**

The following provisions shall apply in the event of a dispute:

16.1 **Resolution by Senior Officers**

Any dispute or difference of any kind whatsoever arising between the parties out of or in connection with this Agreement shall first be discussed by the Chair of the BID Company and the Council's Assistant Director – Neighbourhoods (or their respective nominated representatives).

16.2 **Mediation**

If the parties are unable to resolve the dispute under **Clause 16.1** they may decide to refer the dispute to mediation on the terms of the latest model mediation procedure produced by the Centre for Effective Dispute Resolution, subject to the proviso that any such mediation shall be completed within four (4) weeks of referral (or such longer period as the parties may agree).

16.3 **Arbitration**

Save where the parties have agreed in writing that a decision under **Clause 16.1** or an agreement reached at or during mediation under **Clause 16.2** as appropriate, is to be final and binding, either party may refer the dispute to arbitration before a single arbitrator as follows:

16.3.1 If the parties shall fail to agree upon an arbitrator within twenty eight (28) days of one party serving upon the other a written notice to concur in the appointment of an arbitrator, then the arbitrator shall be appointed by the President or the Vice President of the Chartered Institute of Arbitrators.

16.3.2 The Arbitration Act 1996 shall apply to such arbitration.

16.3.3 The arbitrator shall have power to open up, review and revise any certificate, opinion or decision of the Council.

16.3.4 The parties hereby agree and consent pursuant to Sections 45(2)(a) and 69(2)(a) of the Arbitration Act 1996 that either party;

16.3.4.1 may appeal to the High Court on any question of law arising out of an award made in an arbitration under this Agreement;

16.3.4.2 may apply to the High Court to determine any question of law arising in the course of the reference;

and the parties agree that the High Court should have jurisdiction to determine any such question of law.

16.3.5 **Subject to Clause 16.3.4**, the award of the arbitrator shall be final and binding on the parties.

- 16.3.6 The parties agree that the maximum recoverable costs which may be awarded to the successful party in the arbitration shall not exceed one half of the sum claimed by the Claimant in the arbitration (“**the Claim Sum**”). The Claim Sum is the aggregate of the total damages specified in the Claimant’s Points of Claim or Statement of Case, and the total interest so specified (excluding in both cases any sums which are not quantified) notwithstanding any subsequent amendment of the same.
- 16.3.7 The parties agree pursuant to Sections 61 and 62 of the Arbitration Act 1996 that, if the total sum (including interest) awarded to the Claimant in the arbitration (less any sum (including interest) awarded to the Respondent in a counterclaim in the arbitration) does not exceed 20% of the Claim Sum as defined by **Clause 16** then the arbitrator in determining how costs are to be allocated shall not (if he is minded to make an award in the Claimant’s favour) award the Claimant more than the lesser of: -
- 16.3.7.1 50% of the maximum recoverable costs as defined and limited by reference to **Clause 16.3.6**.
- 16.3.7.2 50% of the Claimant’s recoverable costs.

Schedule 1 – The BID 3 Levy Rules

1.0 General

The Local Government Act 2003 enables the local authority to issue a demand for a BID 3 Levy. A BID 3 Levy is collected by the Council and held in a separate account for the exclusive use of the BID. Liability for payment of the BID 3 Levy is set out in **Clause 1.10** of this Agreement.

2.0 Non-Domestic Rate Payers

The BID 3 Levy will be applied to all BID 3 Levy Payers with Hereditaments in the BID 3 Area who are identified in the 2017 valuation list issued by the Valuation Officer Agency with a rateable value of £3,500 or more.

3.0 Chargeable Period

The chargeable period will be the BID 3 Term namely a period of five (5) years from 1st January 2022 to 31st December 2026.

4.0 Percentage Levy

4.1 A 1.7% BID 3 Levy will be applied to rateable values listed in the 2017 Local Non-domestic Rating List as at 1st April 2021. No subsequent adjustments will be made to levy charges for outstanding proposals not reflected in the rating list as at 1st April 2021.

4.2 The minimum BID 3 Levy Payment will be £200 and maximum total annual BID 3 Levy payment will be capped at £10,000 for any individual BID 3 Levy Payer. The upper cap of £10,000 will not be subject to annual inflationary rises.

4.3 No relief will be granted for void or partially empty properties, the liability falling to the owner or leaseholder (if an occupational lease exists).

4.4 Retail registered charities will pay a maximum £200 per annum and will not be subject to annual inflationary rises.

4.6 There will be no VAT charged on the BID 3 Levy.

5.0 Administration and Collection

The Council will be responsible for the imposition, administration, collection and recovery of the BID 3 Levy.

6.0 Annual Adjustment

The levy billing for 1st January 2021 to 31st March 2022 will be charged at 1.7%. Inflation will not be applied for this effective period. Any Changes or

new assessments entering the rating list after 1st April 2021 will now be included.

The BID 3 Levy may increase at the commencement of 1st April each Financial Year starting on 1st April 2022 based on the annual inflationary factor for local non - domestic rate bills as calculated by the Government. Charitable retail registered charities will not be subject to annual inflationary rises. The Council shall provide the BID Company with a statement as to the change no later than 1st February in each financial year.

The BID Board may exercise the ability to apply an inflationary increase to the BID levy on an annual basis for the duration of the BID, with such increases limited to the increase in the Consumer Price Index of the preceding year. The decision to apply any increases will be decided for 1st April 2023 by the Northfield Town Centre BID Board of Directors at the first scheduled meeting of the calendar year. This approach will be determined for 1st April of every subsequent year until 1st April 2026. Inflation will not apply for the first billing cycle in January 2022.

7.0 Removal of Hereditament

If a Hereditament is removed from the Valuation Office rating list the BID 3 Levy will be calculated by the Council on the basis of a daily BID 3 Levy liability up to the date the Hereditament was removed.

8.0 New Hereditaments

8.1 Where a new Hereditament in the BID 3 Area is raised following the Operational Date, the BID 3 Levy Payer will be liable to pay a BID 3 Levy based on the new rateable value applying to such Hereditaments. Where a new assessment is brought into the rating list, the BID 3 Levy will apply from the effective date as shown in the applicable rating list, meaning any new entries in the rating list after the 2017 list ends will be subject to the rateable value and effective dates in any subsequent list. This levy will be apportioned on a daily basis.

9.0 Merging or Splitting of a Hereditament

Where a Hereditament is split or merged, the BID 3 Levy shall be made on the revised entries. If the Hereditament is split or merged under a subsequent Valuation List those rateable values will be used in the calculation.

10.0 Payment Date

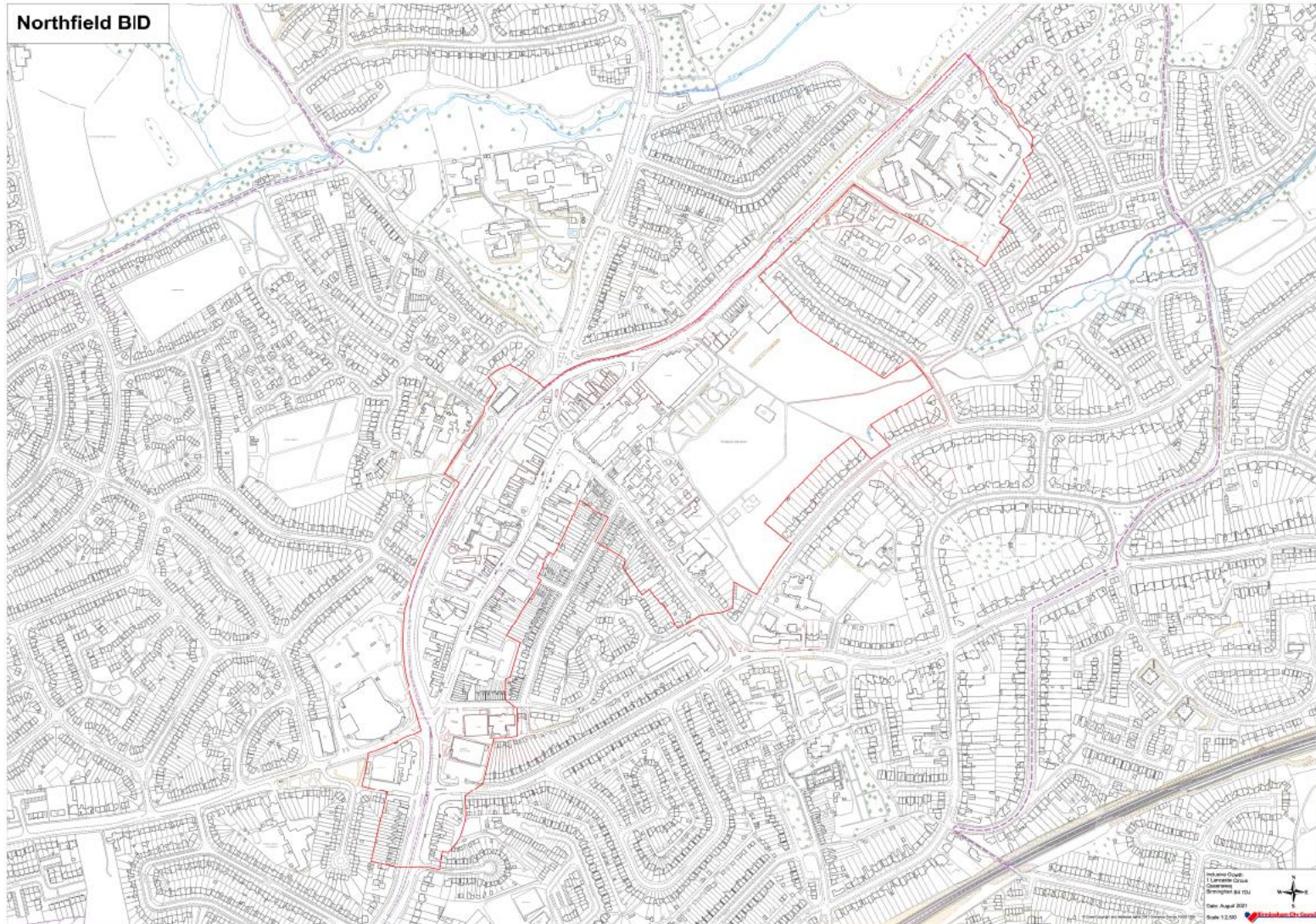
The BID 3 Levy is a daily charge based on rateable value. It is to be paid in full in advance, the payment date being 1st April in all financial years or

within 14 days of a demand notice being served whichever is the later. For the purposes of the BID 3 Arrangements, a financial year is a period 365 days (366 in a leap year) – 1st April to 31st March inclusive. Adjustments will be made for changes in occupation and revised bills issued. The BID 3 Levy for each individual ratepayer is to be calculated by multiplying its rateable value by the relevant percentage in Paragraph 4 and apportioned dependent on the days liable.

11.0 **Recovery**

The non-payment of the BID 3 Levy will be effectively pursued by the Council using all practical available enforcement options. This will include: the preparation, issuing and serving of summonses; the use of bailiffs; committal action and insolvency proceedings. All of these actions may incur additional costs for which the BID 3 Levy Payer will be liable.

Schedule 2 – BID 3 Area



Schedule 3 – Northfield Town Centre BID Limited – BID 3 Proposals

Improving Northfield

Improving the visual and physical appearance of Northfield Town Centre.

Continuation of BID services: -

- ✓ **Seasonal planting** of the 46 floor planters, strategically placed throughout Northfield Town Centre.
- ✓ **Annual deep clean** of Northfield high street, including the “grot spots” within the BID area.
- ✓ The **BID Caretaker Service**, carried out by the BID Operations Support Officer. The “on demand, free service” includes graffiti removal, fly poster removal, fly tipped sites cleansed and removed as well as litter picking on public, private and areas of “no man’s land”.
- ✓ **Celebrating Christmas** in Northfield Town Centre. This includes the procurement of Christmas lights, motifs, and Christmas trees.

Protecting Northfield

- *Working with public and private partners to provide a safe and secure Northfield Town Centre*

Continuation of BID services: -

- ✓ SIA certified **High Street Security Officer**, providing a foot patrol throughout Northfield high street, checking in on local businesses and monitoring business premises whilst owners are away. The role will also support Northfield business’s security officers when with the perpetrators of business crime.
- ✓ Partnership working to **combat the incidence of anti-social behaviour, alcohol, and drug misuse** within Northfield Town Centre.
- ✓ Active management in conjunction with Birmingham City Council of **street traders, charity collectors, marketing, and communications** to ensure that Northfield high street are not plagued with bogus businesses and bogus street traders who do not contribute to the health and wellbeing of Northfield Town Centre.
- ✓ **Retail Radio** in partnership with Northfield Shopping Centre and M.R.S Communications

New for 2022 -2026

- The creation of a **Northfield Business Crime Retail Partnership**, in conjunction with West Midlands Police, Retail Loss Specialists and other community safety partnerships, as a recognised independent body to reduce crime and anti-social behaviour that affects your business, your staff, your customers and the wider Northfield community.

Promoting Northfield

- *Marketing and promoting Northfield Town Centre in a positive light, by promoting the town centre, to capitalise upon its retail plus offer, services, and activities; by promoting the benefits of visiting Northfield Town Centre as widely as possible.*

Continuation of BID services: -

- ✓ Supporting other Northfield based organisations to provide **annual events** (with free and/or subsidised entertainment) in the build up to key events, such as the school summer holidays and Christmas. We will endeavor to ensure that the impact of planned events is spread throughout Northfield Town Centre.
- ✓ Uploading and maintaining the Northfield BID website and maximise the use and growth of the **BID's social media presence** on Facebook (Visit Northfield and Northfield BID) and Instagram.

New for 2022-2026

- Events to celebrate **Northfield Town Centre's Independent sector** – the unique and characteristic businesses that add value and personality to the BID area.
- Exploring the feasibility and the funding opportunities available for **free public WIFI and footfall counters** across Northfield Town Centre.
- Development of a **Northfield Town Centre App** for B2C to push promotional offers and discounts to a wider community base.
- The feasibility of appointing a dedicated **Marketing and Communications** officer to assist in marketing and promoting Northfield Town Centre to the wider Birmingham area.

Supporting Northfield

- *Providing support, guidance and advice for BID businesses and continuing to influence decision makers with Northfield Town Centre issues and concerns.*

Continuation of BID services: -

- ✓ The **Northfield BID Newsletter**, available offline and online, specifically aimed at updating the Northfield BID business community on news that can affect their trading situation.
- ✓ **Annual Open Forum Meeting** (annual general meeting) provides an opportunity for business owners and managers to meet with the BID directors and other stakeholders, to update businesses on the BID's progress that year, relay, and update on issues and give BID levy payers the chance to voice any ideas or concerns.
- ✓ **Influencing the Key Decision Makers** at the local and national levels of "power". We will continuously lobby on your behalf for continued and better public services and investment for Northfield Town Centre. We will constantly be exploring funding and other options that can be available and can benefit your business, including the reduction of major business and savings.
- ✓ In providing **business support**, we will facilitate and advocate on your behalf, when you need to deal with statutory bodies, such as Birmingham City Council official channels of communication. This includes addressing issues relating to refuse collection, street cleaning, street traders, roadworks, parking issues, business rates etc. We are here to do this for

- you. We are also available to help you decipher any official forms and letters to the best of our ability.
- ✓ To ensure that our BID is well governed and compliant with industry standard, we will continue to be members of **British BIDs (Bb)**. We will work with the **Federation of Small Businesses** for them to work with you in providing a “cost-effective” service to individual Northfield businesses, who are part of the Northfield BID business community.

New for 2022-2026

- **PR and Marketing Service** for Northfield businesses (on the proviso that the marketing and communications officer is appointed for Northfield Town Centre). It is envisaged that upon appointment, the officer will assist Northfield BID businesses to blend “online/offline capabilities” for individual businesses that require help with their digital marketing and communications to their customers.
- Work in partnership with education providers and specialist organisations to provide **bespoke free or subsidised training** for BID levy payers and their staff. We will endeavor to provide the training based on demand, and within the Northfield BID locality. Suggestions for training could include:-
 - ≈ Risk Assessments, Health and Safety, COVID compliance for businesses,
 - ≈ Retail Loss Prevention,
 - ≈ Basic website creation, ecommerce, and social media,
 - ≈ Basic digital marketing skills.

Schedule 4 – BREACH NOTIFICATION PROCEDURE

Immediately upon becoming aware of a known or suspected data breach or loss event, each Party must:

1. Contact the other Party at databreachnotification@birmingham.gov.uk or at bid@northfieldbid.com (as appropriate). Notification via any other method will not be deemed as being valid under this Agreement.
2. Describe the nature of the known or suspected data breach or loss event and whether it is ongoing or contained.
3. Confirm, where possible:
 - Categories of affected data subjects (for example: employees, service users, elected officials, pupils).
 - Number of affected data subjects
 - Categories of data records concerned (for example: contact details, financial information, health data)
 - Number of Personal Data records
4. Communicate the name and contact details of the Data Protection Officer or other contact point from whom further information can be obtained.
5. Describe the likely consequences of the data breach or loss event.
6. Describe the measures taken or proposed to be taken to address the data breach or loss event and/or mitigate its possible adverse effects; and
7. Where it is not possible to provide all of the above information at the same time, provide the information in phases as and when it becomes available and without undue delay.

IN WITNESS of which this Agreement has been executed by the parties as a DEED

THE COMMON SEAL OF)
BIRMINGHAM CITY COUNCIL)
was affixed to this contract)
in the presence of:)

Authorised signatory

EXECUTED as a deed by
NORTHFIELD TOWN CENTRE BID LIMITED by:

.....
Director

.....
Director/Company Secretary