



Herefordshire County BID Limited
Terms of Reference for Executive Sub-Committee
May 2023

1. Role of Sub-Committee

The sub-committee will work with and advise Herefordshire County BID CEO on matters relating to Herefordshire County BID governance, overall performance and delivery of projects. It will focus on strategic leadership, management and direction, ensuring the most effective prioritization of resources. The main objective of the sub-committee is to assist the CEO between Board meetings, ensuring good management and strategic guidance of the company.

In this connection, the tasks of the committee will include, but not be limited to, the following matters:

- Strategy: supporting the development of organisational strategy and performance objectives, including the Annual Plan.
- Delivery and performance: ensuring delivery of key commitments, objectives and milestones; oversight of the Annual Report.
- Staffing: providing a focus on staffing issues, including organisational culture and the development and talent management of the BID staff.
- Organisational transformation: driving forward the BID's commitment to continuous development and improvement.
- Reputation: including issues around transparency, governance and issues that may impact on the reputation of the BID, its staff and the wider regime.
- Preparation for Board meetings.

2. Membership

- a. Minimum 4 Board directors (1 will chair the sub-committee)
- b. CEO

3. Quorum

- a. The quorum at meetings is 3 members 2 must be a Board Director

4. Dates for Meetings

- a. The meeting dates for each year are agreed at the start of the financial year.

5. Reporting

- a. The sub-committee chair shall report to the main Board on the activities of the sub-committee at the following Board Meeting
- b. Feedback of the Executive Committee shall be a standing agenda item on the main Board.

6. Review of the Terms Of Reference

- a. Terms of Reference will be reviewed at least annually.

Date	Written / updated	Approved by board
May 2023	First draft	May 2023