

GUIDANCE NOTES

**BASELINE
STATEMENTS**
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INTRODUCTION

The BID Regulations (England) 2004 require a BID Proposal to contain “...*a statement of the existing baseline services (if any) provided by the *relevant billing authority or other public authority...*” (Schedule 1, 1 (1) (b)).

There is no defined term for ‘statement of baseline services’.

GUIDANCE

Deciding what was meant by the requirement to provide a ‘statement of baseline services’ is a difficult task facing any BID Proposer. Some assume it means a legally binding contract with the local billing authority (and any other) to continue provision of those services throughout the BID term; others decide it is a statement of all services provided within the proposed BID area (and beyond). Much will depend on the interpretation of the local billing authority, as it is them (or any other relevant authority) that must provide the statement.

However, in deciding what is meant by the term, it is, perhaps, most useful to consider what the purpose of providing ‘baseline statements’ with the BID Proposal might have been. A BID needs to provide projects and services that can be proven to be additional i.e. above and beyond anything provided by the local authority and for which they pay via Business Rates. The only way to evidence such ‘additionality’ is to make clear the current baseline arrangements.

Therefore, as a minimum, ‘baseline statements’ are required as at the time when the BID Proposal is submitted to provide reassurance that the BID is not proposing projects or services that would replace (in part or in whole) those already being delivered.

The BID Regulations do not refer to ‘baseline agreements’ and, whilst it may be preferable, the intent is unlikely to have been to create a contractual arrangement.

TIPS

1

The service provider (usually the local billing authority) must be responsible for providing the 'statement of baseline services'.

2

Such statement needs to be included in the BID Proposal.

3

Its purpose is to evidence that the projects and services proposed by the BID are in addition to, and not a replacement for, such services that businesses receive already.

4

Any 'baseline agreement' would be above and beyond the minimum requirement of the BID Regulations.

Notes:

*Northern Ireland: provided by the district council or other persons with public functions.

*Scotland: provided by the local authority or other persons with public functions.