

**Eastern City Business Improvement District (BID)  
Next Generation Steering Group**

**1. Purpose**

- Foster stronger engagement between the Eastern City BID and the area's younger workforce (under 30 years old) who represent a diverse range of sectors and business sizes.
- Provide a platform for younger professionals to share insights and ideas for how the BID can enhance their experience of working in the Eastern City area.
- Support the BID in remaining relevant, future-focused and reflective of emerging workforce needs.
- Ensure the voice of the next generation informs senior governance, including during Eastern City BID quarterly Board Meetings.
- Encourage collaboration, dialogue and a sense of community between local businesses.
- Provide young workers with leadership and career development opportunities by enhancing their network of industry peers and fostering their role as ambassadors for their employer, senior management and colleagues.

**2. Scope and Remit**

- Identify opportunities to improve the experience of young workers in the Eastern City district – particularly focused around events, safety, public space, amenity provision (such as retail, leisure and hospitality), area promotion and social responsibility.
- Provide feedback on existing BID projects and suggest new initiatives; generate actionable recommendations for the BID's leadership, Board and project teams accordingly.
- Act as an advisory and consultative group; not a formal decision-making body.
- Focus limited to matters within the Eastern City BID's strategic priorities and geographic area.
- Represent the Group at the BID's quarterly Board meeting and provide updates accordingly.

**3. Roles and Responsibilities**

Members:

- Attend and participate actively in scheduled quarterly meetings.
- Share insights from peers/colleagues within their organisations.
- Contribute constructive discussion points, ideas and solutions.
- Review materials circulated ahead of meetings.
- One member (on a rotating basis) to attend quarterly BID Board meetings and represent the views of and discussion points from the Steering Group.

Eastern City BID Executive Team:

- Chair the meeting.
- Provide all logistical support including arranging meeting dates/times/locations; and preparing & circulating agendas, minutes and action summaries.

#### **4. Membership**

- Open to employees under 30 years old working for businesses within the Eastern City BID area.
- A maximum of 15 members with the membership approximately proportionate to the economic sector make-up of the BID area (i.e. hospitality; financial services; insurance; law; retailer etc.)
- A minimum of 5 members need to be present for any meeting to be quorate.
- Membership will be gained through an open application process using an online form managed by the Eastern City BID. The BID Executive Team will review applications and select members to ensure diversity and representation across sectors and organisations.
- Members of the Steering Group should be able to represent their industry sector at all meetings without geographic or sectoral prejudice or bias.
- Term of participation: typically 12–24 months, renewable by agreement.
- Additional subject-matter guests may be invited as needed.
- Steering Group members will cease to be a member of the group if they:
  - Resign from the Steering Group.
  - Leave their employment or are no longer employed within the BID's area.
  - Fail to attend 3 consecutive meetings.
  - Breach confidentiality.

#### **5. Decision-Making and Authority**

- The group provides advice, insights, and recommendations only.
- No formal governance or financial authority.
- Consensus will be sought where possible; otherwise, majority views will be recorded.
- Recommendations are submitted to the BID leadership for consideration.

#### **6. Meetings**

- Frequency:
  - The Steering Group will meet at least 4 times a year, however additional meetings may be called if deemed necessary and working groups for specific events or projects may also be established.
- Documentation:
  - The meetings should be run in general conformity with the provisions of the Memorandum and Articles of Association of the BIDs.
  - Agendas circulated at least one week in advance.
  - Minutes/actions documented by the BID team and shared within two weeks.
  - Hybrid/online attendance options may be provided.

#### **7. Reporting and Accountability**

- Key outputs and recommendations will be reported to:

- The Eastern City BID Board (typically quarterly).
- Relevant BID project leads and Steering Groups.
- The Chair will ensure feedback loops so the group understands how its input has been used.

## **8. Confidentiality and Information Sharing**

- Members may receive information that is not yet public; such information must remain confidential.
- External sharing of discussions or materials requires BID approval.
- Insights gathered from colleagues should be shared ethically and without sensitive personal data.

## **9. Conflicts of Interest**

- Members must declare any potential conflicts at the start of meetings.
- Conflicts may relate to personal, commercial or organisational interests.
- Where a conflict exists, the member may be asked to refrain from specific discussions.

## **10. Review and Duration**

- TOR to be reviewed annually by the BID Executive Team and Steering Group members.
- Amendments may be made to reflect evolving priorities or group structure.
- This Steering Group is intended as an ongoing long-term advisory body, subject to periodic review by the BID Board.