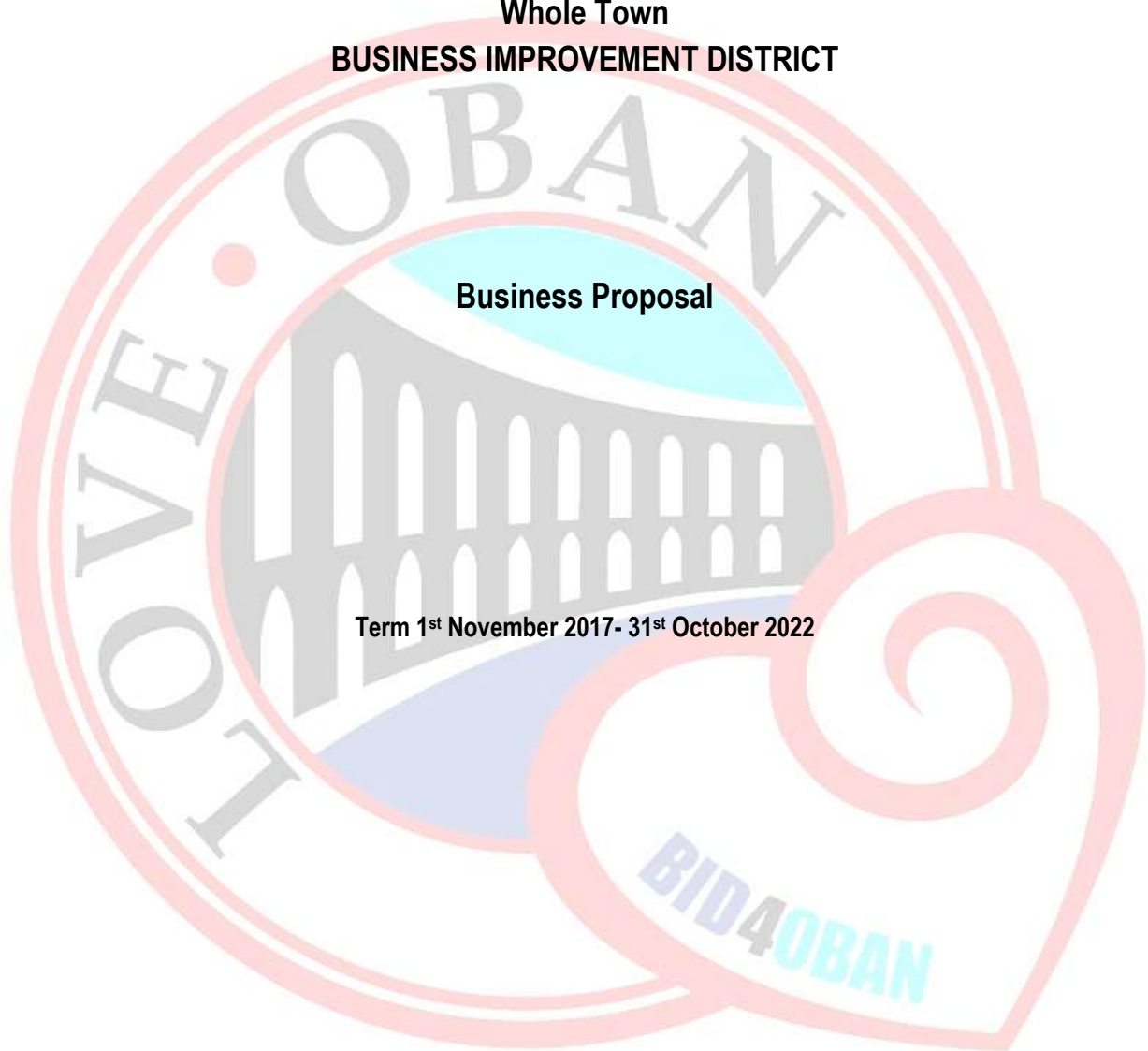


# **BID4Oban**

Whole Town  
BUSINESS IMPROVEMENT DISTRICT

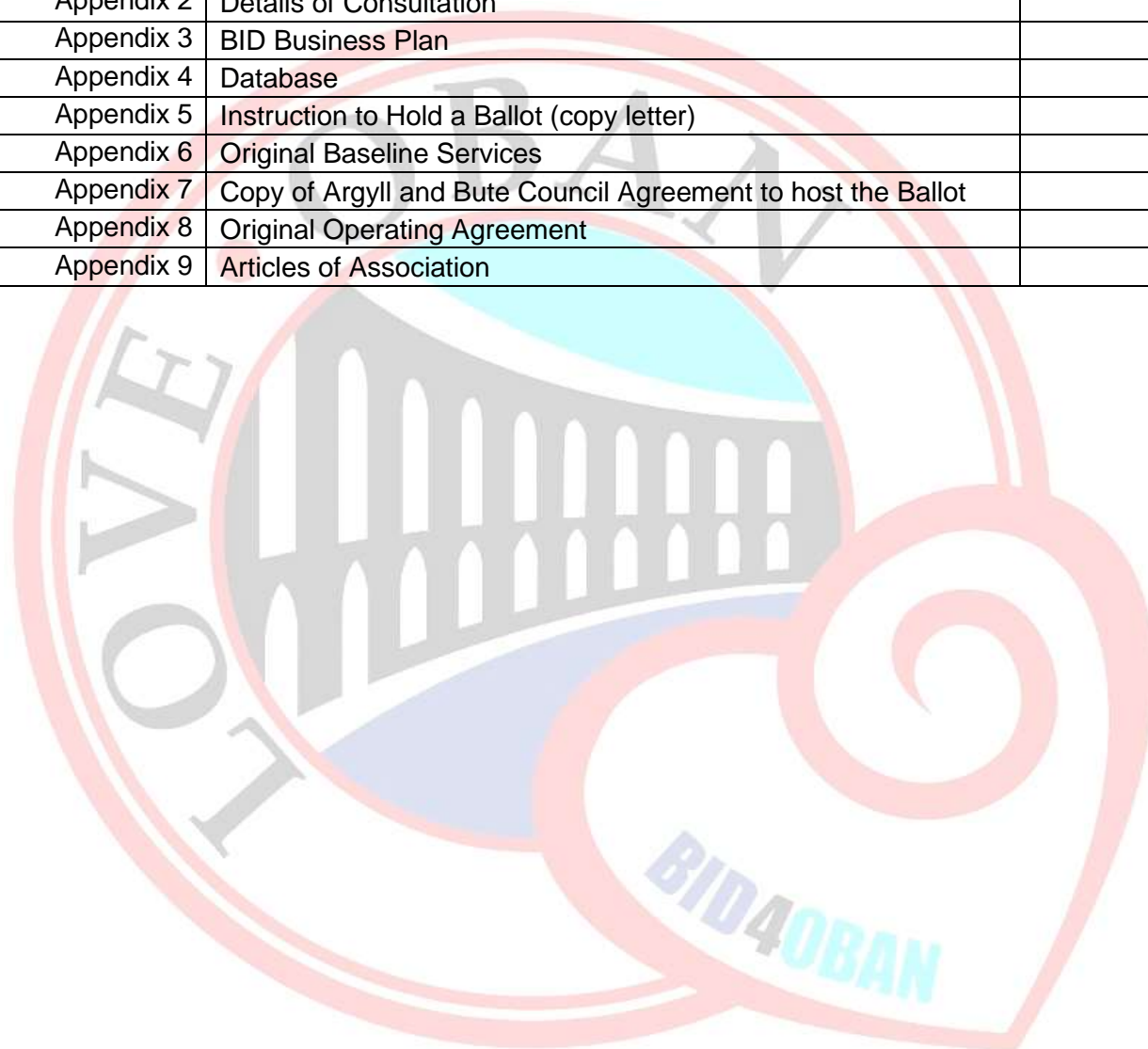


Term 1<sup>st</sup> November 2017- 31<sup>st</sup> October 2022

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## **Business Proposal**

### **BID Proposal Compliance with Legislation**

In accordance with Business Improvement District (Scotland) legislation we acknowledge, as the BID Proposer, we must submit to Argyll and Bute Council and Scottish Ministers the following in respect of a BID Renewal Proposal:

#### **1.0 A document which demonstrates a cross section of at least 5% of the electorate, within the BID area supports the BID Proposals.**

Please refer to Appendix 1 (Support for the BID) and Section 7.2 Business Survey on page 17 of this Proposal. Following the surveys of the businesses our canvassing confirmed that by 30.5% of eligible people (some have more than one property) and 24.5% by rateable value were in favour of the BID to date.

#### **2.0 Summary of the consultation Town BID has undertaken with those eligible to vote.**

The BID4Oban Board of Directors oversaw the process of consultation with the businesses. The consultation took the form of hard copy surveys, meetings, telephone calls, e-newsletters, emails, local newspaper adverts, website, social media and one to one consultations.

Please refer to Appendix 2 (Details of Consultation) and Section 7.0 'The Consultation Process' on page 14 of this Proposal for a summary of the consultation.

#### **3.0 The Proposed Business Plan**

A copy of the BID Business Plan which will be issued to all of the BID electorate is provided with this Proposal document – Please refer to Appendix 3 (BID Business Plan).

#### **4.0 The Financial Arrangements of the BID body.**

Please refer to Section 13.2 Financial Management Arrangements on page 27 of this Proposal.

#### **5.0 The Arrangements for periodically providing the LA and billing body with information on the finances of the BID body (i.e. after a successful ballot)**

The BID finances will form an integral part of a monthly report issued to the BID Board of Directors. Two representatives (1 elected member, 1 officer) from Argyll and Bute Council will sit on the BID Board and will automatically be provided with the BID finance details. It is also expected that regular finance meetings with Argyll and Bute Council will be held. An independent review of the BID finances will also take place through an independent auditor.

#### **6.0 The names and addresses of all those eligible to vote and a description (address) of each relevant property.**

Please refer to Appendix 4 (Database).

## Business Proposal

### **7.0 A notice in writing requesting that the local authority hold the ballot.**

In accordance with legislation, the attached 56 day letter, (Request to Hold a Ballot) Please refer to Appendix 5 will be issued to Argyll and Bute Council by the Chair Graeme Bass of the board of directors on Wednesday 9<sup>th</sup> August 2017.

### **8.0 Provide the LA and billing body with such information as they shall reasonably require satisfying themselves that the BID Proposer or, as the case may be, the BID body has sufficient funds to meet the costs of the BID ballot.**

Argyll and Bute Council has agreed in their email of the 21/04/17 to the Derek Connery BID4Oban to nominally charge £2000 for the cost of the ballot. There were funds set aside for this by the original steering group.

### **9.0 A statement of the works or services to be provided, the name of the person responsible or body for the implementation (delivery) of these works and services and the status of such person/s; both on and after the date the BID Proposals come into effect.**

Please refer to Appendix 3 (BID Business Plan) for the proposed works and services.

On a successful re ballot outcome a BID4Oban (not for profit company limited by guarantee with no share capital) will continue to operate with directors elected from the eligible persons (the levy payers), limited to one eligible person from each eligible property. They will oversee and direct the delivery of all the projects and services, see full details in section 6.3 Management of the BID on page 13 of this Proposal. Existing staff will be retained to deliver the day-to-day BID projects and services.

### **10.0 A statement of existing baseline services provided by the local authority, police and other agencies.**

Please refer to Appendix 6 (Baseline Services).

### **11.0 A precise description of the geographical area of the BID, including a map which defines exactly the boundaries of the BID area.**

Please refer to Section 5.1 The BID Map and Streets on page 12 of this Proposal for a GIS map and list of streets in the BID area.

### **12.0 A statement providing details of any additional financial contributions, or additional actions for the purpose of enabling the projects specified in the BID Proposals, i.e. where a BID project is expected to cost £X and the proposed levy raises a smaller amount £Y**

## Business Proposal

**then the BID Proposals must state how that funding gap £X - £Y s to be met and by whom.**

The projects specified in the BID Proposal (Please refer to Section 13.3 BID4Oban Projected Income and Expenditure on page 28) have been identified and the levy calculated and apportioned to deliver the projects as defined in the Proposed Projects section of this Proposal, without the requirement for additional contributions. Argyll and Bute Council have supported BID4Oban financially for the first term and it is hoped that this will continue going forward. It is expected that the BID will attract additional funding from other sources including the local authority however this has not been allowed for at this stage.

**13.0 A statement of which aspects of the BID Proposals and or Business Plan may be altered without the need for an alteration ballot to be undertaken.**

The BID Board of Directors will have the authority to adapt or alter the projects and services from year to year to reflect any change in economic circumstances or any new opportunities that may arise. This will be in the best interests of the levy payers and without recourse to an alteration ballot.

Please refer to section 6.3 Management of the BID on page 13 of this Proposal for the statement.

**14.0 A statement of the proposed start and end dates of the BID Arrangements and the term of the BID. The BID arrangements must commence no later than a year after the date of the statement.**

Following a successful ballot on 05/10/17 BID4Oban will re-commence its activities on 01/11/17. As the BID4Oban will be for a term of five years, it will cease its activities on 31/10/22.

**15.0 BID Proposals shall specify the apportionment of BID levy in respect of relevant properties and who will be liable to pay the levy:- proprietors, tenants, occupiers or if appropriate a specific business sector or sectors or businesses who will participate. It is advisable to include caps, thresholds, or other arrangements reflecting local circumstances or ability to pay.**

The BID improvement levy will be paid by the occupier (the eligible person liable to pay the non-domestic rate), however, the property owner will be liable to pay the levy where a property is vacant or empty on the day the levy invoice is issued and for all the period thereafter when the property is vacant.

Please refer to Section 9 'The BID Levy' on page 18 of this Proposal for full details of the BID Levy.

## Business Proposal

### **16.0 Confirmation that the levy is to be calculated as a % of the RV or how the charge was arrived at.**

It has been agreed by the BID4Oban board that the levy rate will be a fee structure based on the rateable value of the property on the 1<sup>st</sup> of April 2016 and throughout the 5-year term of the BID. Please refer to Appendix 10 (Operating Agreement) and Section 9 'The BID Levy' on page 18 of this Proposal for full details of how the charge was arrived at and details of the BID Levy.

### **17.0 Confirmation that the % levy or fee is to be calculated on the RV of the property on the date of the ballot or, if not, another date that is the date, which will be used to calculate the levy or fee over the term of the BID.**

The fee structure is based on the rateable value of the property on the day of the ballot 1<sup>st</sup> of April 2016

Please Refer to Section 9 'The BID Levy' on pages 18 of this Proposal for full details of the BID Levy.

### **18.0 The apportionment of the levy between proprietors, tenants and occupiers – providing the BID is including tenants and proprietors in its proposals.**

The BID Proposal does not include proprietors (property owners) except where the eligible property is vacant or empty when the property owner will be liable for the payment of the levy.

The occupier (the eligible person liable to pay the non-domestic rate) will be liable for the payment of the levy.

Please Refer to Section 9 'The BID Levy' on page 20 of this Proposal for full details of the BID Levy.

### **19.0 A statement as to how the BID Board arrived at who will pay the levy, the percentage levy and how the levy will be split between proprietors, tenants and occupiers.**

The board of directors decided that the BID area would remain the same as the first term, as would the terms and criteria for collection. In addition it was felt that due to the uncertainty of the new rateable values particularly in the hospitality are that the bands would be defined using the 2016 rateable values.

Please also refer to Section 9 'The BID levy' on page 20 of this Proposal for full details of the BID Levy.

### **20.0 Whether any future re-assessment of RV of the property by the Rates Assessor will or will not be taken into account in the calculation of the levy**

## **Business Proposal**

It has been agreed by the BID board of directors that the levy, will be calculated based on the Rateable Value of the properties in the BID area on the 1<sup>st</sup> of April 2016 and this will be reviewed once the outcome of the Barclay Review is known and if there is a future re-assessment.

### **21.0 A statement on why groups or individual businesses are exempt or receive a levy discount**

Please refer to Section 9.2 Exclusions on page 21 of this Proposal for full details of all exemptions to the levy. The Board of Directors agreed that retail charity outlets and charity tourism hospitality providers benefit as commercial businesses and therefore do not receive an exemption. It was also agreed that non-retail charitable organisations, places of worship, not for profit community organisations, educational and social care establishments, NHS Healthcare (though not private providers) and other emergency services would be exempt.

### **22.0 A statement on whether the levy will be index linked.**

The BID levy will be index linked tied to the RPI (CPI) on the date of the issue of the levy invoices, but subject to the agreement of the Board of Directors on an annual basis.

### **23.0 A statement on whether any of the costs incurred in developing the BID Proposals, holding of the ballot or implementing the BID arrangements are to be recovered through the BID levy.**

The costs of developing the BID Proposals, holding the ballot will not be recovered through the BID levy.

However the implementation and administration of the BID shall be covered by the levy.

### **24.0 The constitution of the BID Company to be formed and its legal status. A statement on who will administer the BID, details regarding the BID board and the BID body and those who drew up BID Proposals and Business Plan.**

Please refer to section 6.3 Management of the BID on page 15 of this proposal for details on how the BID Company is formed and administered.

The BID Company is a not for profit limited liability company and is administered by the Board of Directors who are drawn from the eligible persons (liable to pay the levy) but restricted to one eligible person per eligible property. Nominations of directors from outside of the BID, who do not pay the levy and who may or may not represent those making voluntary or other financial contributions toward the BID, will be strictly at the discretion of the Board of Directors. The projects are delivered by the BID team recruited by the Board of Directors. For full details please refer to Section 6.3 Management of the BID on page 15 of this Proposal document. Derek



## **Business Proposal**

Connery Chief Executive prepared the BID4Oban Proposals and Business Plan in full consultation and support from the BID4Oban Board of Directors.

### **25.0 The methodology for BID levy payers to nominate themselves or others to the BID Board of Directors and the proposed make-up of the BID Board.**

Every eligible person that pays the levy will have the opportunity to nominate themselves or someone else from within the BID area to be elected onto the Company Board. Directors will be limited to one eligible person per eligible property. Nominations of directors from outside of the BID, who do not pay the levy and who may or may not represent those making voluntary or other financial contributions toward the BID, will be strictly at the discretion of the Board of Directors

Please refer to section 6.3 Management of the BID on page 15 of this Proposal for full details on how levy payers can participate on the future Town Company Board of Directors.

### **26.0 A statement on how the BID Proposals will be publicised prior to the ballot.**

The BID Proposer will send a copy of the BID Business Plan to all persons eligible to vote on the Proposals. Should any eligible person require a copy of the BID Proposal, a copy will be provided on request either as a hard copy or electronically if they prefer. The Proposal and Business Plan will also feature prominently on the BID4Oban website at [www.bid4oban.co.uk](http://www.bid4oban.co.uk). There have been and will continue to be a number of public meetings at a variety of times and locations to allow all businesses an opportunity to attend and discuss the proposal in detail. Additionally we will also have a stand at the street markets we organise to allow easy access to more informal discussions (29/7, 19/8, 23/9).

Furthermore we will continue with our efforts to engage with as many businesses on a 1 to 1 basis as possible. There will be a series of articles in the local press to explain firstly the importance of a BID project, the achievements of the project and the building blocks that have been set in place for a second term. The final part of this process with explaining in detail what we intend to continue with, augment and improve as well as what new activities are proposed.

## Business Proposal

### 1.0 Foreword by BID Steering Group Chair

I'm delighted to present this proposal. It outlines your priorities and gives a taste of how we can continue to improve and make Oban a stronger, prettier and more prosperous town by working together for the benefit and local businesses and the wider community.

A BID is where businesses in a defined area vote to invest collectively in local improvements over and above those provided by statutory authorities. It is a partnership arrangement where the local business community and the statutory authorities work together on projects that will benefit the local economy and local businesses.

Supporting BID4Oban is a great opportunity to continue work together and keep making Oban a great place to live, work and visit. The cost to our businesses is low and through BID4Oban we can access external assistance and funding not available to individual businesses or to local authorities.

All of the proposed improvements were ideas from you, which came out in our surveys and consultations. Every business in the area has had the opportunity to let us know what their priorities are.

By getting involved in BID4Oban, we can keep working together to increase footfall, stimulate investment and enhance the reputation of our town. The purpose of the BID4Oban is to support our businesses and our community, increase trade, improve our business environment and make Oban an altogether better place to live, work and of course play.

You can find more information on our website [www.bid4oban.co.uk](http://www.bid4oban.co.uk) , or for more general or national information refer to [www.bids-scotland.com](http://www.bids-scotland.com).

A notice of ballot will be sent to all eligible persons on the 10/08/2017, followed by the ballot papers on the 24/08/2017. You will have 6 weeks to cast your vote before the ballot closes at **5pm on 05/10/2017**. Ballot papers received after this date and time will be null and void.

I have been involved in business in Oban for several years and know a lot of the business people in the town. I would ask you all to vote YES so that we can continue working together for the benefit of the town and our local community.

Graeme Bass, Chair BID4Oban

## **Business Proposal**

### **2.0 Executive Summary**

#### **2.1 Mission Statement of BID4Oban**

BID4Oban – Your local approach to business.

#### **2.2 Aims and Objectives of BID4Oban**

The principle aim of the BID is to deliver projects and services that will improve the trading environment of the BID area to benefit businesses, their customers and visitors.

The objectives of the BID are:

- To improve the economic opportunities for the businesses in the town
- To increase footfall, both local and visitor
- To make the BID “cost neutral” for each business
- To address the issues of individual sectors
- To improve businesses relationships with each other, the local authority and the community
- To market the town to a local, regional, national and international audience
- To give businesses a strong, unified voice
- To support local voluntary groups whose aims align with the BID
- To work closely with the local Tourist Association to increase awareness of the town outside the local area

#### **2.3 Key Findings**

The BID4Oban Board of Directors has overseen considerable research to discover what the businesses of Oban would like the BID to continue to deliver. The research established the continued need and desire for the BID and confirms that the following key aspects have been completed to deliver a successful re-ballot and a successful second term.

- The need for BID4Oban and for it to continue with its activities is strongly identified
- A significant number of businesses deem the BID as essential for the continued prosperity of the town
- The BID4Oban area is logical and clearly defined.
- Support of the Local Authority at both officer and political level.
- The BID levy alone is sufficient to deliver the projects in the business plan.

## Business Proposal

### 3.0 Introduction

#### 3.1 What is a Business Improvement District (BID)?

A Business Improvement District (BID) is a geographically defined area, where businesses come together and agree to invest collectively in projects and services that the businesses believe will improve their trading environment. BID projects are new and additional projects and services; they do *not* replace services that are already provided by Argyll and Bute Council and other statutory bodies.

BIDs are developed, managed and paid for by the non-domestic sector by means of a compulsory levy, which the eligible persons in the proposed BID area must vote in favour of before the BID can be established. Each eligible person liable to pay the BID levy will be able to vote on whether or not the BID goes ahead.

#### 3.2 Background to BIDs

BIDs first started in Bloor West Village, Toronto, Canada nearly 40 years ago, by the Town's business community. The Town's businesses were increasingly under pressure from the new shopping centres that were being developed on the outskirts of the Town, diverting shoppers away from the traditional Town centre out to the new shopping malls. As a result some businesses were forced to cease trading and the Town started to look tired and neglected.

To stop the haemorrhage of deserting shoppers, local businesses fought back to revitalise the Town. They successfully lobbied for legislation for all the businesses in the proposed BID area to pay a levy. The levy money was used to improve the physical appearance of the Town, and then promote the Town centre as a vibrant, attractive and safe place to work shop and live. The strategy paid off, as shoppers started to return to the Town centre in large numbers.

The success of the Bloor West Village BID paved the way for future BIDs, not only in Toronto; but spreading throughout Canada, and the USA in the late 1960's and 1970's. Today there are over 1700 successful BIDs worldwide.

An additional measure of BIDs success is in the renewal process. Most BIDs run for a period of five years and approximately 99% of businesses vote in favour of continuing the BID when they come up for renewal. In Scotland all of the BIDs that have been to renewal ballot have been successful demonstrating that the businesses value the projects and services delivered by the BIDs. BIDs can support regeneration, grow local economies, create local employment and create a cleaner, safer trading environment. A key element to their success is that the local businesses take ownership and responsibility for their trading environment, identifying the projects necessary to resolve common problems and issues, and overseeing their implementation, whilst also contributing to the future direction of the town and its future development.

BID legislation was passed in Scotland in 2006 with the Scottish Government funding 6 pilot projects in March 2006. The Scottish Government fully supports the development of BIDs in Scotland.

There are currently 36 fully operational BIDs in Scotland with a further 19 in development.

## Business Proposal

### 4.0 Oban's Position

#### 4.1 Why does Oban need the BID to continue?

If we do nothing, then nothing will be done.

Oban has experienced significant changes over recent years. From the cutbacks in local authority budgets, to the increased traffic in the town due to RET, and the increased pressure that it is putting on the town's limited parking provision. In the last 5 years BID4Oban has worked tirelessly on behalf for the businesses in the town and the broader local community.

There are currently 36 operational and 19 developing BIDs in Scotland. Should Oban not continue to enjoy the advantages that the BID project brings to the town?

Traffic management and access issues are a problem for a lot of businesses. The continuing rise of energy costs, the new rateable values and are putting more pressure on businesses. Oban requires a coordinated response from all businesses to address these problems.

The retail sector in particular has suffered and the growth of online shopping, however we are fortunate that having a strong tourist trade has helped to mitigate that blow. However in order to keep those tourists and shoppers coming to Oban we have to maintain a vibrant, clean and attractive town and continue to lead and support events and activities that encourage visitors to come in the shoulder months in increasing numbers and so extend the season. In addition we have to work with and occasionally lobby the local authority to ensure that local strategies do not negatively impact on this trade.

After consultations with businesses from a range of sectors and geographic locations, it became clear there was commonality in the problems that they had. There is a continued desire to see Oban prosper and a real appetite to embrace a new way forward and to change and make improvements.

There are lots of voluntary groups in the town, there is no shortage of community spirit and can do attitude! However, these groups can suffer from a lack of funds and dedicated staff time. The BID is the opposite of this. It can help local groups to achieve more with staff resources and access to funding, and provide the adhesive that helps all types of local groups need to deliver better results both for their groups and to the benefit of the wider community.

There is a desire from a range of sectors to see the town improve its marketing activity. The BID will work directly with OLTA (Oban and Lorn Tourism Alliance), under a memorandum of understanding, with a defined budget to deliver a number of key projects. BID4Oban will also work with local environment groups. This will help to improve the overall appearance of the town for the benefit of locals and visitors alike. In addition we will improve the bio-diversity of the town and assist the local authority to adopt greener environmental strategies that will be sustainable due to overall savings made.

The BID provides a unique opportunity for local businesses across all sectors to work together, invest collectively and undertake projects which can contribute positively to improving the economic viability of businesses in the town and securing investment in the town.

## Business Proposal

### 4.2 The History of BIDs in Oban

The concept of a BID in Oban was first discussed in 2008, the decision was taken by the steering group that dedicated staff time and increased investment were required for the town to maintain its competitiveness and build on the number of visitors coming to the area. After a lot of hard work by the original steering group in 2012 a ballot was held and BID4Oban came into being. The BID has operated for 5 years as a not for profit limited company with a dedicated and independent board of directors. The support of the Scottish Government and Argyll and Bute Council has been integral to the success of this project.

### 4.3 How does Oban benefit from a BID?

All businesses in the town have the opportunity to benefit from the projects and services that the BID delivers. With BID4Oban, there are:

- Support for existing groups and organisations
- An improved customer perception of accessibility
- Improved customer knowledge of goods and services in town
- Increased marketing to local, regional, national and global customers
- Access to funding to reduce property improvement costs
- Cost reduction through professional negotiation on utility bills
- Cost reduction through collective investment and joint promotion
- An increased number of visitors
- A local voice for businesses -business opinions included in local policy and developments.
- Better trained staff to improve customer service (World Host Training)
- Increased B2B sales opportunities
- Increased networking opportunities
- Improved signage
- Increased use of technology to solve local problems
- Projects to increase shop diversity and lower vacant unit rates
- Information seminars to help with the problems that particularly affect SMEs
- An exclusive BID deal to appeal the 2017 rates re-evaluation
- Collective training programmes, reducing staff travel time and delivering savings

### 4.4 Local Authority Support

A BID is a business led regeneration strategy, but contributes to the wider regeneration aspirations of the public sector and the local community. It is essential to have the support of the local authority and access to its expertise throughout the development of the BID.

Argyll and Bute Council have been very supportive of the operation of the BID with one elected member Roddy McCuish attending board meetings and support given by one senior council officer.

A crucial element of the BID is to establish a Baseline Service Agreement (an agreement on which services are already provided to the area by Argyll and Bute Council), to ensure that any

## **Business Proposal**

project or service provided by the BID is additional to the statutory services that the local authority already provides.

BID4Oban has agreed that Argyll and Bute Council as a public body subject to external scrutiny should manage the formal ballot on behalf of the BID Proposer.

### **5.0 The BID Area**

The BID area is the entire town, within the 30 mph area. Through one-to-one consultations, it became clear that there were common issues crossing different sectors.

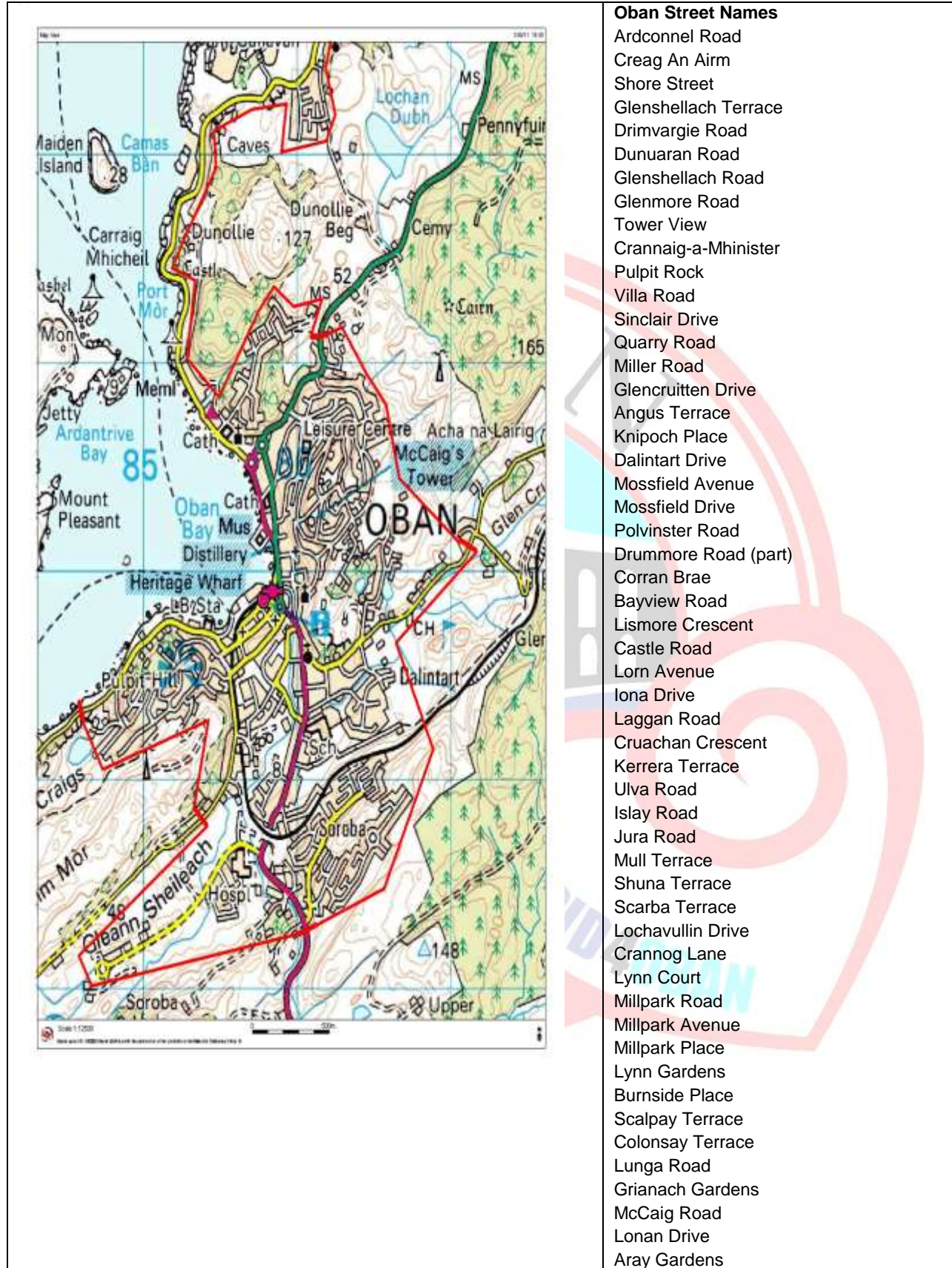
The BID team have calculated that this equates to circa 461 properties, the eligible person of which will be entitled to vote on 05/10/2017. Following a successful ballot all eligible persons within the BID area will be required to pay the BID levy.

#### **5.1 The BID Map and Streets**

##### **5.0 THE BID AREA:**

The proposed BID area is the entire town falling within the 30 mph limits: from the entrance to the top of the town on A85 at the Bealach an Rìgh, to Ganavan along Esplanade, along Gallanach Road past Glenmore Road, along Glencruitten Road past the golf course, along Glenshellach Road near the police houses, to the A816 exit to Lochgilphead on Soroba Road. The reason that this area was chosen was that as the whole town benefits from the work of the BID either directly or indirectly it is only fair that all should contribute, and reducing individual contributions and spreading the load throughout all the beneficiaries of the project.

## Business Proposal





## Business Proposal

<p><b>Oban street names (cont.)</b></p> <p>Ure Gardens  Coe Gardens  Etive Gardens  Feochan Gardens  Lawe Road  Nelson Road  Campbell Crescent  Glencruitten Road  Albany Street  Gallanach Road  Alexandra Road  Corran Esplanade  Ganavan Road  Rowan Road  Deanery Brae  Croft Road  Croft Avenue  Longsdale Crescent  Longsdale Terrace  Hazeldean Crescent  Longsdale Road  Dalriach Road  Dalriach Park Terrace  Benvoullin Road  Duncraggan Road  Laurel Road  Laurel Crescent  Rockfield Road  Ardconnel Terrace  Hill Street  Tweeddale Street  Stevenson Street  Argyll Street  Stafford Street  Craigard Road  Albert Road  John Street  Nursery Lane  Albert Lane  Park Hotel Lane  Breadalbane Street  Breadalbane Lane  William Street  North Pier  Airds Crescent</p>	<p>Orchy Gardens  Nant Drive  Creran Gardens  Gibraltar Street  Market Street  Lochside Street  Star Brae  Lochavullin Road  Soroba Lane  High Street  Campbell Street  Station Road and Queen's Park Place  Soroba Hill Road  Lynn Road  Mill Lane. Lochavullin  Glencruitten Court  Glengallan Road  The Greens, Glencruitten  Pulpit Drive  Pulpit Road  Glenshellach Business Park Roads  Taylor's Brae  Jacob's Ladder  School Brae  Ben Cruachan View  Haggarts Brae (Footpath)  Glengallan Drive  Balvicar Road  Craighouse Avenue  Soroba Road  Combie Street  Argyll Square  Morvern Hill  Glenshellach Industrial Estate Road  Glenshellach Buisness Park Footpath  Glencruitten Rise  Creag Bhan Village No's 1-28  Creag Bhan Village No's 29-60  Skerryvore Gardens  Hyskeir Gardens  Hynish Crescent  Benvoullin Gardens  McCall Terrace  Corelli Court  Davaar Gardens  Fladda Road  Polvinster Gardens  Rhuvaal Road</p>
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## Business Proposal

There are circa 461 business properties (circa 386 individual businesses) located within the BID area that will be entitled to vote.

### 6.0 BID4Oban Management

#### 6.1 BID4Oban Staff

The Chief Executive for BID4Oban is Derek Connery. He is accountable to the BID4Oban board of Directors. In addition there is Yvonne MacLean, a full time administrator and 1 part-time ambassador and 1 part time seasonal ambassador.

#### 6.2 BID4Oban Board of Directors

The Board is made up from a cross section of the business community in the area and includes one locally elected councillor. The Board provides direction to the management of the BID and BID development staff. Advice is also given by Fergus Murray, Argyll and Bute Councils Head of Economic Development. The members of the board are as follows

Name	Sector	Name	Sector
Graeme Bass	Service	Iain Clunie	Hospitality
Tony Cave	Retail	Chris Jay	Finance
Nicky Archibald	Estate Agency	Elaine Smith	Hair and Beauty
Alex Needham	Hospitality	Fergus Murray	ABC Council
Gregor MacKinnon	Hospitality	Councillor Roddy McCuish	Council

#### 6.3 Management of the BID

Following a successful yes vote, the management and operation of the BID will continue to operate as a limited not for profit company which will operate until 31/10/22.

This Company will be managed by the Board of Directors. The Company will operate in an open and transparent way, answerable to the businesses in the area. The Board of Directors will ensure that a Code of Conduct (including a Register of Interests) and Management and Governance will be created and agreed as policy by the Directors. There will be a detailed set of protocols (the Operating Agreement) which will cover the management of the BID Company and billing, collection and transfer of the levy.

A Board of Directors will be established, consisting of up to 12 directors. Every eligible person that pays the levy will have the opportunity to nominate themselves or someone else from within the BID area to be elected onto the new Company Board, but limited to one eligible person from each eligible property. The new Company will be run by the businesses for the businesses. This

## **Business Proposal**

Board will be responsible for all decisions relating to staff, contracts, the delivery of the approved business plan and other activities generated by the BID.

Nominations of directors from outside of the BID, who **do not** pay the levy and **who may or may not** represent those making voluntary or other financial contributions toward the BID, will be strictly at the discretion of the Board of Directors.

The Board of Directors will employ 1 full time manager and a full time administrative assistant to ensure the efficient delivery of the projects and effective communications with the levy payers.

The Board will be representative of the businesses and stakeholders in the area. The Chair, Vice Chair and Treasurer will be elected from the directors of the Board. The Board will include two representatives from Argyll and Bute Council. Non-voting members or local groups may be co-opted onto the Board at the Board's discretion.

The BID Company Board will have the authority to adapt or alter the projects and services from year to year to reflect any change in economic circumstances or any new opportunities that may arise. This will be in the best interests of the levy payers and without recourse to an alteration ballot.

### **7.0 The Consultation Process**

#### **7.1 Introduction**

The initial BID consultation was undertaken with a broad cross section of businesses in the form of one-to-one interviews, a series open meetings and a number of electronic communications.

169 eligible people (some with multiple units in the town) have been interviewed and surveyed on a 1 to 1 basis to date.

The overall aim of the consultation was to assess opinions on ways to enhance and improve the BID area and give more incentive to visit and invest in the town centre. The results of these surveys and consultations have been combined and form the basis of the Business Plan and BID Proposal

Businesses have received emails, telephone calls, newsletters, newspaper articles, one-to-one visits throughout the BID term and the consultation process to keep them informed of progress. The website [www.bid4oban.co.uk](http://www.bid4oban.co.uk) has been kept fully updated with information throughout the development of the BID. Full details of the consultation are shown at Appendix 2.

There have been and will continue to be an invitation to engage and discuss all aspects of BID4Oban at our monthly markets. Further meetings were held on 19/06/2017, 20/06/2017, 22/06/2017 and 23/06/2017 both in form of drop in open meetings and appointments. There were opportunities for businesses to engage following the BID4Oban AGM on 21/03/2017. In addition there have a number of seminars and hustings events. All businesses were invited to attend these events using press advertising, social media, email and postal invitations.

As the ballot date approaches it is planned to continue visit and re-visit as many businesses as possible to discuss the proposed projects and services that the businesses have indicated they

## **Business Proposal**

would like the BID to deliver. We continue to main a highly visible profile both in the press, social media and with our town centre ambassadors

Full details of the consultation is contained in Appendix 2

### **7.2 Business Survey**

1-to-1 consultations were carried out with 169 eligible persons representing 44% of those eligible to vote.

The surveys were posted on social media and emailed to the levy payers both individually and via mailchimp within the BID area. The purpose of the surveys was to consult with the businesses in the BID area and determine the issues and concerns of the businesses. The survey also sought to establish views and opinions on the work that the BID had done so far and identify areas for improvement.

The Board of Directors considered the response from the 1-to-1 consultations, surveys and public meetings as sufficient to decide on the projects and services proposed in the business plan.

BID legislation requires that before a ballot can take place, a minimum of 5% of the electorate must indicate that they are in favour of a BID. The results of the consultations (both one to one and surveys) indicate that 119 eligible persons (30.5% of the total number, 70% of those interviewed) are in favour of the BID - in terms of the total rateable value of the BID area this equates to 24.5% to date.

Please refer to Appendix 1 (Support for the BID) where a list of eligible persons indicating a positive response in consultations and the survey is provided.

### **7.3 The Key Findings**

#### **Sector Specific Survey**

Overall, the most important areas a BID could improve on were ranked by the businesses in order of importance as:

1. Access and traffic management
2. Marketing and promotion
3. Clean and attractive
4. Business support
5. Training initiatives
6. Lobbying and a Business Voice

From the surveys it was determined that,

#### **Businesses would like:**

1. A well promoted and vibrant town
2. To attract more visitors and see increased spend

## Business Proposal

3. A raised profile for the town by closer working with OLTA
4. To see parking issues addressed within the BID area
5. To create a cleaner, greener and more attractive town centre
6. To extend the season with more events in the shoulder months
7. A more diverse High Street to attract customers
8. Improved business support and advice

### We asked what future projects for the town are most important

By ranking a list of projects in order of importance, the following list represents what the businesses would like the BID to address:

- Parking issues resolved within the BID area
- Extend the season
- Better promotion of the town
- Free town centre wifi
- Improved appearance of the town
- Encouraging spending locally
- Attracting new businesses in to the town centre.

### 8.0 Proposed Improvements

#### 8.1 Proposed Improvements – Introduction

The proposed improvement projects for the BID are based on feedback provided by the businesses.

The BID4Oban Board were briefed on the Scottish Governments Town Centre Action Plan and on the Community Empowerment (Scotland) Bill.

The BID Board believe that the following year one projects support the Scottish Governments Town Centre Action Plan themes of, Town Centre First, Town Centre Living, Vibrant Local Economies, Enterprising Communities, Accessible Public Services, Digital Towns and Proactive Planning.

### Projects and Services

Working together for all of Oban

The BID4Oban's Board of Directors believe that they will contribute to the Scottish Government's broader regeneration strategy by:

- supporting community-led regeneration by enabling local people and businesses to identify and take responsibility for the economic, social and environmental action that will make a difference in their communities.

## Business Proposal

- advocating the application, where appropriate, of the Town Centre First Principle. That is that communities of all kinds put the health of town centres at the heart of proportionate and best value decision making and through this, seek to deliver the best local outcomes.
- empowering community bodies through the ownership of land and buildings and strengthening their voices in the decisions that matter to them.
- supporting an increase in the pace and scale of public service reform by cementing the focus on achieving outcomes and improving the process of community planning.

through the delivery of projects and services that involve working with the local Community Planning Partnership, providing businesses and local groups with a mechanism (the BID Company) to have a more proactive role in having their voices heard in how services are planned and delivered, consider local opportunities under the urban right to buy (community bodies a right to request to purchase, lease, manage or use land and buildings belonging to local authorities, certain Scottish public bodies or Scottish Ministers) and work in partnership with the local authority to contribute to community empowerment and improved local outcomes.

The proposed projects will be progressed over the five-year period of the BID. Some projects will be provided on an annual basis while others are one-off projects. The time frame for delivering the projects will be decided by the Board of Directors within the agreed budget.

The detailed projects costs are estimates only. The actual cost of the projects will depend on a variety of factors and will not be definitive until competitive tenders have been submitted where necessary. Some of the projects may be subject to planning permission and other statutory approval.

The projects and services will be based on the following themes, Events to extend the season, Environment, Marketing Locally, Working Together and Grant applications , Revenue generation, digital and lobbying which are included within the Running costs.

**Events to extend the season- adding and supporting events and activities that encourage people to the town outside the normal tourist season. This will see £150,000 spent over 5 years with a significant economic benefit**

**Environment- the provision of hanging baskets in the town, business frontage grants and augmenting the Christmas lights already provided, creating a great first impression for people coming to the town. An investment of £81,275 over the term**

**Marketing locally- local advertising, seasonal street ambassadors, demonstrating to the town the support that business gives to the town. An expenditure of £70,875 by 2022**

**Working together- directly supporting the Oban and Lorn Tourism Alliance, organizing seminars, networking events and coordinating training locally. Representing an £80,000 investment**

**Digital- provision of town Wifi service**

## Business Proposal

### Lobbying and a Business Voice- ensuring that the BID responds as a single coherent voice for business

The themes above are shown with their budgets at 13.2. The detailed projects and services are shown in the BID Business Plan at Appendix 3.

#### 9.0 The BID Levy

##### 9.1 Who will pay the levy?

A BID levy is an equitable and fair way of funding additional projects and services, which the local authority and other statutory bodies are not required to provide. It has been agreed by the BID Board of Directors that the levy rate will be a fee structure based on the rateable value of the property on the day of the ballot April 2016 and throughout the 5-year term of the BID. The BID improvement levy will be paid by the occupier (the eligible person liable to pay the non-domestic rate), however, the property owner will be liable to pay the levy where a property is vacant on the day the levy invoice is issued and for all the period thereafter when the property is vacant.

- There are approximately 462 commercial properties in the BID area which will generate a BID investment levy income of approximately £145,430 per annum and an estimated total levy income of £727,150 over 5 years.
- All eligible occupiers (of eligible properties) i.e. the eligible person liable to pay the non-domestic rate that are listed on the Local Assessors Valuation Roll on the ballot date will be liable to pay the levy.
- All eligible tenants or owners of eligible properties (not subject to the non-domestic rate) in respect of that property will be liable to pay the levy (an owner of property is an eligible person only if on the relevant date there is no eligible tenant of that property).
- The levy payments are not linked to what businesses actually pay in rates but are based on the rateable value of the property as of April 2016.
- The levy must be paid either in one payment within 28 days from the date of the levy invoice or in 10 instalments by arrangement with the billing body.
- If there is a change, in occupier to a property, until a new occupier is found, the property owner will be responsible for paying the levy.
- Any new commercial development, sub division of existing properties or merging of properties or new business with a non-domestic rateable valuation coming into the area during the 5 year term of the Town business improvement district will be liable for the BID Improvement Levy.
- If the property is vacant or empty on the date the levy is issued and for any subsequent vacant periods, the property owner will be liable for the full levy amount, which must be paid within 28 days.

## Business Proposal

- Self-catering holiday accommodation which is not the sole or main residence of any person and which is available (or intended to be available) for letting on a commercial basis, with profit in mind, for short periods totalling more than 140 days in the financial year remain liable for non-domestic rates for the whole year and will be included.

### 9.2 Exclusions

The BID4Oban Board has decided to exclude premises that have a rateable value of under £3,000. These premises can pay a voluntary levy and become an “associate member” should they wish, details of which are given in the BID Business Plan.

The BID4Oban Board decided that there is no benefit from being part of the BID to the following categories of property and therefore are exempt from paying the levy.

Ad-spaces, Nursing Homes, Non-Retail Charity, Places of Worship, Health Care Centre, ATM's, the Community Employment Trust and the Girl Guide Association.

### 9.3 The Levy Table

Rateable Value	Each Week	Each Month	Annual Levy	No of Businesses	Total
0 to 2,999	Voluntary	Voluntary	Voluntary		£0.00
3,000 to 8,399	£2.90	£12.50	£150.00	187	£28,050
8,4 to 13,399	£4.23	£20.83	£250.00	101	£25,250
13,4 to 39,999	£7.30	£31.67	£380.00	124	£47,120
40,000 to 65,999	£10.20	£44.17	£530.00	22	£11,660
66,000 to 99,999	£17.12	£74.17	£890.00	16	£14,240
100,000 to 179,999	£19.80	£85.83	£1,030.00	7	£7,210
180,000 to 499,999	£44.23	£191.67	£2,300.00	3	£6,900
500+	£96.15	£416.67	£5000	1	£5000

The BID Board has chosen to use a fee structure as above, as was previously in place, to calculate the levy charged. The reasons behind this are as follows:

- The levy payments must add up to the amount required to deliver the business plan.
- A banding system was chosen as it represents a simple and easy way for businesses to identify their levy payment, provides for ease of collection and represents a fair and reasonable methodology. Everybody benefits therefore everybody pays.



## **Business Proposal**

- A minimum payment of £150 (£2.90 per week or less than one cup of coffee per day) is believed to be affordable for even the smallest businesses as they will have the opportunity to benefit from cost reduction projects and the Business Frontage Grant.
- Through consulting with the businesses, a maximum of £5000 is believed to be affordable for the businesses at the higher end of the banding.
- The median RV (2016) for properties in the area was £9,900, and it was felt that £250 pa was a reasonable and affordable levy for the 'average' business.

### **9.4 Enforcement**

In the event of any nonpayment of the BID improvement levy, it will be strongly pursued by Argyll and Bute Council (as the billing body) using the recovery powers available to the Council to ensure complete fairness to all the businesses that have paid. Argyll and Bute Council will be entitled to charge an additional fee to the levy amount to meet any additional costs incurred in the recovery of the levy.

### **9.5 Collection of the BID Levy**

Argyll and Bute Council will collect the investment levy on behalf of the BID, as this will be an efficient, safe and cost effective method of collection. Argyll and Bute Council will lodge the levy within a BID Revenue Account. The BID levy can only be drawn down by the Board of Directors of the BID to allow the delivery of the business plan.

The BID Revenue Account and levy cannot be accessed by Argyll and Bute Council nor can it be used by the Council as an additional source of income.

## **10.0 The Voting Process**

### **10.1 Pre Ballot**

The BID Proposer must notify the local authority, the Scottish Ministers and the billing body 98 days in advance of the ballot date of their intention to put the BID Proposals to ballot. The local authority then has 28 days in which to veto or not the proposal.

The BID Proposer must make available a full copy of the BID Proposal to any person who is eligible to vote on the BID Proposals who requests a copy. A copy of the BID Proposals and BID Business Plan must also be sent to the Scottish Ministers and the Chief Executive of the local authority 98 days in advance of the final ballot date.

Prior to, or on the date the ballot papers are issued the BID Proposer must provide all those eligible to vote in the proposed BID area with a detailed BID Business Plan.

### **10.2 The Ballot**

- Ballot papers will be issued to every eligible person in the BID area 42 days before the final ballot date

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- Ballot papers, together with a copy of the BID Business Plan will be posted to the eligible person responsible for casting a vote within their business. In the case of national companies the responsibility for voting may lie with head office.
- The BID ballot is a confidential postal ballot conducted by Argyll and Bute Council on behalf of BID4Oban and in accordance with Scottish BID legislation.
- Where an eligible property is vacant the voting papers will be sent to the property owner.
- In BID4Oban case, voting papers will be issued on 24/08/2017.
- The final date for all ballot papers to be returned is 5pm on 05/10/17. Papers received after this date and time will be deemed null and void.
- Voting papers are easy to complete, simply place a cross on either “yes” or “no” to the question “are you in favour of a BID?” The ballot paper must then be signed by the person eligible to vote and returned in the pre-paid envelope.
- For the ballot to be successful there must be a minimum of 25% “turn-out” (headcount) by number of eligible persons and by combined rateable value.
- Of those that vote, over 50% by number of ballots and 50% by combined rateable value must vote in favour of the BID.
- All eligible persons (i.e. those persons liable to pay non domestic rates) will have one vote or where a person is liable for non-domestic rates for more than one property, that individual shall be eligible to cast more than one vote however they will be required to pay the levy for each of the properties that they occupy.
- The ballot papers will be counted on 06/10/2017 and the results announced by the Argyll and Bute Council within one week.
- Following a successful ballot, the BID will commence on 01/11/2017 and will run for a period of five years until the 31/10/2022.

## Business Proposal

### BID Timetable

Please see below for the BID Timetable

Item	B-n	Procedure	Time	Date	Comments
1	4/5/17	Last day for notice of intention to put BID proposals to ballot.	<b>Regulation 4</b> At least 154 days before ballot		
2	8/06/17	BID Review	BID project should be reviewed and agreement reached as to whether a positive ballot is achievable or not. If a positive ballot is not achievable, then the BID should not go to ballot.		
3	29/06/17	Last day for the submission of the BID proposal to the local authority and Scottish Ministers.	<b>Regulation 5 (2) (a) (i)</b> At least 98 days* before the day of the ballot in accordance with regulation 4.  *This would give the local authority at least 28 days to consider proposals before deciding whether or not to exercise veto.		
4	27/07/17	Local authority to confirm that it is or is not vetoing the BID proposals.	<b>Regulation 14 (1)</b> For the purposes of section 42(2) of the 2006 Act, the prescribed period is 70 days prior to the day of the ballot.		
5	10/08/17	98 days after item 1 the BID Proposer requests local authority to instruct ballot holder to hold ballot.	<b>Regulation 5 (2) (a) (ii) and (b)</b> The request to hold a ballot should be at least 56 days* before the ballot date. *To allow time to put in place ballot arrangements, before issuing ballot papers (at least 42 days before ballot), it is recommended that the request to hold a ballot should be made at least 56 days before the ballot date.		
6	10/08/17  24/08/17	The local authority instructs the ballot holder to hold BID ballot.  Ballot holder puts in place arrangements to hold BID ballot.	<b>Regulation 6</b>  <b>Regulation 8</b>		
7	24/08/17	Issue of ballot papers.	<b>Schedule 2, para. 3</b>		

### Business Proposal

		<p>Spoilt ballot papers.</p> <p>Publication of notice of ballot (by ballot holder).</p>	<p>42 days before ballot date. <b>Schedule 2, para. 11</b> Spoilt ballot papers may be replaced at any time from the issue of ballot papers.</p> <p><b>Schedule 2, paras. 2(c) and 3</b> - at least 42 days after but no more than 90 days after, the date on which the ballot holder published the notice required by paragraph 3(a).</p>		
8	24/08/17	Last day for postponing the day of the ballot by up to 15 days.	<b>Schedule 2, para. 2 (2)</b> - No later than 42 days before the day of the ballot, the ballot holder may postpone the day of the ballot by up to 15 working days.		
9	25/09/17	Last day for the appointment of a proxy.	<b>Schedule 2, para. 5(5)</b> An application to appoint a proxy shall be refused for the purposes of a particular ballot if the ballot holder receives it after 5 p.m. on the tenth day before the day of the ballot.		
10	28/09/17	First day for the request for issue of replacement of LOST ballot paper.	<b>Schedule 2, para. 12</b> Where a voter has not received their ballot paper by the seventh working day before the day of the ballot, that voter may apply (whether or not in person) to the ballot holder for a replacement ballot paper.		
11	31/09/17	LAST day for cancellation of proxy	<b>Schedule 2, para. 5 (10)</b> A notice under sub- paragraph (9) by a person entitled to vote cancelling a proxy's appointment shall be disregarded for the purposes of a ballot if the ballot holder receives it after 5 p.m. on the fifth day before the date of the poll at that election.		BY 5PM
12	05/10/17	Ballot Day	<b>Schedule 2, para. 2</b> at least 42 days after but no more than 90 days after, the date on which the ballot holder published the notice required by paragraph 3(a). (see Item 7).		
13	06/10/17	The Count	<b>Schedule 2, paras. 14-16</b> As soon as practicable after the day of the ballot, the ballot holder shall make arrangements for		

## Business Proposal

			counting the votes cast on such of the ballot papers as have been duly returned (in accordance with paragraph 13) and record the number counted.		
14	06/10/17 13/10/17	Declaration of results	<p><b>Schedule 2, Para 17</b> (2) The ballot holder, having made the certification under subparagraph (1) Shall:</p> <p>(a) forthwith make a declaration of the matters so certified; and</p> <p>(b) Give public notice of the matters so certified as soon as practicable and within 7 days after the counting of the votes.</p>	By:	

### 11.0 Public Sector BID Involvement

#### 11.1 Baseline Services

A baseline service agreement ensures the BID does not use the levy money to duplicate any services provided by Argyll and Bute Council. The services directly delivered by the BID additional to any statutory services. The baseline services agreement gives an assurance to businesses that the levy payment will only be used for **additional** projects which they voted on in the BID ballot. Additionally, a baseline agreement avoids the risk that public agencies including Argyll and Bute Council will not reduce its statutory level of service to the BID area following a successful ballot.

For a full and detailed list of services provided in the BID area by Argyll and Bute Council, please see appendix Argyll and Bute Council Baseline information and Baseline Agreement.

#### The services already provided by Argyll and Bute Council

Argyll and Bute Council provides the following services (both statutory and discretionary) within the BID area:-

- **Community Safety** - Licensing and Permits (street traders, public entertainment, etc.), Food Safety, Trading Standards, Environmental Health
- **Cleansing** - Refuse Collection, Recycling (Kerbside), Street Cleansing, Public Toilet, Environmental Wardens
- **Economic Development** – Town Centre Management, Business Gateway
- **Grounds Maintenance** – Drainage, Structures, Road/Pavement/Lanes Maintenance, Winter Maintenance
- **Lighting** - Street lighting, Christmas lights
- **Traffic** - Traffic Management, Traffic Lights, On-Street and Off-Street Parking
- **Street Furniture and signage** - Street Furniture, Signage, Bus Shelters
- **Planning** - Development Management
- **Policy & Strategies** - Conservation issues

## Business Proposal

### The services already provided by Police Scotland:

- 24/7 Policing response
- Dedicated policing during Peak Times
- Enhanced policing levels during special events
- Operation and control of the Town centre CCTV system
- Liaison with partner agencies and other groups
- Crime Prevention - advice

### 12.0 Measuring Success

#### 12.1 Measuring the Success of the BID

Throughout the lifetime of the BID, all work on the BID projects will be monitored to ensure the projects proposed in the BID Business Plan achieve a high level of impact, and are progressing to the satisfaction of the businesses that voted for the BID.

The BID Board of Directors will monitor and oversee the efficient delivery of the BID projects.

The BID will undergo an independent evaluation of its activities at the half way point and towards the end of the second term.

The BID will undergo Assessment and Accreditation Interim Review (AAIR) for Scottish BID Companies,

The AAIR

- is a bespoke review which recognises and accords with the Scottish BIDs legislation and the public and private sector environment in Scotland
- gives confidence to businesses and the Board of Directors that the practices of the BID Company are robust and accord with good practice and
- supplies an audit trail to support any future evaluation of the BID Company.

In developing the Interim Review, BIDs Scotland consulted with,

- key stakeholders and organisations
- key UK national businesses
- the Scottish Retail Consortium

and reviewed existing Assessment and Accreditation Frameworks, including existing documents used by businesses to assess BID Proposals in the UK to identify key lessons for transfer to the Scottish context.

The Assessment and Accreditation Interim Review is recommended by BIDs Scotland as good practice and is included as one of the good practice elements of any Scottish BID Proposal and BID Business Plan.

## **Business Proposal**

### **12.2 Marketing, Communications and Social Media**

The Board are agreed that an open and transparent approach must be adopted by the BID4Oban Ltd.

To assist in achieving an open and transparent operation the Directors have agreed that the BID Business Plan should include for, One to One contact, Business Briefings, Social Media, Information, reports and intelligence and cross business communication, Written updates and newsletters for those businesses preferring hard copy information or with no access to IT, Press releases, B2B Meetings, Business Surgery, Annual General Meeting and Reporting. Details of Director Meetings (agenda and minutes), annual accounts, BID Business Plan and BID Proposal will be made available on the BID Company website.

### **13.0 Finances**

#### **13.1 Estimated Income and Expenditure**

It is calculated that there are circa 461 eligible properties located within the BID area (this figure may change as businesses move, expand or close). The BID levy income is calculated to be approximately £145,430.00 per annum. Current Scottish collection rates for the BID levy are reported to be standing at 95%. With this in mind, an amount has been set aside in the budget under 'contingency' to allow for any bad debt.

Argyll and Bute Council have previously, in addition to paying their levy for eligible properties, to provided additional funding of £20,000 subject to an outcomes agreement with the BID Company. The possibility of this continuing is currently under discussion, but has not been included in the income for the BID Company.

Applications for additional grant funding from the Council for specific projects would also be considered based on their merit and a case by case basis.

The improvement levy will make it easier to obtain other sources of funding for specific projects and these opportunities will be pursued. The BID aims to attract other investment, sponsorship and trading income to increase the amount available to spend on your projects as they develop. Funds will be sought from but not restricted to Visit Scotland, LEADER, The BIG Lottery, The Heritage Lottery, Oban Common Good Fund and Scottish Sea Farms Heart of the Community Trust.

As the BID progresses, more income will be attracted and this will be invested in improving the town centre for the benefit of the businesses and local community.

#### **13.2 Financial Management Arrangements**

As the Bid operates, any variations within budgets are reported to the BID Board of Directors.

The Board will agree on an annual basis how funds for subsequent years will be allocated. This will be based on business feedback during the previous year and your priorities for the coming year, which allows the BID the flexibility to respond to changing business needs and requirements.

## Business Proposal

Argyll and Bute Council will collect the levy payments on behalf of the BID, and will retain these funds in a separate account until the BID Board calls these funds down. The BID Board will manage the levy funds that are collected by the Council. This arrangement will ensure that projects are delivered and any financial liabilities of the BID are transparent.

### 13.3 BID4Oban Projected Income and Expenditure

INCOME	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
BID LEVY	145,430	145,430	145,430	145,430	145,430	727,150
COUNCIL	*	*	*	*	*	
INCOME TOTAL	145,430	145,430	145,430	145,430	145,430	£727,150

\*The BID4Oban board are currently in discussions with Council to extend the additional funding (£20k pa) of the first BID term to the second term.

EXPENDITURE	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
Events	30,000	30,000	30,000	30,000	30,000	150,000
Environment	16,255	16,255	16,255	16,255	16,255	81,275
Marketing Locally	14,175	14,175	14,175	14,175	14,175	70,875
Working Together	16,000	16,000	16,000	16,000	16,000	80,000
Running Costs	65,000	65,000	65,000	65,000	65,000	325,000
Contingency	4,000	4,000	4,000	4,000	4,000	20,000
TOTAL	145,430	145,430	145,430	145,430	145,430	727,150

\* It should be noted that is expenditure is based solely on levy collection and takes no account of additional revenue streams, such as advertising and grant funding.

### 14.0 Contact Information

If you would like more information please visit our website [www.bid4oban.com](http://www.bid4oban.com) or contact Chair or Chief Executive by telephone, email or make an appointment to see him.

Derek Connery

T: 01631 569 915/ 07857 956731

E: [derek.connery@bid4oban.co.uk](mailto:derek.connery@bid4oban.co.uk)

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