

MEMBERSHIP OF THE CIL PANEL AND TERMS OF REFERENCE

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| Head of Service/Contact: | Gillian McTaggart, Head of Policy, Performance & Governance |
| Urgent Decision?(yes/no) | No |
| If yes, reason urgent decision required: | |
| Annexes/Appendices (attached): | Annex 1 - CIL Panel Terms of Reference |
| Other available papers (not attached): | Allocation of the Local Spending element of the Community Infrastructure Levy Strategy & Resources 17 April 2018 Scheme for the Allocation of the CIL 15% (Community Infrastructure Levy) |

Report summary

This report proposes the membership and the terms of reference for the CIL Panel.

Recommendation (s)

The Committee are asked to approve :-

- (1) The membership of the Panel being: the Chairman of Strategy & Resources Committee, the Chair of Community & Wellbeing Committee and a nominated member from the Strategy & Resources Committee;
- (2) The following substitutes for the Panel, the Vice Chairman of Strategy & Resources; the Vice Chair of Community & Wellbeing Committees and one additional member of Strategy & Resources Committee;
- (3) The terms of reference for the CIL Panel;
- (4) To delegate to the Chairman of Strategy & Resources Committee who in conjunction with the Chair of Community & Wellbeing can agree any changes to the nominated member from Strategy & Resources Committee or substitutes;
- (5) To delegate to the Chief Finance Officer, who in conjunction with the Chairman of Strategy & Resources Committee agree the annual allocation for CIL 15% funded projects.

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1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 The monies collected from the Community Infrastructure Level supports the delivery of infrastructure across the Borough to support the delivery of all targets and the Local Plan.

2 Background

- 2.1 The Committee approved a pilot scheme for determining the allocation of the local element of the Community Infrastructure, known as the CIL 15% in April 2018.
- 2.2 A report was subsequently brought to the Committee in April 2019 identifying lessons to be learnt for the pilot scheme and approving a permanent scheme.
- 2.3 This has agreed a two stage process similar to the capital programme with an agreed timetable.
- 2.4 The Member Panel was initially agreed as the Chairmen of Strategy & Resources and Community & Wellbeing Committees with the representative for Strategy & Resources as Councillor Hannah Dalton.
- 2.5 It was also agreed that to minimise any conflict, the Vice Chairman of Strategy & Resources and the Vice Chair of Community & Wellbeing would substitute should the Chairmen of those Committees put in bids.

3 Proposals

- 3.1 To formalise the arrangements for the Panel and agree a terms of reference for the Panel.
- 3.2 Councillor Hannah Dalton who is the current nominated member of the Strategy & Resources Committee has also been appointed the Vice Chair of Community & Wellbeing Committee.
- 3.3 The terms of reference for the Panel (attached in **Annex 1**) clarifies its responsibilities, decision making and reporting arrangements and the frequency of meeting.

4 Financial and Manpower Implications

- 4.1 At 31 March 2019, the Council held £924k of unallocated CIL funds. Of this unallocated balance, £454,000 relates to the 15% neighbourhood fund.
- 4.2 For 2019/20, £250,000 was allocated for CIL 15% projects, reducing the unallocated 15% neighbourhood fund balance from £454,000 to £204,000.

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- 4.3 Any unspent funds from the 2018/19 allocations will be clarified once projects are finished. To date four projects have been completed and a further four are in progress although it is unlikely that two will be fully deliverable.
- 4.4 The new two stage process for 2019/20 has commenced with bids having been reviewed at the first stage.

Chief Finance Officer's comments: None for the purposes of this report.

5 Legal Implications (including implications for matters relating to equality)

- 5.1 The Localism Act (2011) and the CIL regulations set out how the Levy must be spent.
- 5.2 **Monitoring Officer's comments:** none arising from the contents of this report.

6 Sustainability Policy and Community Safety Implications

- 6.1 There are none for the purposes in this report.

7 Partnerships

- 7.1 There are none for the purposes in this report.

8 Risk Assessment

- 8.1 That there is governance in place to allocate and report the allocation of CIL 15%.

9 Conclusion and Recommendations

That the Committee agrees to:-

- 9.1 The membership of the Panel being: the Chairman of Strategy & Resources Committee, The Chair of Community & Wellbeing Committee and a nominated member from Strategy & Resources Committee;
- 9.2 The following substitutes for the Panel, are the Vice Chairman of Strategy & Resources and Vice Chair of Community & Wellbeing Committees and one additional member of Strategy & Resources Committee;
- 9.3 The terms of reference for the CIL Panel;
- 9.4 To delegate to the Chairman of Strategy & Resources Committee who in conjunction with the Chair of Community & Wellbeing can agree any changes to the nominated member from Strategy & Resources Committee or substitutes;

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- 9.5 To delegate to the Chief Finance Officer who in conjunction with the Chairman of Strategy & Resources Committee, agree the annual allocation for CIL 15% funded projects.

Ward(s) affected: (All Wards);