CIL Member Working Group – Terms of Reference

1.   Remit

The MWG is a Councillor group set up to consider bids for Community Infrastructure (CIL) funding and submit recommendations to the Licensing and Planning Policy Committee for allocation of the funds. If the LPP Committee chooses not to approve a particular recommendation, then it shall provide an explanation setting out the reasons.

The Working Group scrutinises each project for strategic fit (Strategic CIL), community benefit (Neighbourhood CIL) and compliance with CIL requirements.

The Working Group is additionally accountable for the oversight and governance of awards with the support of the CIL officer team. The CIL officer team will provide updates to the Working Group on the delivery of CIL funded projects.

2.   Membership of the MWG

Core membership:

*   One representative from the Licensing and Planning Policy Committee

*   One representative from the Community and Wellbeing Committee

*   One representative from the Environment Committee

*   One representative from the Strategy and Resources Committee

*   One representative from the Member Climate change action group

*   One member from each of the opposition parties (3)

A member of the working group may, for the whole of a specified meeting, designate as their substitute another councillor. The substitute may attend the meeting on behalf of, but not in addition to, the nominating member.

Optional – for information purposes only (none voting):

*   Delegations invited along such as an SCC divisional member

*   Relevant Ward members (Neighbourhood CIL only)

The LPPC representative will Chair the Group.

Membership will be reviewed annually in line with constitution and preferences.

Officer attendance (advisory capacity)

Officers are responsible for advising Members and ensuring that proper protocol is followed

throughout. They will act in an advisory role to the Members regarding the suitability of each project, including carrying out the scoring process.

• Director of Environment, Housing and Regeneration

• Head of Place Development

• Planning Policy Manager

3. Conflicts of interest

Members must declare and note any conflicts of interest or other personal interests prior to review of a project and this information should be recorded. Should a Member be conflicted, they will be asked to step down during the final decision-making process regarding any recommendation towards which they are conflicted however, they are able to form part of any discussion that leads up to a decision. Where the Chair of the Working Group is conflicted, the other members will be responsible for appointing a Chair to take their place for the item in question.

4. Quorum

No business shall be transacted at any meeting of the Working Group unless at least four non-conflicted members are present and voting.

A majority vote will be accepted and where a consensus majority is not possible the Chair shall have a casting vote.

5. Meetings

As required to advise LPPC and ensure effective and timely allocation of CIL monies. It is anticipated that there will be a minimum of 2 meetings for the group per year.

6. Objectives

The MWG Group objectives are:

• To take an objective and impartial view of applications

• To advise and recommend to LPPC schemes that will have maximum benefits to the community.

• To ensure overall programming of infrastructure projects agreed by LPPC

• To monitor receipts and expenditure of CIL monies.

The MWG will be responsible for:

• Recommending projects to LPPC which require CIL funding, following assessment in accordance with the agreed criteria.

- Regular monitoring and reporting to LPPC on the delivery of projects including revisions to timescales and expenditure.

- Reporting to LPPC after completion of each project.

- Identification of other current and future infrastructure expenditure and funding streams.

- Ensuring a fair and transparent process is followed in the scrutiny and subsequent recommendation of fundings awards.

7.   Transparency

Working Group papers and minutes are to be published in the public domain. Papers may include redacted information when commercially sensitive or confidential.

8.   Output

Regular project progress updates to LPPC on CIL priorities and funding of projects