# DRAFT TERMS OF REFERENCE FOR CIL 15% PANEL

**Role of the Group**

- To review and allocate the annual funding for the community element of the Community Infrastructure Levy, known as the CIL15%.
- To monitor the implementation of the agreed projects.
- To approve any adjustments or amendment to projects which are a significant change to the agreed proposal.
- To recommend and report any changes to the process or guidance to Strategy & Resources committee as needed.

**Decision Making / Reporting**

- The Group will recommend the projects to be implemented from the bids received each year to the Head of Policy, Performance Governance for implementation.
- The Group will annually report to Members with the status of the agreed projects.
- The funding for each year will be based upon the CIL contributions received and will be agreed by the Chief Finance Officer in consultation with the Chair of Strategy & Resources.

**Membership of the Group**

| Members | Substitutes | Officers |
|---|---|---|
| Chairman of Strategy & Resources – Eber Kington | Vice Chairman of Strategy & Resources – Clive Smitheram | Head of Policy, Performance & Governance |
| Chair of Community & Wellbeing – Barry Nash | Vice Chair of Community &Wellbeing – Hannah Dalton | CIL Grants Officer |
| One Nominated member of Strategy & Resources | One Nominated member of Strategy & Resources | |

Where a member of the group submits a bid they cannot assess their own bid and a substitute must sit. This covers both Stage 1 and Stage 2 of the process.

To be quorate there must by three Members in attendance.

**Frequency & Timing of Meetings**

In line with the timetable for CIL Bids as agreed S&R April 2019, with two stages to review the bids.

A formal meeting is not required for any updates or amendments to the Bids, which can be done by email if the Group agree.