



Industry standards 11 point check list evidence sheet

Standard	Descriptor	Web evidence/Link	Explanation from the BID (if any)
1. Staff Contact Details	The contact details for the CEO/BID Manager, and all other staff funded through the BID	https://www.derbycathedralquarter.co.uk/governance/	Staff Details can be found towards the bottom of the Governance page. All staff members can be contacted by clicking on the email hyperlink.
2. BID Business Plan	The current BID business plan	https://www.derbycathedralquarter.co.uk/governance/	Our Business Plan document can be accessed through the Governance page. Additionally it can be downloaded from the footer of the 'About' and 'BID Activities' webpage.
3. BID Ballot Result	The most recent BID ballot result by percentage for number and Rateable Value, including percentage turnout and total number of eligible voters	https://www.derbycathedralquarter.co.uk/about-the-bid/	The BID ballot results are published on the 'About the BID' page, third paragraph down.
4. BID Board Directors	The names of BID Board members and the name of their business and/or the sector they represent	https://www.derbycathedralquarter.co.uk/governance/	All board members are listed on the BID Governance webpage along with their associated company, job role and a headshot.
5. BID Governance Structure	These must cover – Rules for the election of Directors and Terms of Reference for the Board	https://www.derbycathedralquarter.co.uk/governance	
6. Minutes of Board Meetings	A mechanism or contact details for levy payers to request minutes of Board meetings	https://www.derbycathedralquarter.co.uk/governance	
7. Feedback to the BID	An explanation on how levy payers can provide feedback to the BID. For example details of an AGM and/or other regular meetings and/or specified contact route	https://www.derbycathedralquarter.co.uk/get-involved/	The contact page provides a form to request a visit or call from a member of the Project management team or one of our Rangers.
8. Procurement Policy	A procurement policy must be published and Minutes of all decisions made at Board meetings regarding expenditure of the BID levy in line with this policy	https://www.derbycathedralquarter.co.uk/governance	
9. A Register of all Pecuniary and Personal Interests	This must be updated at every Board meeting and made available upon request	https://www.derbycathedralquarter.co.uk/governance	
10. Annual Billing Leaflet	This must be sent to levy payers detailing how funds have been spent	https://www.derbycathedralquarter.co.uk/cathedral-quarter-publications/ https://www.derbycathedralquarter.co.uk/governance/	Our Annual Review consists the BID's annual billing information and is available online via the 'Governance' and 'Publications' webpage. Hard copies are available from the BID office.
11. Annual Report and Accounts	Must be produced and published	https://www.derbycathedralquarter.co.uk/cathedral-quarter-publications/ https://www.derbycathedralquarter.co.uk/governance/	Our Annual Review consists detail on how levy payers funds are spent which is sent to levy payers every year and is available online via the 'Governance' and 'Publications' webpage. Hard copies are available from the BID office.