

## OFFICER DECISION RECORD (ODR2)

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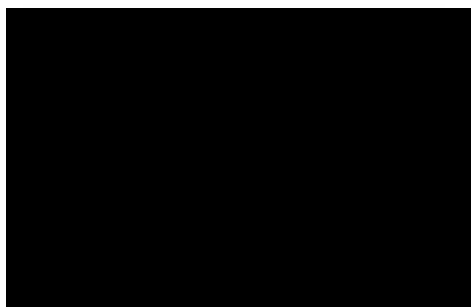
### UPDATING THE CREWE BUSINESS IMPROVEMENT DISTRICT BASELINE SERVICE AGREEMENT

<b>Date of Decision</b>	<b>05 09 2025</b>
<b>Decision Taker (including Job Title)</b>	<b>Kevin O’Keefe – Director of Law &amp; Governance (Monitoring Officer)</b>
<b>Specific Delegation</b>	<p>This record relates to an officer decision taken under the following Committee delegation:</p> <p><b>Committee:</b> Corporate Policy Committee <b>Date:</b> 11 July 2023 <b>Report:</b> Crewe Business Improvement District <b>Page/Para:</b> 6/17.4 (a)</p> <p><b>Delegation:</b> “subject to a “yes” vote at ballot, and the Executive Director of Place confirming that the Council will not veto the BID proposals: (a) The Council’s Monitoring Officer shall make necessary arrangements for the completion and <b>updating</b> of such legal agreements as he considers necessary to facilitate the BID, including agreements ensuring clarity around baseline service levels within the BID area, and clarity of arrangements for collection and management of the BID levy;”</p>
<b>Brief Description of Decision</b>	<p>That the Standard Services to the Crewe Business Improvement District Baseline Service Agreement, between Cheshire East Borough Council and Crewe BID Company Limited be updated, and the agreement be re-signed and re-issued as updated.</p>
<b>Reasons for the Decision and alternatives considered</b>	<p>On 2 July 2024, the Director of Governance &amp; Compliance signed a ‘Baseline Agreement for the Provision of Standard Services’ within Crewe Town Centre on behalf of the Council connected with the establishment of the Crewe BID. A copy of the agreement was also signed on behalf of Crewe BID Company Limited by the Chair.</p>

	<p>The 'Standard Services' which the Council intended to continue to provide from its own budgets for the 5 year duration of the BID (the Baseline Services).</p> <p>The terms of the Baseline Service Agreement require that the parties to the agreement set up a Services Review Panel to review and monitor the carrying out of the Standard Services and if necessary, allows that the Council may update the Standard Service annually to reflect the services it will provide in the following year.</p> <p>Clause 16.1 of the Agreement confirms that it may not be modified supplemented or amended or default hereunder waived except upon the execution and delivery of a written agreement signed by the authorised representative of each party.</p> <p>On 13 May 2025 the Service Review Panel met , with the Director of Growth and Enterprise representing the Council. Minor modifications to the Standard Services of the Agreement have been agreed by the Service Review Panel and subsequently reported back to and agreed by the Crewe BID Board (21 May 2025).</p>
<b>Member consultation and interests declared</b>	N/A
<b>Significant Decision</b>	<b>YES/NO</b>
<b>Legal Implications</b>	<p><i>The decision maker has the requisite authority to make the decision. The matter has been before Corporate Policy Committee which resolved that the decision taker may authorise updates to the legal agreements to facilitate the BID (in the instant case, the Crewe BID Baseline Service Statement).</i></p> <p><i>The Baseline Service Statement is supplemental to the main agreement and sets out the additional services provided on or on behalf of CEC within the area of the Crewe BID. The additional services include matters such as business support, CCTV and event management. The Director of Growth and Enterprise met with the Crewe Service Review Panel to conduct an annual review of the Baseline Service Statement and agreed the additional</i></p>

	<p><i>services, as outlined within the amended Schedule 2.</i></p> <p><i>Nick Wrigley – Senior lawyer (Contracts and Procurement Team)</i></p> <p><i>26.06.2025</i></p>
<b>Financial Implications</b>	<p>The Baseline Services Agreement outlines the services that the Authority will provide within a BID area.</p> <p>Many of the services are discretionary and/or could be charged for services.</p> <p>The Baseline Services Agreement can be reviewed on an annual basis which should give the authority the opportunity to either reduce the level of services provided or introduce fees where appropriate.</p> <p>There is a risk that the Council is committed to providing, at the Authority's cost, services that would otherwise be reduced given the financial position of the Authority, or which could be legitimately provided by the Crewe Bid.</p> <p>The Baseline Services Agreement has been approved by Heads of Service and the Director of Growth and Enterprise to arrive at this version.</p> <p>Aaron Lecroy, Principal Accountant, 11 July 2025</p>
<b>Confidential/Exempt Information</b>	No
<b>Background Papers</b>	N/A

Signe



**Kevin O'Keefe – Director of Law & Governance (Monitoring Officer)**

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**Dated 05 09 2025**

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