

# Public Document Pack



Aspirational for our people, our place and ourselves

To: MEMBERS OF THE STRATEGY & RESOURCES COMMITTEE  
Councillors Bourne (Chair), Langton (Vice-Chair), Black, Bloore, Botten, Caulcott, Cooper, Davies, Elias, Gillman, Stamp and Pursehouse

for any enquiries, please contact:  
[customerservices@tandridge.gov.uk](mailto:customerservices@tandridge.gov.uk)  
01883 722000

Substitute Councillors: Groves and Morrow

C.C. All Other Members of the Council

28 May 2021

Dear Sir/Madam

## **STRATEGY & RESOURCES COMMITTEE TUESDAY, 8TH JUNE, 2021 AT 7.30 PM**

The agenda for this meeting of the Committee to be held in the Council Chamber. Council Offices, Station Road East, Oxted, Station Road East, Oxted, is set out below. If a member of the Committee is unable to attend the meeting, please notify officers accordingly.

Available seating in the public gallery will be limited due to social distancing requirements and any members of the public who wish to attend should e-mail [democraticservices@tandridge.gov.uk](mailto:democraticservices@tandridge.gov.uk) in advance. Unfortunately, in the current circumstances, we may not be able to accommodate all requests to attend in person. However, the meeting will be webcast and can be viewed via the Council's website. This can be viewed live and as a recording after the meeting.

Should Members require clarification about any item of business, they are urged to contact officers before the meeting. In this respect, reports contain authors' names and contact details.

Yours faithfully,

Jackie King  
**Acting Chief Executive**

### **AGENDA**

- 1. Apologies for absence (if any)**
- 2. Declarations of interests**

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter:

- (i) any Disclosable Pecuniary Interests (DPIs) and / or
- (ii) other interests arising under the Code of Conduct

in respect of any item(s) of business being considered at the meeting. Anyone with a DPI must, unless a dispensation has been granted, withdraw from the meeting during consideration of the relevant item of business. If in doubt, advice should be sought from the Monitoring Officer or her staff prior to the meeting.

3. **Minutes of the meeting held on the 25th March 2021** (Pages 3 - 12)  
To approve as a correct record
4. **Minutes of the meeting held on the 27th May 2021** (Pages 13 - 14)  
To approve as a correct record
5. **To deal with any questions submitted under Standing Order 30**
6. **CIL bid application process** (Pages 15 - 54)
7. **Extension to CAPITA Revenues and Benefits database contract - confirmation of decision taken under urgency powers (SO 35)** (Pages 55 - 64)
8. **Additional Restrictions Grant - one-off payments - confirmation of decision taken under urgency powers (SO 35)** (Pages 65 - 70)
9. **Any other business which, in the opinion of the Chair, should be considered at the meeting as a matter of urgency**

## TANDRIDGE DISTRICT COUNCIL

### STRATEGY & RESOURCES COMMITTEE

Minutes and report to Council of the virtual meeting of the Committee held on the 25<sup>th</sup> March 2021 at 7.30pm.

**PRESENT:** Councillors Elias (Chair), M.Cooper (Vice-Chair), Botten (Vice-Chair), Bloore, Bourne, Caulcott, Davies, Duck, Langton, Lee, Pursehouse and Sayer

**ALSO PRESENT:** Councillors Allen, Farr, Gray, Lockwood, Ridge, Steeds and N.White

Phil Hall (PJH Management Consulting Ltd)

#### **306. MINUTES OF THE MEETING HELD ON THE 2ND FEBRUARY 2021**

These were approved as a correct record.

#### **307. QUESTIONS SUBMITTED UNDER STANDING ORDER 30**

Four questions had been submitted by Councillor Cooper.

Councillor Cooper read the questions out and responses were given by relevant officers. In each case, Councillor Cooper asked a supplementary question to which the same officer responded. Details of these exchanges are attached at Appendix A to these minutes.

#### **308. STRATEGY & RESOURCES FINANCE REPORT - MONTH 10**

A report was presented which informed Members about the progress of the finance improvement programme which had contributed to an estimated revenue surplus of £200,000 against the baseline budget of £10.6 million. Slippage of £3.4 million against the £15.7 million capital programme was being projected, together with a £200,000 surplus for the Housing Revenue Account. A £1.3 million Council Tax collection shortfall was forecast, although borrowing was not expected to be necessary to meet cashflow needs.

A summary of each Policy Committee's budgetary position was also provided. As far as Strategy & Resources was concerned, an overspend of £550,450 was projected against a baseline revenue budget of £2,411,531. This comprised an overspend of £675,150 attributed to Covid-19, offset by a £124,700 underspend on business as usual activities.

The Chief Finance Officer acknowledged the challenges associated with the £2.7million savings target for 2021/22, progress against which would be conveyed to Members in monthly finance reports. More effective management of the capital programme would also be a priority.

Discussion focused on the £197,000 per annum shortfall in net budgeted rental income following the decision not to proceed with the property purchase supported by the Investment Sub-Committee on the 24<sup>th</sup> January and 21<sup>st</sup> May 2020. Opposing views were expressed regarding the merits of the Sub-Committee's 21<sup>st</sup> May 2020 decision in the context of prevailing Government guidance to local authorities, both on that date and at the time when the Council's interest in the purchase was withdrawn. Rental yields from Quadrant House, Caterham and 44 Week Street, Maidstone were also discussed.

**RESOLVED** – that the Committee and the Council's forecast revenue and capital budgets position for the year be noted.

### **309. QUARTER 3 CORPORATE PERFORMANCE & RISKS - STRATEGY & RESOURCES**

Members were presented with an analysis of the Committee's key performance indicators and risks for the third quarter of 2020/2, together with updates on progress against Strategic Plan actions. An amendment to the target for performance indicator SR7 (percentage of calls answered within 60 seconds by Customer Services) for 2021/22 was also proposed, i.e. from 80% down to 60%.

Following comments from Members, Officers agreed to review the risk ratings for:

- Corporate Risk 2 - commercial tenants and businesses unable to make payments to the Council due to Covid-19 – rating of 20 [likelihood 4 x impact 5] (it was suggested that the likelihood score should be lower); and
- Corporate Risk 4 - Local Plan is found unsound by the Inspector – rating of 12 [likelihood 3 x impact 4] (it was suggested that the likelihood score should be higher).

Regarding Corporate Risk 1 (inability of the Council to make savings as identified in the Medium Term Financial Strategy and to balance the budget in 21/22 and 22/23) it was acknowledged that progress against the various savings targets should form the basis of future status updates.

The proposed reduction in the target for SR7 (percentage of calls answered within 60 seconds by Customer Services - from 80% to 60%) was debated. The Acting Chief Executive advised that the proposal reflected the high volume of calls having to be dealt with by Customer Services and was not a capability issue. Members requested additional data to help inform a decision on the matter, e.g. the actual quantity of calls and comparative performance measures used by other Authorities. The Committee concluded that it was premature to amend the target for SR7 at this stage and chose just to note the Quarter 3 performance and risk data.

**RESOLVED** – that the Quarter 3 2020/21 performance and risks for the Strategy & Resources Committee be noted.

### **310. ADDITIONAL RESTRICTIONS GRANTS SCHEME - ACTION TAKEN UNDER THE URGENCY PROVISIONS OF STANDING ORDER 35**

Since December 2020, the Council had been operating an Additional Restrictions Grant Scheme (approved by the Committee on 16<sup>th</sup> December 2020) facilitated by an Officer/ Member advisory panel. That scheme closed on the 14<sup>th</sup> February 2021, having dealt with 283 applications and approved grants totalling £278,400 to be allocated to businesses up until the end of the 2021/22 financial year.

A new scheme had been launched on 8<sup>th</sup> March 2021, based on government guidance; experience from the first scheme; and best practice from elsewhere. A report was submitted explaining that the decision to implement the new scheme had been undertaken by the Acting Chief Executive, in consultation with Group Leaders, under the urgency provisions of Standing Order 35, and subject to ratification by this Committee. The report advised that the new scheme was aimed at businesses:

- with relatively high ongoing fixed property-related costs
- demonstrating significant falls in income due to the Covid-19 crisis
- which occupy property with a rateable value or annual rent or annual mortgage payments
- trading on or before 4<sup>th</sup> November 2020.

The qualifying criteria and levels of grant available were defined in five categories, ranging from micro-businesses to large enterprises with an annual rateable value over £51,000. The level of grant available had increased by 50%, i.e. £750 for micro-businesses to £4,500 for large businesses.

The criteria enabled discretion to award grants to non-Tandridge residents if they ran a business within the District and employed local residents. Micro-businesses, where an owner resides out of the District but is licenced by the Council (e.g. taxi drivers) may also be eligible if all criteria are met. Businesses were limited to one grant per premises in the District.

Members thanked the officers involved in the Covid grants process for their efforts in administering the schemes while maintaining critical, routine business and income functions.

**RESOLVED** – that the Additional Restrictions Grant Scheme, detailed at Appendix A to the report, be ratified.

### **311. KPMG - UNITARY WORK COSTS**

A report was presented which explained the circumstances of KPMG's request for £15,000 for its work in identifying Local Government reorganisation options for Surrey. The eleven Surrey Districts / Boroughs had originally commissioned KPMG to prepare alternative proposals to the single Surrey unitary model being pursued by Surrey County Council in the summer of 2020. A fee of £10,000 per District / Borough had been agreed, with TDC's contribution being ratified by this Committee on the 17<sup>th</sup> August 2020.

Subsequently, following the delay to the anticipated Devolution White Paper, the scope of KPMG's engagement was extended to identify areas for large scale collaborative / shared services and for public relations work in promoting the case for alternative Surrey reorganisation solutions to a single unitary. These extended terms of engagement, with a request for a further £20,000, were considered by the Committee on 22nd September 2020. However, the Committee rejected this additional funding request given that the immediate prospect of a single Surrey Unitary initiative appeared to be receding.

The report advised that an agreement, on behalf of all Surrey Districts and Boroughs, had since been entered into which committed all eleven authorities to pay an additional £5,000 to KPMG for the development of the collaborative /shared service options, but not the PR work in light of the delay to the Devolution White Paper. The report explained that, unfortunately, there was no audit trail regarding the Council being party to the agreement and that an invoice from KPMG for the total £15,000 due from Tandridge had since been received.

During the debate, the Chief Finance Officer confirmed that the invoice had not yet been paid. While most Members acknowledged that the Council was obliged to pay the invoice and that the work done by KPMG was beneficial, concern was expressed at the apparent lack of internal governance regarding the sequence of events since the 22<sup>nd</sup> September 2020.

**RESOLVED** – that the payment of an additional £5,000 to KPMG for consultancy support work on a joint District and Borough Council outline proposal for the development of alternatives to a single unitary structure for Local Government in Surrey be agreed.

## **312. FINANCE - FUTURE LEADERSHIP ARRANGEMENTS**

In accordance with the Committee's decision on 2nd February 2021, an independent options appraisal had been undertaken to identify a future model for providing the Council's financial leadership. This work had been conducted by PJH Management Consulting Limited and assessed the relative merits of:

**Option 1:** recruit a permanent employee to the post of s151 Officer;

**Option 2:** enter into an agreement with Surrey County Council (SCC) whereby SCC will provide TDC with a comprehensive finance function comprising the s151 role and leadership and management of a full range of financial functions; and

**Option 3:** share a finance function with a local district or borough council.

Option 3 was not considered viable in the short term as no other council in Surrey or Kent had expressed an interest in developing a sharing proposal.

Phil Hall, of PJH Management Consulting Limited, attended the meeting to present his report which identified Option 2 as the favoured solution, supported by a business case. The report was accompanied by SCC's proposition document.

The report concluded that the provision by SCC of a comprehensive finance function is deliverable and will enable TDC to benefit from the scale, relevant experience and range of skills of the SCC finance team, offering continuity for TDC's financial improvement plan and an acceleration of the transformation of its finance function. It was further recommended that:

- external specialist financial advice be procured to conduct an annual review of SCC's service and for exceptional occasions when the s151 Officer has a conflict of interests; and
- a review group be established to monitor progress against the transformation plan.

Phil Hall summarised the case for option 2 and advised that, subject to giving due notice, the Council could withdraw from the agreement with SCC and revert to an in-house service model.

Regarding the procurement of external advice referred to above, Councillor Sayer proposed that this be subject to consultation with Group Leaders, as per the recommendation for entering into the agreement with SCC.

**RESOLVED** – that:

- A. the Committee's preferred option is for the Council to enter into an agreement with Surrey County Council in which it provides TDC with a comprehensive finance function comprising the s151 role and leadership and management of a full range of financial functions, and supports TDC through the Tandridge Finance Transformation Plan;
- B. the Acting Chief Executive, following consultation with the Group Leaders and Chair the Committee, be authorised to approve the agreement with Surrey County Council;
- C. the Acting Chief Executive, following consultation with the Group Leaders and Chair the Committee, be authorised to procure an arrangement whereby the Council can draw upon external specialist financial advice (for an annual review of the SCC service and for the exceptional occasions when the s151 Officer has a conflict of interests); and
- D. a small Member / officer working group be established to monitor progress with the Tandridge Finance Transformation Plan.

Note: In accordance with Standing Order 25(3), Councillor Pursehouse wished it recorded that he voted against A to D above.

Rising 9.25 pm

**Strategy & Resources Committee – 25<sup>th</sup> March 2021**  
**Questions under Standing Order 30 submitted by Councillor Cooper**

- 1. Many people are concerned that the costs of an electric or hybrid vehicle is significantly more than the cost of an equivalent petrol or diesel vehicle. What proposals have the Climate Change Working Group agreed to deal with this issue?**

Response from Will Mace (Performance Specialist):

Our strategic plan and climate change action plan seek to support residents with this by exploring the options to install electric vehicle charge points in the District, thus easing this aspect of ownership by increasing provision. In addition, we are working on a communications plan, which can be used to signpost residents to resources that can help them explore various electric vehicle options. For example, I participated in a residents' engagement event with the County Council and the Energy Saving Trust recently, which included useful information for residents regarding ownership and funding. Hence we will continue to support residents in this way, as we all prepare and adapt to new national policy on zero emission vehicles.

Supplementary question from Councillor Cooper

Will it be the Council's policy to expose residents to higher car ownership costs in connection with the need to replace batteries for electric cars? If not, how will the Council deal with this prospect?

Response from Will Mace (Performance Specialist)

It is not the Council's policy to put residents to additional expense, and transport policy, in this regard, is not the responsibility of a District Council. However, the Council will have to respond to the Government's ban on petrol (2030) and hybrid powered cars (2035) and will plan to support residents in accessing relevant information and ensuring they are aware of alternative funding options. The Council will also respond to the need for additional vehicle charging points for public use.

continued ....



2. **It is common knowledge that charging an electric or hybrid vehicle takes many hours. If people wish to make a long journey and need to charge up the car battery en-route, this will inevitably add a lot of hours to the journey time. Also, of course, everyone appreciates that weather will play a part. Bad weather will require headlights and the heater to be on, also windscreen wipers to deal with rain. The age of the battery will also see a diminution of the range. This means that the theoretical distances advertised by manufacturers will not be achieved and journey times will be hugely extended. What proposals have the Climate Change Working Group agreed to deal with this issue?**

Response from Will Mace (Performance Specialist)

The Council is supporting the national electric vehicle infrastructure project by scoping the possibilities for installing charge points on Council land, and looking at how we can work with partner agencies on this. Otherwise, I would note that technology is developing rapidly, with some electric vehicles having a range of 300+ miles, and in addition, with nearly 2 billion pounds of government investment and private businesses also investing, it is likely that more Rapid and Ultra Rapid chargers will be installed along the strategic roads network and other frequently visited locations. These chargers are said to realise 80% charge in 10-40 minutes.

Supplementary question from Councillor Cooper

Has the Working Group addressed:

- the possibility that electric cars could be designed to enable swift battery replacements?
- the need to consider a standard speed of charge and an associated pricing regime for public charging points?
- the need to consider a preferred payment method for using public charging points?

Response from Will Mace (Performance Specialist)

The Working Group's deliberations haven't extended to these levels of detail. It is intended to produce an options appraisal regarding the installation of local charging points. As part of a recent public engagement exercise [via Facebook and led by the County Council] residents were encouraged to visit the Surrey Futures website and leave comments. The outcome of the options appraisal will identify the charging rates and fee structures offered by potential suppliers.

3. **There is now much research which shows that hybrid cars are worse for the environment than equivalent diesel cars. What proposals have the Climate Change Working Group agreed to deal with this issue?**

Response from Will Mace (Performance Specialist)

We are planning to provide Members with an options appraisal for installing charge points in the District later in the year, which will include references to research on this subject. There is much research on this topic, so we would advise those interested to look for articles that are from quality sources, evidenced-based, account for all variables in a vehicle's lifecycle, and ideally peer reviewed. In addition, we welcome receiving any research on this topic that we can feed into this process.

continued ....

Supplementary question from Councillor Cooper

It is concerning that, one year on from declaring a climate change emergency, we are still looking at options. Shouldn't we be explaining the technological and economic implications of that decision to residents?

Response from Will Mace (Performance Specialist)

Economic implications will form part of the options appraisal for installing charge points in the District. The time that has elapsed [since the declaration] has enabled us to reflect on new technological advances, increased supplier options, and more developed proposals from suppliers, which could offer additional benefits to residents. We have also used this time to ensure our plans have been shared with the County Council, and vice versa. Furthermore, we have been able to participate in a residents' engagement event, which has provided an opportunity for residents to engage in the subject via an on-line consultation platform, hosted by the County Council, and for their feedback to inform our options appraisal.

- 4. At the S&R meeting on 22nd September 2020, the Liberal Democrat Group and the Independents and OLRG Alliance Group pushed through a motion to give over half a million pounds to a privately-owned surgery in Whyteleafe. If the surgery owners decide to sell their significantly improved property, how much of the half a million pounds given by Tandridge District Council will they have to return to TDC? Or have we, perhaps, merely made the owners richer by half a million pounds?**

Response from Alison Boote (Executive Head of Communities)

Whyteleafe Surgery building is part owned by Dr Tun and part owned by a GP Practice. The owners have confirmed that when Dr Tun retires the intention is that his share of the building will be purchased by the same GP practice to be retained and used as a going concern. The proposed expansion of the surgery is supported by evidence in the East Surrey CCG Estates Plan 2016/19, which outlines that the current facility, purpose built in 1989, was operating at capacity and under space targets for general medical services. The CIL funding has provided a much needed capital grant that will help the surgery respond to the increased patient demand resulting from increased development in the area and will make the provision of health services in Whyteleafe sustainable. In addition, there is a Grant contract in place which secures the Grant for the sole purposes of delivering the project as specified at the S&R meeting on 22nd September 2020. Officers are therefore satisfied in this instance that the CIL funds awarded to Whyteleafe Surgery will provide benefits to health provision to residents in the long-term. However, we are happy to discuss any further measures that could be put in place to lower the risk of the described scenario occurring in the future and suggest this could be a matter considered as part of the Council's ongoing CIL spending review.

Supplementary question from Councillor Cooper

A surgery elsewhere, owned by doctors, is now up for sale. This could happen in Whyteleafe. Has this risk been taken into account in connection with the CIL allocation? Shouldn't Members have thought about this when voting in favour of the allocation?

continued ....

Response from Alison Boote (Executive Head of Communities)

Payment of the grant is subject to conditions, one of which protects against this scenario.

This page is intentionally left blank

## TANDRIDGE DISTRICT COUNCIL

### STRATEGY & RESOURCES COMMITTEE

Minutes and report to Council of the meeting of the Committee held in the Barn Theatre, Bluehouse Lane, Oxted on the 27<sup>th</sup> May 2021 at 9.24pm

**PRESENT:** Councillors Black, Bourne, Botten, Caulcott, Cooper, Davies, Elias, Gillman, Groves (sub for Bloore) Langton, Pursehouse and Stamp

**APOLOGIES FOR ABSENCE:** Councillor Bloore

#### 1. ELECTION OF CHAIR FOR 2021/22

**RESOLVED** – that Councillor Bourne be elected Chair of the committee for the 2021/22 municipal year.

#### 2. ELECTION OF VICE-CHAIR FOR 2021/22

**RESOLVED** – that Councillor Langton be elected Vice-Chair of the committee for the 2021/22 municipal year.

#### 3. APPOINTMENT OF THE CHIEF OFFICER SUB-COMMITTEE FOR 2021/22

**RESOLVED** – that the Chief Officer Sub-Committee be appointed as follows:

Independents and OLRG Alliance

Councillors Bourne and Sayer

Conservatives

Councillors Bloore and Elias

Liberal Democrats

Councillor Botten (substitute Councillor Lee)

#### **4. APPOINTMENT OF THE INVESTMENT SUB-COMMITTEE FOR 2021/22**

***RESOLVED*** – that the Investment Sub-Committee be appointed as follows:

Independents and OLRG Alliance

Councillors Bourne and Langton (substitute Councillor Farr)

Conservatives

Councillors Cooper and Elias (substitute Councillor Bloore)

Liberal Democrats

Councillor Jones (substitute Councillor Caulcott)

Rising 9.25 pm

## CIL Bid Application Process Review

### Strategy & Resources Committee 8th June 2021

Report of: Alison Boote – Executive Head of Communities

Purpose: For decision

Publication status: Unrestricted

Wards affected: All

---

#### Executive summary:

This report is brought to committee to agree a new process for determining Community Infrastructure Levy (**CIL**) bid applications for infrastructure projects within the District. This process would meet the Council's strategic priority of delivering infrastructure through utilisation of the Council's CIL to support development in the area.

The new process has been formulated by joint working between officers and members of the CIL Working Group, with support from the Coast2Capital Local Enterprise Partnership (LEP), with the intention of creating an objective and transparent process for the assessment and evaluation of CIL bids.

---

**This report supports the Council's priority of:** Creating the homes, infrastructure and environment we need.

**Contact officer** Helen Blogg – Strategy Specialist - [hblogg@tandridge.gov.uk](mailto:hblogg@tandridge.gov.uk)

---

#### Recommendation to Committee:

That the Committee:

- A. agrees the new CIL bid application process, and associated application forms and guidance notes as set out in Appendices (A-F);
  - B. agrees the governance arrangements for determining CIL bids as set out in the Terms of Reference (Appendix G);
  - C. notes the Instructure Process Map (Appendix H).
-

## **Reason for recommendation:**

The setting up of an effective, objective and transparent decision-making process for the funding of infrastructure projects within the District is integral to meeting Priority Outcome 2.3 in the Council's Strategic Plan to 'deliver infrastructure through utilisation of the Council's Community Infrastructure Levy (CIL) and collection of planning obligations'.

An effective system for determining CIL bid applications for infrastructure projects is also necessary to meet Regulation 59 of the CIL Regulations, which requires a charging authority to apply CIL to funding infrastructure to support the development of its area.

---

## **Introduction and background**

### Introduction

- 1.1 It was agreed by the Strategy and Resources (S&R) committee at the meeting of 24 November 2020 to set up a CIL Working Group to determine a method for evaluating and rating future CIL funding requests. The results of this would be brought back to this committee for formal agreement and implementation. The CIL Working Group has met several times over the past six months and a new process is now presented to committee for consideration and, if acceptable, for ratification.
- 1.2 The new CIL bid application process has been formulated with assistance from the Coast2Capital LEP. The involvement of the LEP, whose previous experience of determining bids for allocation of funds to projects, has been invaluable in setting up this new process. They have advised on matters relating to the process, and drafted the new application forms, guidance notes and supporting documents. This year they will also assist with sifting the Expression of Interest applications as there is expected to be a significant amount of interest due to the current backlog of projects. The Working Group and officers have also benefitted from a workshop from CIL and Planning specialist Gilian Macinnes, whose advice has helped identify the key requirements of CIL legislation when awarding CIL funds.
- 1.3 Officers are seeking agreement from committee for both the new CIL bid application process (Appendices A-F) and the new governance arrangements for determining bids as set out in the Terms of Reference (Appendix G), further details of which are set out below.
- 1.4 In addition, members are asked to note the Infrastructure Process Map (Appendix H). This illustrates the annual process officers should follow and includes key areas where member involvement is required.



- 1.5 The Infrastructure Process Map (Appendix H) sets out a process for collaboration with major infrastructure delivery partners. The purpose of this is to understand and align five-year infrastructure strategies and priorities for the District, which is critical to the Council's strategic long-term planning and to ensure that there is satisfactory infrastructure in place to meet the demands of growth.
- 1.6 The evidence gathered from working with infrastructure providers would assist in determining strategic infrastructure priorities for the Infrastructure Funding Statement (IFS) and is also an important factor in determining bids for the allocation of CIL funds. CIL bid applications will only progress where they meet the definition of strategic infrastructure as outlined in the Governments' Planning Practice Guidance and set out in paragraph 1.13 below. To score highly, applications will need to provide evidence to show how the project for new or improved infrastructure will support recent or future development.

#### The IFS

- 1.7 An IFS was agreed at committee on 16 December 2020. The published IFS included a list of 49 projects in Table 6 all of which were under consideration for CIL funding. It was recognised that the CIL funding available would be insufficient to support all projects set out in Table 6, and as such an evaluation and rating scheme was required.
- 1.8 As part of the IFS, a charging authority must, as set out in Part 10A of the CIL Regulations (Amended) 2019 regulation 121A, publish a report relating to the previous financial year on CIL and section 106 planning obligations. The IFS is also required to report the infrastructure projects or types of infrastructure that the authority intends to fund wholly or partly by the levy (excluding the neighbourhood portion).
- 1.9 The Government's Planning Practice Guidance states that the IFS will not dictate how funds must be spent but will set out the local authority's intentions and should be based on up-to-date or emerging plan policies. The Planning Practice Guidance states that:  
  
*'This should be in the form of a written narrative that demonstrates how developer contributions will be used to deliver relevant strategic policies in the plan, including any infrastructure projects or types of infrastructure that will be delivered, when, and where.'*
- 1.10 The current position for the Council is that the IFS sets out a number of potential projects for CIL spending but has not set a clear strategy for communities and developers on the infrastructure or type of infrastructure that is expected to be delivered.

## The new process

- 1.11 The CIL flow chart (Appendix A) illustrates the stages that a CIL bid application will follow. This should be viewed in conjunction with the CIL Applications Timeline (Appendix B), which shows the expected timing for consideration of individual CIL bids for this year. This timeline is also relevant for future years although going forward it is proposed to accept EOI forms throughout the year. In addition, the months stated in this timeline may change in forthcoming years, particularly in relation to the 6-week window for submission of formal applications and the subsequent consideration of bids.

## Stage 1 – Expression of Interest

- 1.12 Initially, applicants seeking CIL funding for infrastructure projects will be required to submit an Expression of Interest (EOI) form (Appendix C), which will be available from the Council's website. Officers will assess the EOI form to determine whether a project would meet the agreed set of mandatory criteria as set out below. Those that meet the criteria will be able to progress to a full application in stage 2, and feedback will be given to applicants whose bids fail stage 1.

- 1.13 The EOI form will require bids to provide basic information about the proposed project and to show that the mandatory set of criteria would be met. The mandatory criteria are:

- **Will the project deliver strategic infrastructure?**  
The levy can be used to fund a wide range of infrastructure, including transport, flood defences, schools, hospitals, and other health and social care facilities. This includes play areas, open spaces, parks and green spaces, cultural and sports facilities, healthcare facilities, academies and free schools, district heating schemes and police stations and other community safety facilities.
- **Does the project improve existing, or create new, infrastructure that would support future housing growth in the area?**  
Regulation 59 of the CIL Regulations requires a charging authority to apply CIL to funding infrastructure to support the development of its area. To support development of the area the project must be shown to enable future growth by a) addressing infrastructure deficits resulting from recent development (built in the last 5 years); and/or b) forward fund infrastructure which will support future committed development.
- **Have other funding options been explored?**  
Applicants are required to show that other funding sources have been explored, including Parish Council CIL funds. Details of the total project costs and known funding sources are required.

- **Is the development realistically deliverable within the next 5 years?**

Details of expected timescales/phasing, management of the project and maintenance arrangements should be included.

- 1.14 This year due to the current backlog an Expression of Interest application window will open for a period of 4 weeks. Once the 4-week window for the submission of EOI forms has closed all forms received will undergo a sifting process by officers to determine those that meet the mandatory criteria.
- 1.15 In future rounds it is proposed to accept EOI forms throughout the year. This will enable an understanding of the number and type of infrastructure projects in the pipeline for future CIL bids, and the likely costs and timescales of these projects.
- 1.16 This information will also inform the section on intended future spending of CIL in the IFS, currently known as Table 6. Strategic infrastructure projects, which are forecasted to seek CIL funding within the next 5-years, (such as a school expansion for example) but do not yet have sufficient detail to be considered under a full application at stage 2 would be recorded in the IFS (Table 6). This will enable an estimate of future CIL pot forecasting to be available to Decision makers to contextualise current and future bids.

#### Stage 2 – Scoring of full applications

- 1.17 Projects that pass stage 1 will be invited to submit a full application within a set 6-week application window, which will occur either on an annual or bi-annual basis to be determined. A full application form (Appendix D) will be issued by officers for eligible applications only. Guidance notes have been produced to support applicants with this process (Appendix E).
- 1.18 Officers will score the full application from 0-6 points against a set of agreed benefits. The Working Group identified the desired benefits of infrastructure projects against which applications will be scored as follows:
- **Support impact of development** – Provide evidence showing to what extent the infrastructure project will support recent or proposed development in the area. This should include reference to any relevant allocations or policies in the Tandridge’s Local Development Plan (e.g. Local Plan, Neighbourhood Plans etc.) and any relevant planning applications;
  - **Enables economic growth and regeneration** – Evidence to outline any economic benefits of the scheme e.g. job opportunities, new business creation etc;

- **Flood defence provisions** – Provide details of any flood protection to homes, commercial space/infrastructure and roads resulting from the project and/or show how the project would support future development;
- **Improves health and wellbeing** – Show how the project would support development through increasing capacity, breadth and/or quality to local health services and/or identify any other benefits to health and wellbeing for communities resulting from the project;
- **Improves provision of education** – Show how the project would support development through increasing capacity, breadth and/or quality to local education facilities and/or identify any other benefits to education for communities resulting from the project;
- **Improves transportation and/or road safety** – Show how the project would support development through increasing capacity and safety of the road network, public transport and/or other forms of transportation;
- **Improves provision of amenity** - Show how the project would support development through increasing capacity, breadth and/or quality to local amenity provision, including play areas, open spaces, parks and green spaces, cultural and sports facilities;
- **Supports climate emergency and environmental measures** – Evidence of the environmental benefits of the scheme;
- **Match funding** – Provide details of other funding sources;
- **Value for money** – Provide evidence to show the need for CIL funding; the costs of the project are reasonable; the level of match funding and wider leverage /investment the project will deliver; provide an assessment against any core outcomes e.g. cost per job/home (against national benchmarks); and a cost benefit analysis.

1.19 The Working Group has determined a weighting from 1-6 for each of the above benefits as set out in the guidance notes (Appendix E). However, it is recommended that this weighting should be reviewed on an annual basis to ensure that it accords with the infrastructure priorities to be set out in the IFS.

1.20 To ensure objectivity a panel of officers, led by an officer from the Strategy Team, will review and score each application based on the evidence provided. A summary of the scoring will be set out in a matrix (Appendix F) and a narrative will be produced to explain the scores given. A key element running through the officers' assessment and scoring process will focus on to what extent the project would support recent development and/or enable future growth in the area as required under the CIL regulations.

### Determining Bids

- 1.21 The officer assessment for each application, and recommendations for funding allocations, will be submitted to the CIL Working Group for consideration and published on the CIL webpage. Appendix G sets out the terms of reference for the Working Group where it is proposed that applicants would have the opportunity to briefly present (max. 3 minutes) their project to the Working Group and respond to any questions members may have.
- 1.22 Once all eligible applications have been considered members of the Working Group will determine which projects they wish to recommend to the S&R Committee for the allocation of CIL funding. This can be either a full or partial award of CIL funds, and reasonable conditions can be recommended to be included in the contract. If the S&R Committee chooses not to approve a particular recommendation from the Working Group, then it should provide an explanation setting out its concerns and request that the Working Group reconsiders the issue.

### Monitoring

- 1.23 Once an allocation for CIL funding has been made officers will draft a contract (to be reviewed by the Council's legal department) with the applicant setting out the schedule for payment of the funds and any required conditions. Officers will report any relevant updates regarding the progress of the project to the next meeting of the Working Group. Further details are set out in the Terms of Reference (for the Working Group (Appendix G)).

### Next steps

- 1.24 If the process outlined above is approved by Committee, officers will send out Expression of Interest (EOI) forms to all applicants with projects on the list included in Table 6 of the IFS published December 2020, as well as to a small number of additional applicants who have been in contact regarding potential CIL funding since this date. The EOI form will also be made available on the Council's CIL website and this will be publicised.
- 1.25 Applicants will have a four-week window in which to submit the EOI form to the Council this year, which is anticipated to run from mid-June to mid-July 2021. Eligible applicants will then be invited to submit a full stage 2 application within a 6-week window anticipated to run from August to September this year.

- 1.26 At this stage it is unknown how many applications will be received, however based on the list in Table 6 of the IFS we could be in receipt of over 50 applications. As such the LEP has been engaged to assist with this initial sifting process to ascertain how many applications will meet the mandatory criteria and be eligible to apply under stage 2. In the event that a large number of stage 2 applications are received the Working Group may wish, for this year, to ask officers to bring forward the most critical projects in terms of timing to be considered more expediently.

#### Budget considerations

- 1.27 Tandridge is already a CIL charging authority and has been collecting CIL since 1<sup>st</sup> December 2014. A total of £3,097,014 CIL funds is currently available to spend and is set aside to be spent on strategic infrastructure projects for the benefit of the District. Parish Councils receive either 15-25% of the total CIL collected in their area (depending on their neighbourhood plan status) to be spend on local infrastructure projects. Regulation 61 of the CIL regulations also allows a charging authority to apply up to 5% of collected CIL to the administrative expenses incurred by CIL.
- 1.28 The new CIL bid application process proposed does not require any additional staff to that already set out within the budget. The Council is seeking to appoint a new Infrastructure Officer to fill the current vacancy within the Strategy Team. This vacancy is currently being covered internally by existing officers with support from the LEP.

#### Conclusion

- 1.29 Officers recommend that the new process, which has been established in conjunction with members of the Working Group and with support from the LEP, be adopted to provide a clear and objective process for determining CIL bid applications for the funding of strategic infrastructure projects in the District. The process will also provide transparency for infrastructure providers, communities and developers to understand how CIL receipts from development is being spent for the benefit of Tandridge residents and to support the growth of the District.

#### Future Government Changes

- 1.30 It should be noted that impending changes to the infrastructure levy are likely, but there is insufficient detail to report on at this time. The changes were proposed through the Planning White paper (August 2020) and the Queen, in her speech has supported a new Planning Bill which is expected to provide further detail.

- 1.31 At this stage it is recommended that the potential for changes should be recognised, but that the Council should proceed with this process as we currently have no information regarding the timeline or detail for any changes.

### **Other options considered**

- 2 The process by which a charging authority determines how to spend its CIL can be flexible. Officers have viewed many examples of different methods used by other authorities and these have been presented to the Working Group. However, the key requirement for spending CIL, to which all charging authorities must adhere, is set out in Regulation 59 of the CIL regulation requiring the application of CIL to fund infrastructure to support the development of its area. It is considered that the process set out above provides a framework in which this requirement can be met.

### **Consultation**

- 3 The process has been undertaken in conjunction with members of the CIL Working Group.

## **Key implications**

### **Comments of the Chief Finance Officer**

The Council's finances will continue to be constrained as we move into the new financial year, this places the onus on the Council to place financial sustainability on all future projects.

The Council has a duty to ensure that it has a tight grip on costs and that projects funded from CIL receipts do not exceed the amount set aside for them. A robust monitoring of the CIL receipts should be undertaken, so money allocated does not exceed money received. The Council will continue to develop and implement plans to ensure rigorous monitoring of all expenditure.

### **Comments of the Head of Legal Services**

The Council's current CIL procedures did not oblige counterparties to enter into a formal contract with the Council in relation to the monies provided to deliver projects, however this was corrected for each awarded grant after 2017. The proposals advocated by this report would remedy this long-term by requiring the parties to enter into a contract which will govern the allocation of funds (staging the payments if necessary), mandating the ring-fencing of funds to the project, and providing the Council with the necessary monitoring and governance powers. The contract will provide legal assurance that the monies are spent as intended and include clawback provisions where any material terms are breached.

Legal Services are satisfied that the proposals set out in this report comply with the CIL Regulations and shall continue to provide assistance to the relevant Officers as and when required.

## **Equality**

The proposed new CIL bid application process is considered to promote equality of opportunity to all involved.

## **Climate change**

There are no significant environmental / sustainability implications associated with this report.

## **Appendices**

Appendix A – CIL Process Flowchart

Appendix B – CIL Application Timeline

Appendix C – Expression of Interest form

Appendix D – CIL Application Form

Appendix E – CIL Application Guidance Notes

Appendix F – Scoring Matrix Template

Appendix G - Terms of Reference

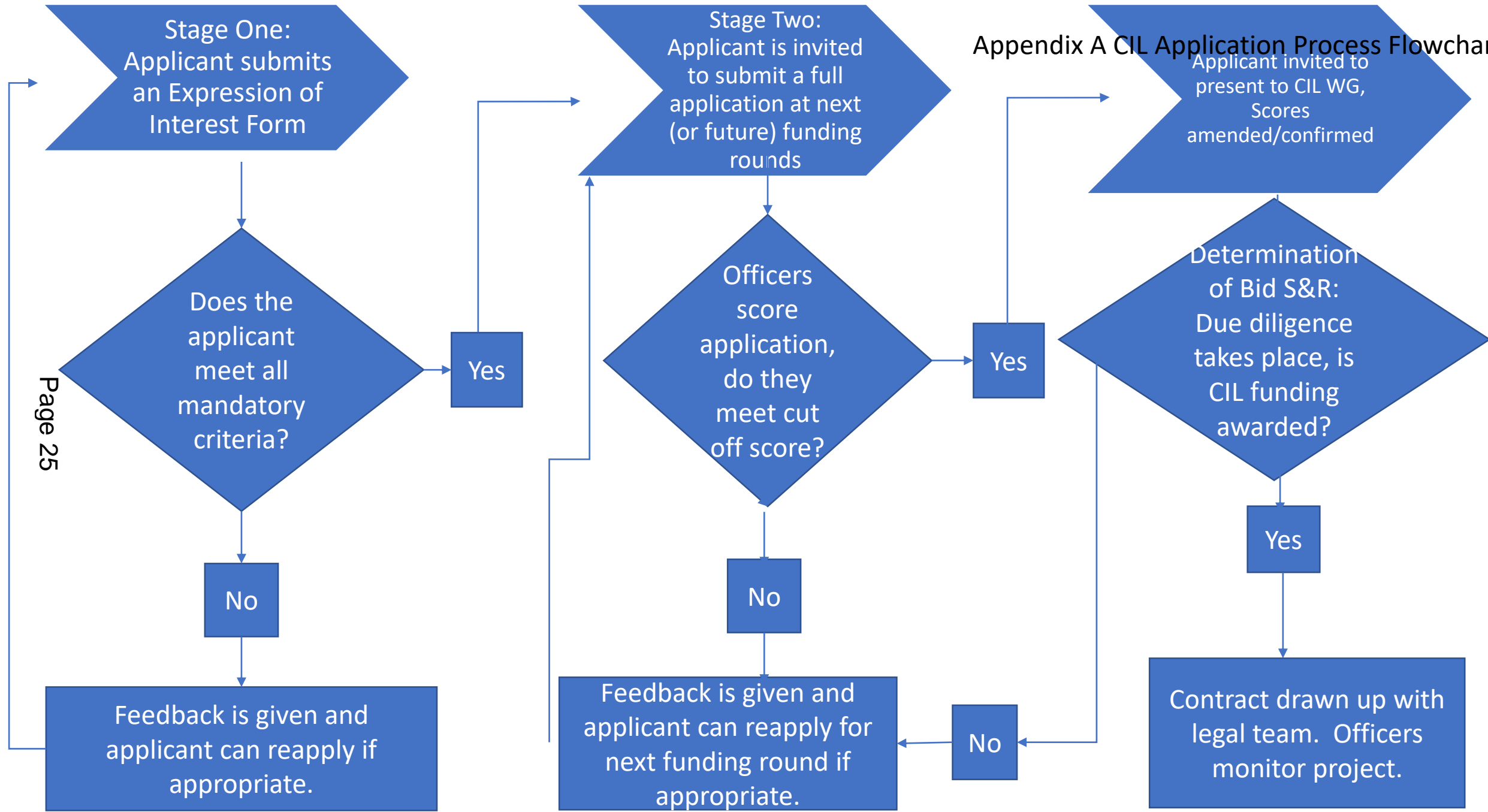
Appendix H – Infrastructure Process Map

## **Background papers**

None



# Appendix A CIL Application Process Flowchart



This page is intentionally left blank

Appendix B Application Timeline

CIL Spend Annual Timeline 2021-22 (and Future years)

<b>Process</b>	<b>Elapsed Time</b>	<b>Month (may change in future years)</b>	<b>CIL Finances/IFS Listing</b>
1. New Process available on Website and contacts e-mailed	0 weeks/start	June	CIL Available budget at March 21 £3,097,014
2. Expression of Interest returned this year	4 weeks	July	All Years EOI considered (approx. 46 applications plus for this year)
3. EOI Validation	2 weeks	August	All Years EOI considered
4. Invite to complete CIL Form/Business Case	Inc above	August	Future Years may not have detail for application but pass the EOI stage, invite primarily 2021/22 only to complete application form
5. Completed CIL Spend application forms returned	6 weeks	September	2021/22 CIL pot is £3,097,014. This is available to fund the new table 5 in the IFS 2021 (in year awards) and the ones from previous years will go to table 4. 2022/23 £ forecast/estimates to go in Table 6 of IFS 2021.
6. Local Area Committee meeting (if Highways)	4 weeks	October	LAC may contribute funding or support?
7. CIL Bids Assessed and report prepared	4 weeks	November	Mainly in year applications, Future Years in Table 6 have passed EOI stage 1 and there is an estimate and forecast for this list.
8. Working Group consider bids	Repeat/series of meetings if lot of bids	November / December	Primarily in year bids can be considered and the budget available should only be partially allocated pending forecasting and table 6 estimates.
9. Strategy & Resources Determine bids	4 weeks	December	Formal approval and fund allocated
10. Infrastructure Funding Statement	To be published by 31 <sup>st</sup> December each year.	November / December	Support drafting of statement



## Tandridge District Council

### Expression of Interest Form – Community Infrastructure Levy (CIL) – Mandatory Criteria

The Community Infrastructure Levy (the levy or CIL) allows local planning authorities to raise funds from development built in their area. The funds raised must be spent on strategic infrastructure which is needed to support the growth of the district.

Applicants seeking CIL funding for infrastructure projects will be required to submit an Expression of Interest (EOI) form. Officers will assess the EOI form to determine whether a project would meet the agreed set of mandatory criteria (outlined in this EOI form). Those that meet the criteria will be able to progress to a full application (stage 2), and feedback will be given to applicants whose bids fail stage 1 (EOI form). Please note, applicants who are eligible to progress to stage 2 will be by invitation only.

All CIL bids need to meet Regulation 59 of the CIL funding rules. Applicants should use the following links for further guidance before applying.

[The Community Infrastructure Levy \(regulation 59\)](#)

[Community Infrastructure Levy - guidance](#)

Please submit the completed EOI form to [cilbid@tandridge.gov.uk](mailto:cilbid@tandridge.gov.uk)

All boxes on this form must be completed in full, mandatory criteria is highlighted with:  
**\*Mandatory criteria**

<b>Project Title</b>	
<i>Please give the project a suitable name.</i>	
<b>Lead delivery organisation</b>	
<i>Outline who the lead organisation is. This needs to be an organisation capable of signing a legal agreement.</i>	
<b>Organisation Address</b>	
<i>Address of lead organisation.</i>	
<b>Type of organisation</b>	
<i>Surrey County Council, Tandridge District Council, Environment Agency, NHS Clinical Commissioning Group, School, GP surgery, Parish Council, Community or Business Group, Charity or Private Company.</i>	
<i>This list is not exhaustive.</i>	

<p><b>Lead applicant name / contact details</b>  <i>Key contact details, including email and telephone number.</i></p>	
<p><b>Brief description of organisation</b>  <i>Detail organisation status and purpose.</i></p>	
<p><b>Are you in collaboration with any other organisation?</b>  <i>Please give name of organisation and detail the relationship.</i></p> <p>E.g. Surrey County Council, the Environment Agency or a Clinical Commissioning Group).</p> <p><i>(this is not an exhaustive list)</i></p>	
<p><b>Project proposal</b>  <i>Describe the full project and what the CIL funding will be used towards.</i></p> <p><i>(Max 100 words)</i></p>	
<p><b>Amount of funding requested from CIL?</b>  <i>(Minimum £20,000 grant only, match funding can be in addition)</i></p>	£
<p><b>Proportion of project proposed to be funded by CIL?</b>  <i>Percentage of CIL funding to the full project costs when match funding is included.</i></p>	%
<p><b>Who is the landowner?</b>  <i>Name of landowner and permissions in place / needed.</i></p>	
<p><b>Will the project deliver strategic infrastructure?</b></p> <p><i>E.g. enables economic growth and infrastructure, transport, flood alleviation, schools, hospitals and other health and social care facilities,</i></p>	<p>Yes <input type="checkbox"/>                      No <input type="checkbox"/></p>

<p><i>play areas, open spaces, parks and green spaces, cultural and sports facilities, district heating schemes, police stations and other community safety facilities.</i></p> <p><b>*Mandatory criteria</b></p>	<p><i>Please state what type of strategic infrastructure the project will deliver.</i></p>
<p><b>Does the project improve existing, or create new, infrastructure that would support future housing growth in the area?</b></p> <p><i>Please indicate if the project will support future housing growth by either (or both):</i></p> <p><b>a) addressing infrastructure deficits resulting from recent development (built in the last 5 years); and/or</b></p> <p><b>b) forward fund infrastructure which will support future committed development e.g. within local plan.</b></p> <p><b>*Mandatory criteria</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>a) <input type="checkbox"/> b) <input type="checkbox"/></p> <p>(please tick both a &amp; b if applicable)</p> <p><i>Please identify any recent and/or committed development to which this infrastructure project relates (please include planning application or Local Plan references where applicable)</i></p>
<p><b>Have other funding options been explored?</b></p> <p><i>E.g. Parish Council CIL funds, Local Enterprise Partnership funding, Surrey County Council funding, Tandridge District Council funding, your own funding or through fundraising.</i></p> <p><i>(this is not an exhaustive list)</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Please list all other funding sources explored and any relevant timescales</i></p>

<p><b>Are there any developer contributions for growth in this area covered under S106 or S278 agreements in the last five years?</b>  <i>Detail all other funding and list the sources.</i></p>	
<p><b>Does this project have a critical need to start delivery in the next 12 months?</b> <i>Please explain your answer providing evidence where appropriate.</i></p> <p><i>E.g. Likely impact resulting from postponing the project</i></p> <p><i>(Max 100 words)</i></p>	
<p><b>Is the development realistically deliverable within the next 5 years?</b>  <i>E.g. who will manage the project, expected timescales/phasing, maintenance arrangements.</i></p> <p><i>Please provide a brief description of the proposed project management and any future maintenance arrangements.</i></p> <p><b>*Mandatory criteria</b></p>	<p>Yes <input type="checkbox"/>                      No <input type="checkbox"/></p>

<b>Sign Off</b>	
<b>Name</b>	
<b>Signature</b>	
<b>Job role</b>	



**TANDRIDGE DISTRICT COUNCIL - COMMUNITY INFRASTRUCTURE LEVY FUND  
APPLICATION FORM**

<b>Project title:</b>	
<b>Project address/location:</b>	
<b>Lead delivery organisation:</b>	
<b>Organisation address:</b>	
<b>Type of organisation:</b>	
<b>Lead applicant name and contact details:</b>	
<b>Issue date:</b>	

The Community Infrastructure Levy (the levy or CIL) allows local planning authorities to raise funds from development built in their area. The funds raised must be spent on strategic infrastructure which is needed to support the growth of the district.

All CIL bids need to meet Regulation 59 of the CIL funding rules. Applicants should use the following links for further guidance.

[The Community Infrastructure Levy \(regulation 59\)](#)

[Planning Practice Guidance - Community Infrastructure Levy](#)

Tandridge District Council (TDC) are inviting eligible applicants who have passed the mandatory criteria in stage one, Expression of Interest (EOI), to submit a full application bid for funding from the Community Infrastructure Levy (CIL) pot. Please do not complete the application form unless you have passed the EOI stage and have been notified by officers at TDC.

This guidance note is intended to assist applicants in completing stage two, the full application form.

Applications should be submitted electronically to [cilbid@tandridge.gov.uk](mailto:cilbid@tandridge.gov.uk).

Please ensure that you use these guidance notes to assist you in completing the application form and submit the relevant documents to support your application.

The minimum CIL funding that can be applied for is **£20,000**. No maximum limit on CIL funding has been set however CIL funding should be used in addition to other funding sources and should only represent a proportion of the total costs of the project.

Each project will be assessed against a set of criteria (outlined below) by the Tandridge District Council Officers. Officers will recommend the highest scoring bids to committee/the Working Group for consideration for funding. Feedback will be provided to applicants that do not pass the scoring threshold at stage two.

All applicants with bids to be considered at committee/the Working Group will be invited to attend the meeting and given the opportunity to present (maximum 3 minutes) to Councillors and answer any questions. Once all projects have been heard Councillors will determine the allocation of funding. This may be a full or partial award, and reasonable conditions may be attached. Officers will be in contact with successful applicants to agree a contract for the payment of funds.

**DISCLAIMER**

By submitting this application form, the applicant agrees to the following:

- All information provided as part of this application is accurate and true;
- The organisation is legally able to, if awarded the funding, contractually sign an agreement;

- All documentation related to this application will be treated in the strictest confidence and will only be shared with those involved with processing the application;
  - Full details of submissions awarded CIL funding will be published in the public domain;
  - Applicants who are unsuccessful following their submission and scrutiny of the application, accept that they will be informed in writing of the reasons for this decision in accordance with the attached Guidance, with further feedback only being provided to the extent and discretion decided by Tandridge District Council Officers;
  - Applicants agree to not issue any written or verbal statements to any third party which could reasonably be seen to be designed to defame, discredit, or to undermine the decision reached by Tandridge District Council in not awarding funding following their submission and scrutiny of the application;
  - That the decision of the award is final and there is no right of appeal;
  - The applicant warrants that they have not colluded with any other applicant in an attempt to benefit their own application through falsification of information or reliance on other applications being successful.
- CIL Regulations 2010 (as amended) post UK's exit from the EU**
- From the 1<sup>st</sup> January 2021, all references to state aid were removed from the CIL Regulations by the EU Exit Regulations and the CIL Guidance and the CIL Forms have yet to be updated. The CIL Guidance at <https://www.gov.uk/guidance/community-infrastructure-levy#state-aid> directs the Collecting Authority and other users to a generic guidance at [Complying with the UK's international obligations on subsidy control](#)
  - Internal legal involvement is advised when completing the application form to ensure compliancy with funding rules.

I .....(insert name) on behalf of .....(insert applicant name) confirm that we agree to be bound by the above application contractual terms.	<b>Signed:</b>	<b>Dated:</b>
--	----------------	---------------

**1. Overview**

**1.1 Overview of the project**

**1.2 What will the CIL funding be used towards?**

<p><b>1.3 Please choose a strategic infrastructure area that is most appropriate to your project.</b> (Please select all that are appropriate)</p>	<p>Flood defence provisions <input type="checkbox"/></p> <p>Improves health provision <input type="checkbox"/></p> <p>Improves education provision <input type="checkbox"/></p> <p>Improves transport safety and/or road safety <input type="checkbox"/></p> <p>Improves provision of amenity <input type="checkbox"/></p> <p>Improves the environment and/or supports climate change emergency measures <input type="checkbox"/></p> <p>Supports economic growth or regeneration <input type="checkbox"/></p>
--	--

**1.4 Highlight how the project fits the chosen priority above and other benefits it may address.**

**1.5 What key improvements would this project generate?**

## 2. Project Specifics and Financial Case

### 2.1 Expected total project cost and source of funding.

	Amount	Source	% of Total Cost	Anticipated year it will be spent
<b>Total Project Cost</b>				
<b>Applicant own funds</b>				
<b>Other public funds</b>				
<b>Private sector funds</b>				
<b>Funding requested from CIL pot.</b>				
<b>Other – add or delete where necessary</b>				

\*Funding requested from Tandridge District Council must be more than £20,000. No maximum limit on CIL funding has been set however CIL funding should be used in addition to other funding sources and should only represent a proportion of the total costs of the project.

### 2.2 Please set out the project expenditure items.

Projects costs (please specify)	Total cost (£) (CIL plus Matched funding)	CIL funding (£)	Match funding (£) – if applicable
<b>Total Net Cost</b>			
VAT			
<b>Total Gross Cost</b>			

### 2.3 Why is the CIL funding required?

*Is this a last resort? What other steps have been taken to secure alternative funding?  
What other options have been looked at.*

### 2.4 Value for money.

*Please demonstrate how the project explores value for money.*

### 2.5 VAT Status.

### 2.6 Ownership / Lease status.

**2.7 Expected tangible core outputs/outcomes:**

<b>Output/outcome</b> <i>(add more rows if required)</i>	<b>Metric</b>	<b>Number to be delivered</b>

**2.8 Main risks and issues the project will need to manage?**  
*(Please also submit a full risk register with this application form)*

*Explain contingency plans to ensure full draw down of funding if ultimately awarded.*

**3. Strategic Case**

**3.1 Describe the case for the need for intervention and how it will support recent or committed development in the District**

**3.2 Stakeholder Engagement**

*Outline the stakeholder engagement carried out and list below the key stakeholders and their interested areas.*

<b>Stakeholder</b>	<b>Interest area</b>

**3.3 What consultation has been / will be carried out for the project**

**3.4 Project dependencies**

*Is planning permission needed, if so has it been sought? What other statutory approvals are needed and the status of these.*

**3.5 Project disruptions**

*What impact will the project have on the local area?*

**Questions 3.6 – 3.13 Please complete the boxes below, answering only those relevant to your project when stated.**

*The questions below will be used as part of the assessment process and applications will be scored against each.*

<b>3.6 How does the project mitigate impact of development or support growth (All projects to answer).</b>
<b>3.7 Enables Economic Growth and regeneration (All projects to answer).</b>
<b>3.8 How does your project provide flood defence provisions (if applicable).</b>
<b>3.9 How does your project improve health provision (if applicable).</b>
<b>3.10 How does your project improve provision of education (if applicable).</b>
<b>3.11 How does your project improve transportation and/or road safety (if applicable).</b>
<b>3.12 How does your project improve the provision of amenity (if applicable).</b>
<b>3.13 How does your project support climate change emergency measures (if applicable).</b>
<b>3.14 Has the project already received CIL? If yes, please explain.</b>
<b>3.15 Is the project linked to any Strategies, the Tandridge Local Plan or a Neighbourhood Plan?</b>
<b>4. Commercial Case</b>
<b>4.1 Procurement Plan</b>
<b>4.2 Involvement of private development partners</b>
<b>4.3 How will the project contribute towards social value</b>
<b>4.4 Please provide details on ongoing maintenance (lifecycle costs) and identify the responsible party</b>
<b>5. State aid</b>
<b>5.1 I declare the amount of de minimis State aid</b>

<p>received in the last three years prior to submission of this application for a grant is less than 200,000 Euro</p> <p>Information about de minimis State Aid for the purposes of a CIL grant can be found at:  <a href="https://www.gov.uk/guidance/community-infrastructure-levy#state-aid">https://www.gov.uk/guidance/community-infrastructure-levy#state-aid</a></p>	<p>Please tick to confirm <input type="checkbox"/></p>
---	--

**6. Management case**

<p><b>6.1 In which financial year do you expect the project to commence.</b></p>	
--	--

<p><b>6.2 In which financial year do you expect the project to complete.</b></p>	
--	--

<p><b>6.3 Is the project urgent?</b></p>
--

--

**6.4 Please set out below the key milestones related to the project.**

Milestone	Start date	Completion date

**6.5 Project management governance**

--

**6.6 Communication and stakeholder management**

--

**7. Declaration**

**I certify that the information provided in this application form is complete and correct at the time of submission.**

<p><b>Signature:</b></p>	
<p><b>On behalf of:</b></p>	
<p><b>Print name:</b></p>	
<p><b>Title:</b></p>	
<p><b>Date:</b></p>	

**Before submitting your application form, please ensure:**

- A full risk register is submitted with the application form
- Please attach professional drawings and a red-edged plan identifying the location of the proposed scheme

Please submit your application and supporting documents to [cilbid@tandridge.gov.uk](mailto:cilbid@tandridge.gov.uk).

DRAFT

This page is intentionally left blank



# TANDRIDGE DISTRICT COUNCIL - COMMUNITY INFRASTRUCTURE LEVY FUND GUIDANCE NOTES

The Community Infrastructure Levy (the levy or CIL) allows local planning authorities to raise funds from development built in their area. The funds raised must be spent on strategic infrastructure which is needed to support the growth of the district.

All CIL bids need to meet Regulation 59 of the CIL funding rules. Applicants should use the following links for further guidance.

[The Community Infrastructure Levy \(regulation 59\)](#)

[Planning Practice Guidance - Community Infrastructure Levy](#)

Tandridge District Council (TDC) are inviting eligible applicants who have passed the mandatory criteria in stage one, Expression of Interest (EOI), to submit a full application bid for funding from the Community Infrastructure Levy (CIL) pot. Please do not complete the application form unless you have passed the EOI stage and have been notified by officers at TDC.

This guidance note is intended to assist applicants in completing stage two, the full application form. Applications will open from **2 August 2021 and close on 13 September 2021.**

Applications should be submitted electronically to [cilbid@tandridge.gov.uk](mailto:cilbid@tandridge.gov.uk).

Please ensure that you use these guidance notes to assist you in completing the application form and submit the relevant documents to support your application.

The minimum CIL funding that can be applied for is £20,000. No maximum limit on CIL funding has been set however CIL funding should be used in addition to other funding sources and should only represent a proportion of the total costs of the project.

Each project will be assessed against a set of criteria (outlined below) by the Tandridge District Council Officers. Officers will recommend the highest scoring bids **to committee/the Working Group** for consideration for funding. Feedback will be provided to applicants that do not pass the scoring threshold at stage two.

All applicants with bids to be considered at **committee/the Working Group** will be invited to attend the meeting and given the opportunity to present (maximum 3 minutes) to Councillors and answer any questions. Once all projects have been heard Councillors will determine the allocation of funding. This may be a full or partial award, and reasonable conditions may be attached. Officers will be in contact with successful applicants to agree a contract for the payment of funds.

## Scoring Mechanism

Each benefit will be scored from 0-6 by a panel of officers and explanation of the final scores will be provided. Where the project does not meet a benefit in any way a score of 0 will be given. Scores of 1 or 2 will be given for where a project contributes at a low level to the benefit, a score of 3 or 4 will be given where a project is considered to partially contribute to the benefit, and scores of 5-6 will be reserved for projects where the project will make a significant contribution to the benefit.

Scoring elements	Description	Weighting (1-6)
<p><b>1. Supports impact of development</b></p>	<ul style="list-style-type: none"> <li>• The application must provide evidence to show how the project supports development in the area in accordance with Regulation 59 of the CIL Regulations;</li> <li>• Evidence must be submitted to show to what extent the project either:               <ul style="list-style-type: none"> <li>a) mitigates the deficit in infrastructure resulting from recent development, thereby supporting future growth in the area. Please refer to specific developments in the area and include planning application references where applicable; and/or</li> <li>b) is forward funding infrastructure which will support the future growth of the area. Please refer to any committed development, such as allocations within the Local Plan and/or references to recently approved planning applications;</li> </ul> </li> <li>• Evidence of the deficit in infrastructure which is to be addressed by the project must be provided. This may include usage forecasts, and existing and alternative capacity assessments e.g. reference to relevant strategies or studies and/or analysis of census data for example;</li> <li>• Officers will assess to what extent the project would align with the Local Development Plan for Tandridge i.e. the emerging Local Plan, Core Strategy etc.</li> <li>• Officers will also assess to what extent the project would align with the TDC Strategic Plan and SCC Place Ambition where applicable, as well as any relevant Neighbourhood Plans.</li> </ul>	<p>6</p>
<p><b>2. Enables economic growth and regeneration</b></p>	<ul style="list-style-type: none"> <li>• Evidence should be provided of any new job opportunities and/or new businesses that would result from the project;</li> <li>• Evidence should be provided of any expected increased spending in the local area;</li> <li>• Officers will also assess to what extent the project would align with any relevant economic strategies or studies where relevant (E.g. TDC Strategic Economic Assessment, TDC Town and Local Centre Review, TDC Retail and Leisure Study, TDC Caterham Town Masterplan SPD).</li> </ul>	<p>6</p>
<p><b>3. Flood defence provisions</b></p>	<ul style="list-style-type: none"> <li>• Evidence should be provided of the extent to which the project would provide flood protection against existing and/or future homes, commercial space and/or infrastructure;</li> <li>• Officers will assess to what extent the project would align with the SCC Local Flood Risk Management Strategy where applicable.</li> </ul>	<p>5</p>

<p><b>4. Improves health provision</b></p>	<ul style="list-style-type: none"> <li>• Evidence should be provided of the extent to which the project would increase the capacity, breadth and/or quality to local health services;</li> <li>• Evidence of the need for improvements and/or expansions to local health services in relation to recent or committed development in the District should be provided;</li> <li>• Evidence to support any other stated health or well-being benefits should be provided;</li> <li>• Officers will assess to what extent the project would align with the relevant CCG Estates Plan where applicable.</li> </ul>	<p>4</p>
<p><b>5. Improves provision of education</b></p>	<ul style="list-style-type: none"> <li>• Evidence should be provided of the extent to which the project would increase the capacity, breadth and/or quality to local education services;</li> <li>• Evidence of the need for improvements and/or expansions to schools and nurseries in relation to recent or committed development in the District should be provided;</li> <li>• Evidence to support any other stated educational benefits should be provided;</li> <li>• Officers will assess to what extent the project would align with Surrey County Council's School Organisation Plan where applicable.</li> </ul>	<p>4</p>
<p><b>6. Improves transportation and/or road safety</b></p>	<ul style="list-style-type: none"> <li>• Evidence should be provided of the extent to which the project would increase the capacity of road networks surrounding a recent or committed development in the District. This may include safety measures such as reconfigured junctions or new crossings;</li> <li>• Evidence should be provided of the extent to which the project would increase the capacity, breath or quality of public transport or any other transportation routes, such as cycling or pedestrian routes within the District. Evidence of the need for improvements or expansion of these routes in relation to recent or committed development in the District should be provided;</li> <li>• Officers will assess to what extent the project would align with Surrey County Council's Transport Plan where applicable.</li> </ul>	<p>3</p>
<p><b>7. Improves provision of amenity (including play areas, open spaces, parks and green spaces, cultural and sports facilities).</b></p>	<ul style="list-style-type: none"> <li>• Evidence should be provided of the extent to which the project would increase the capacity, breadth and/or quality to local amenity services; Support housing growth in the area through increased capacity, breadth and/or quality to local amenity services;</li> <li>• Evidence of the need for improvements and/or expansions to local amenity services, in relation to recent or committed development in the District should be provided;</li> <li>• Evidence to support any other stated public amenity benefits should be provided;</li> <li>• Officers will assess to what extent the project would align with the TDC Open Space Strategy and evidence in the TDC Open Space Study.</li> </ul>	<p>2</p>

<p><b>8. Supports climate emergency and environmental measures</b></p>	<ul style="list-style-type: none"> <li>• Evidence to support any environmental benefits should be provided, including how the project would support climate emergency measures. This could include: <ul style="list-style-type: none"> <li>▪ reduction to carbon emissions;</li> <li>▪ improvements to air quality;</li> <li>▪ energy upgrades;</li> <li>▪ sustainable travel improvements; and/or</li> <li>▪ creation of natural spaces.</li> </ul> </li> <li>• Officers will assess to what extent the project would align with the emerging TDC Climate Change Action Plan and SCC Surrey's Climate Change Strategy.</li> </ul>	<p>2</p>																
<p><b>9. Match funding</b></p>	<p>This would be measured by the % of match funding to CIL award.</p> <table border="1" data-bbox="411 622 1088 913"> <thead> <tr> <th>Match funding</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>0%</td> <td>0</td> </tr> <tr> <td>1-15%</td> <td>1</td> </tr> <tr> <td>16-30%</td> <td>2</td> </tr> <tr> <td>31-45%</td> <td>3</td> </tr> <tr> <td>46-60%</td> <td>4</td> </tr> <tr> <td>61-75%</td> <td>5</td> </tr> <tr> <td>76%+</td> <td>6</td> </tr> </tbody> </table>	Match funding	Score	0%	0	1-15%	1	16-30%	2	31-45%	3	46-60%	4	61-75%	5	76%+	6	<p>6</p>
Match funding	Score																	
0%	0																	
1-15%	1																	
16-30%	2																	
31-45%	3																	
46-60%	4																	
61-75%	5																	
76%+	6																	
<p><b>10. Value for money</b></p>	<ul style="list-style-type: none"> <li>• Evidence of three tenders for the work is required, and justification for the option chosen;</li> <li>• Evidence of the need for CIL funding to deliver the project;</li> <li>• Evidence regarding the level of match funding and any wider leverage/investment the project may deliver;</li> <li>• An assessment against any core outcomes e.g. cost per job/home (against national benchmarks)/ cost-benefit analysis;</li> <li>• Details of project timescales, phasing, maintenance</li> <li>• Officers will assess to what extent the project represents value for money using the following: <ul style="list-style-type: none"> <li>▪ Economy: has the cost of the project been minimised whilst also having regard to quality?</li> <li>▪ Efficiency: to what extent does the project make optimal use of space and resources?</li> <li>▪ Effectiveness: to what extent does the project fulfil its purpose?</li> <li>▪ Equality: to what extent does the project benefit all members of the local and wider community?</li> </ul> </li> </ul>	<p>6</p>																

## Application Form Guidance

The application form template should be completed for all projects that have been invited to apply for funding from the CIL pot following a successful Expression of Interest application.

The application form template covers key area's that will be assessed against the above criteria.

<b>Project title:</b>	Please give the project a suitable name.
<b>Project address/location:</b>	Please identify the location of the project (a red-edged site plan should be provided).
<b>Lead delivery organisation:</b>	Outline who the lead organisation is. This needs to be an organisation capable of signing a legal agreement.
<b>Organisation address:</b>	Address of lead organisation.
<b>Type of organisation:</b>	Surrey County Council, Tandridge District Council, Environment Agency, NHS Clinical Commissioning Group, School, GP surgery, Parish Council, Community or Business Group, Charity or Private Company.  This list is not exhaustive.
<b>Lead applicant name and contact details:</b>	Key contact details, including email and telephone number.
<b>Issue date:</b>	Date application form submitted.

### 1. Overview

<b>1.1 Overview of the project</b>	Please provide a clear and concise overview of the project
<b>1.2 What will the CIL funding be used towards?</b>	Please summarise how the CIL funding will be spent.
<b>1.3 Please choose a strategic infrastructure area that is most appropriate to your project</b>	Please choose all benefits that relate to the project. The more benefits it relates to, the higher the score may be.
<b>1.4 Highlight how the project fits the chosen priority above and other benefits it may address</b>	Please explain how the project fits into each strategic infrastructure area ticked in question 1.3.
<b>1.5 What key improvements would this project generate</b>	Please summarise the improvements this project will generate, being specific to the local area the project falls in.

### 2. Project specifics and financial case

<b>2.1 Expected total project cost and source of funding.</b>	Please complete the summary table provided. Please ensure you name the source of funding and the anticipated year the funding will be spent.
<b>2.2 Please set out the project expenditure items.</b>	Please complete the breakdown of expenditure table provided where possible and the amount of funding for each element.
<b>2.3 Why is the CIL funding required?</b>	Explain why CIL Funding is required– indicate all other options that have been looked at. Where possible highlight what would happen to the project progression if CIL is not granted. Is this funding the last resort?
<b>2.4 Value for money</b>	Please detail how the project would offer good value for money. You should look to address the following. Cost per job, cost per home, cost benefit analysis and any other evidence of value for money.

<b>2.5 VAT status</b>	What is the VAT status of the project?
<b>2.6 Ownership / Lease status</b>	Please outline the length of the lease, if under 7 years are there any restrictions? If owned please list the ownership bodies, percentages and any outstanding liabilities.
<b>2.7 Expected tangible core outputs/outcomes</b>	Complete the table indicating any core outcomes the project will create and how much. E.g. jobs, new roads, floorspace, car parking spaces, cycle / pathways etc.
<b>2.8 Main risks and issues the project will need to manage?</b>	Please summarise the key risks to the project that will need careful management. We also expect a full risk register to be submitted as an annex.
<b>3. Strategic case</b>	
<b>3.1 Describe the case for the need for intervention and how it will support recent or committed development in the District</b>	Please summarise why the project is needed and how it will make a difference to the local area. Please provide evidence to show how the project would support either recent or committed development (or both). Please include references to any relevant planning applications and/or local plan allocations.
<b>3.2 Stakeholder Engagement</b>	Indicate what stakeholders support the project and their interests, and if you have any evidence that could support this. You can also indicate what stakeholder engagement has been conducted.
<b>3.3 What consultation has been/will be carried out for the project.</b>	Please outline what type of consultation is needed for the project and whether it has been carried out or when it is likely to be carried out. Any consultation undertaken as part of the Neighbourhood Plan process should be included in this section if it is relevant to the project being proposed.
<b>3.4 Project dependencies</b>	Please outline any dependencies that will affect the project e.g. statutory approvals, planning approval. If not yet sought, please outline when they will be.
<b>3.5 Project disruptions</b>	Please outline any disruptions to the local area and the impact the project may have e.g. road closures, noise pollution, delays to certain events etc.
<b>3.6 – 3.13 outlined above in the scoring criteria.</b> Please identify all relevant benefits of the project providing any relevant evidence. This may include reference to published plans, studies or strategies, or evidence generated or gathered by your organisation. The weighting for each benefit is outlined in the scoring criteria and TDC officers will assess each project against each of the ten benefits listed.	
<b>3.14 Has the project already received CIL funding? If yes, please explain.</b>	Please explain the amount CIL funding the project has received in the past, when it received it and what is was used for.
<b>3.15 Is the project linked to any Strategies, the Tandridge Local Plan or a Neighbourhood plan?</b>	Please identify any strategies, plans or policies that the project links to and how.
<b>4. Commercial case</b>	

<b>4.1 Procurement Plan</b>	Please provide details of your envisaged procurement route and procurement plan and outline the timescales. Please provide evidence of at least 3 tenders/quotations for completing the project and use the space below to summarise why the preferred tender was selected. The 3 tenders /quotations must be provided as separate pdfs. If unable to secure the 3 tenders/quotations please demonstrate why.
<b>4.2 Involvement of private development partners.</b>	If any, please outline any private development partners involved in the project and how.
<b>4.3 How will the project contribute towards social value.</b>	Please outline what social value impacts the project will bring to the local area. Social, Economic and Environmental impacts.
<b>4.4 Please provide details on ongoing maintenance (lifecycle costs) and identify the responsible party.</b>	Please explain what party is responsible for the on-going maintenance and for how long.
<b>5. State Aid / Subsidy rules</b>	
<b>5.1 I declare the amount of de minimis State aid received in the last three years prior to submission of this application for a grant is less than 200,000 Euro</b>	Please be aware of the relevant legislation and tick the box to confirm declaration. Please provide an explanation if for any reason you cannot tick the box.  Post the UK's exit from the EU this is a complex and changing matter and may depend on the type of purpose of the grant or the grant organisation. Internal legal involvement is advised when completing the application form to ensure compliancy with funding rules.
<b>6. Management case</b>	
<b>6.1 In which financial year do you expect the project to commence.</b>	Outline the year / quarter the project is likely to commence.
<b>6.2 In which financial year do you expect the project to complete.</b>	Outline the year / quarter the project is likely to complete.
<b>6.3 Is the project urgent?</b>	What is the urgency of the project, if it didn't happen now, would there be any knock-on effects.
<b>6.4 Please set out the key milestones related to the project.</b>	Complete the table indicating specific project milestones. This should show both start and completion date for the project, along with the CIL funding being fully spent. If possible please include events/PR opportunities.
<b>6.5 Project management governance</b>	Please set out the project management arrangements including key roles and responsibilities.
<b>6.6 Communication and stakeholder management</b>	Please set out how the communication and stakeholder management will be dealt with for the project and the frequency communication will take place with stakeholders.

## 7. Declaration

### Declaration

Please confirm that the information provided in the application form is complete and correct.

You must ensure that the person signing the form is authorised to do so on behalf of your organisation.

Please sign, print date and include the title of the person signing.

Please attach all relevant documentation needed.

DRAFT



Scoring criteria	Scoring guidance		0	1-2	3-4	5-6
<b>Support impact of development</b>	Provide evidence showing to what extent the infrastructure project will support recent or proposed development in the area. This should include reference to any relevant allocations or policies in the Tandridge's Local Development Plan (e.g. Local Plan, Neighbourhood Plans etc.) and any relevant planning applications.		A score of 0 should be given where no detail is provided	A score of 1-2 should be given where there is minimal detail provided and no supporting evidence	A score of 3-4 should be given where there is substantial detail provided and minimal supporting evidence	A score of 5-6 should be given where there is substantial detail and this is backed up with supporting evidence
<b>Enables economic growth and regeneration</b>	Evidence to outline any economic benefits of the scheme e.g. job opportunities, new business creation etc.		A score of 0 should be given where no detail is provided	A score of 1-2 should be given where there is minimal detail provided and no supporting evidence	A score of 3-4 should be given where there is substantial detail provided and minimal supporting evidence	A score of 5-6 should be given where there is substantial detail and this is backed up with supporting evidence
<b>Flood defence provisions</b>	Provide details of any flood protection to homes, commercial space/infrastructure and roads resulting from the project, and/or show how the project would support future development.		A score of 0 should be given where no detail is provided	A score of 1-2 should be given where there is minimal detail provided and no supporting evidence	A score of 3-4 should be given where there is substantial detail provided and minimal supporting evidence	A score of 5-6 should be given where there is substantial detail and this is backed up with supporting evidence
<b>Improves health and wellbeing</b>	Show how the project would support development through increasing capacity, breadth and/or quality to local health services, and/or identify any other benefits to health and wellbeing for communities resulting from the project.		A score of 0 should be given where no detail is provided	A score of 1-2 should be given where there is minimal detail provided and no supporting evidence	A score of 3-4 should be given where there is substantial detail provided and minimal supporting evidence	A score of 5-6 should be given where there is substantial detail and this is backed up with supporting evidence
<b>Improves provision of education</b>	Show how the project would support development through increasing capacity, breadth and/or quality to local education facilities, and/or identify any other benefits to education for communities resulting from the project.		A score of 0 should be given where no detail is provided	A score of 1-2 should be given where there is minimal detail provided and no supporting evidence	A score of 3-4 should be given where there is substantial detail provided and minimal supporting evidence	A score of 5-6 should be given where there is substantial detail and this is backed up with supporting evidence
<b>Improves transportation and/or road safety</b>	Show how the project would support development through increasing capacity and safety of the road network, public transport and/or other forms of transportation.		A score of 0 should be given where no detail is provided	A score of 1-2 should be given where there is minimal detail provided and no supporting evidence	A score of 3-4 should be given where there is substantial detail provided and minimal supporting evidence	A score of 5-6 should be given where there is substantial detail and this is backed up with supporting evidence
<b>Improves provision of amenity</b>	Show how the project would support development through increasing capacity, breadth and/or quality to local amenity provision, including play areas, open spaces, parks and green spaces, cultural and sports facilities.		A score of 0 should be given where no detail is provided	A score of 1-2 should be given where there is minimal detail provided and no supporting evidence	A score of 3-4 should be given where there is substantial detail provided and minimal supporting evidence	A score of 5-6 should be given where there is substantial detail and this is backed up with supporting evidence
<b>Supports climate emergency and environmental measures</b>	Evidence of the environmental benefits of the scheme.		A score of 0 should be given where no detail is provided	A score of 1-2 should be given where there is minimal detail provided and no supporting evidence	A score of 3-4 should be given where there is substantial detail provided and minimal supporting evidence	A score of 5-6 should be given where there is substantial detail and this is backed up with supporting evidence
<b>Match funding</b>	Provide details of other funding sources.	<b>Match Funding %</b>	0% = a score of 0	1-15% = a score of 1 16-30% = a score of 2	31-45% = a score of 3 46-60% = a score of 4	61-75% = a score of 5 76%+ = a score of 6
<b>Value for money</b>	Provide evidence to show the need for CIL funding; the costs of the project are reasonable; the level of match funding and wider leverage /investment the project will deliver; provide an assessment against any core outcomes e.g. cost per job/home (against national benchmarks); and a cost benefit analysis.		A score of 0 should be given where no detail is provided	A score of 1-2 should be given where there is minimal detail provided and no supporting evidence	A score of 3-4 should be given where there is substantial detail provided and minimal supporting evidence	A score of 5-6 should be given where there is substantial detail and this is backed up with supporting evidence

This page is intentionally left blank

## **Community Infrastructure Levy Working Group Terms of Reference - Draft**

### **1. Purpose**

The Working Group shall consider bids for Community Infrastructure (CIL) funding and submit recommendations to the Strategy & Resource (S&R) Committee for allocation of the funds. If the S&R Committee chooses not to approve a particular recommendation, then it shall provide an explanation setting out the concerns and request that the Working Group reconsiders the issue.

The Working Group shall oversee the initial application process and scrutinise each project for strategic fit and compliance with CIL requirements.

The Working Group is additionally accountable for the oversight, monitoring and governance of awards. This includes contract management where triggered, application revisions and extensions, financial updates, project delivery scrutiny, output creation and compliance with funding agreements.

The Working Group is to take an objective and detached view of applications.

### **2. Responsibilities**

- To determine the method for evaluating and scoring to rate each application submitted and review weighting for criteria on an annual basis.
- To scrutinise full applications and project presentations in order to put forward funding recommendations to the Strategy & Resources Committee, including any special terms under which the award is made.
- To monitor, on behalf of the Strategy & Resource Committee, the delivery of projects that have had funding allocations. This monitoring will include regular reporting from officers in relation to contract management and financial updates.
- As part of CIL project monitoring, the Working Group have the authority to call individual projects into account where Grant contract conditions trigger review.
- To note Grant contract monitoring information by exception.
- To instruct or to give recommendations to the Strategy & Resource Committee as required regarding funding awards, extending grant periods or changes to conditions, setting funding conditions and other provisions to be included under the funding agreement, or any action as appropriate to ensure compliance with the funding rules.
- The working group will be advised by officers to in order to adhere to the CIL regulations.

### **3. Members**

All Members of the Working Group are responsible for ensuring a fair and transparent process is followed in the scrutiny and subsequent recommendation of funding awards.

Members must declare any Conflicts of Interest prior to review of a project and this information should be recorded in the minutes. 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.

The purpose of the working group is to take an objective and detached view of applications and as such need not be politically balanced to undertake responsibilities.

### **4. Officers**

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.

### **5. Quorum**

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

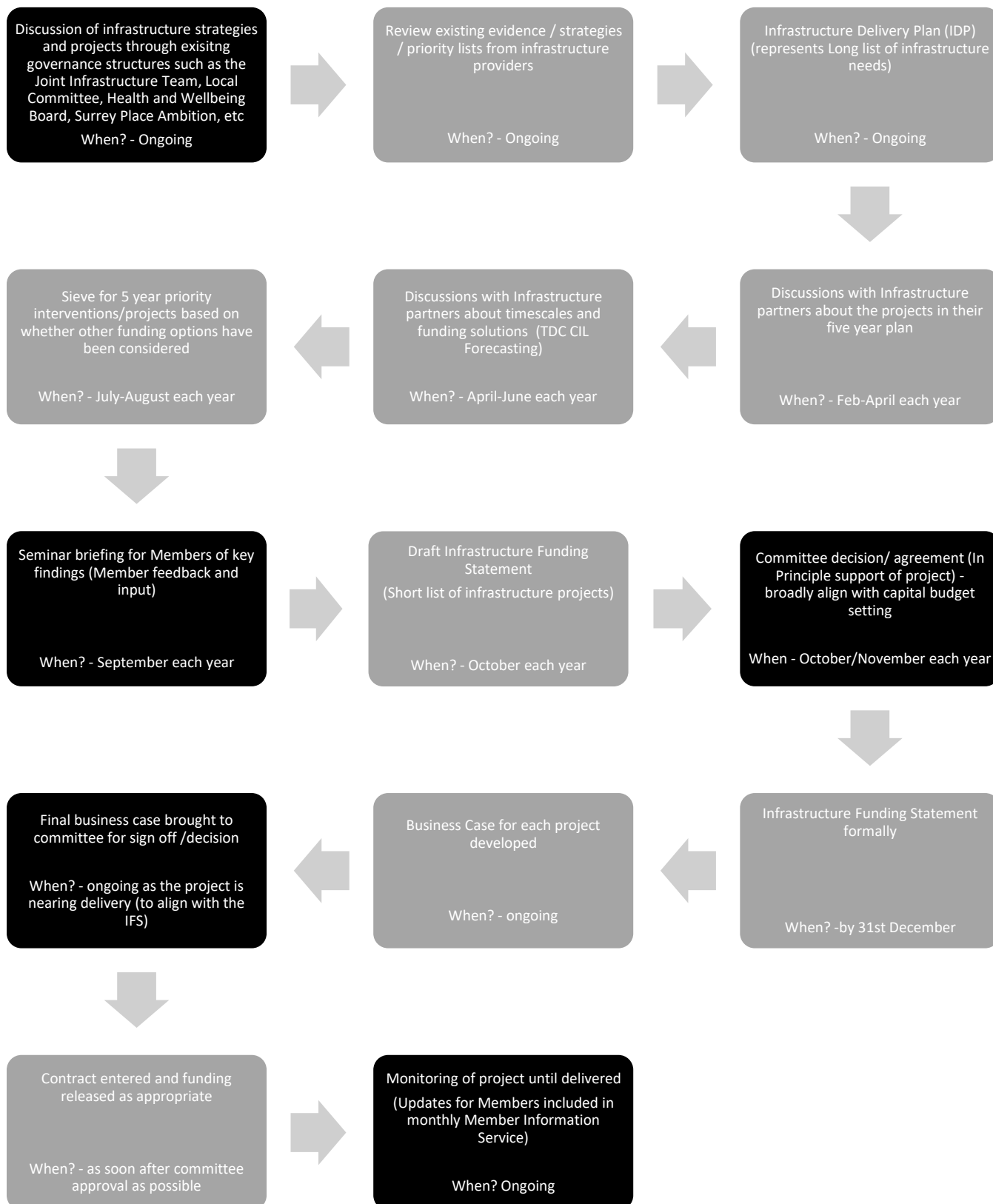
A majority vote will be accepted and where a consensus majority is not possible the Chair shall have a casting vote.

### **6. Transparency**

Working Group papers and minutes are to be published in the public domain within 10 working days of a meeting. Papers may include redacted information when commercially sensitive or confidential.

## Appendix H- TDC Annual CIL Spending Process Map

Key – Black boxes indicate member involvement and grey boxes are officers or infrastructure



This page is intentionally left blank

## **Extension to CAPITA Revenues and Benefits database contract - confirmation of decision taken under urgency powers (SO 35)**

### **Strategy & Resources Committee Tuesday, 8 June 2021**

Report of: Executive Head of Communities

---

Purpose: For decision

---

Publication status: Unrestricted

Wards affected: All

---

#### **Executive summary:**

In February 2020 the Council commenced on the implementation of Northgate Public Services' (NPS) Revenue and Benefits database to replace the existing CAPITA system. The main reason for this project was value for money, public to self-serve, process automation and reduced pressure on resourcing following the Customer First Programme.

Following a competitive process NPS was selected for its ability to automate and streamline processes and provide residents with high levels of service through its citizen view function.

A capital budget was approved by this Committee in January 2020. This budget is managed and monitored by a projects delivery manager.

---

**This report supports the Council's priority of:** Building a better Council and Supporting economic recovery in Tandridge

**Contact officer** James Devonshire Specialist Services Manager

JDevonshire@tandridge.gov.uk

---

**Recommendation to Committee:** That the decision taken under urgency powers to extend the CAPITA software licence be ratified.

---

**Reason for recommendation:** A decision to extend the contract was taken under urgency powers (standing order35) to prevent potential loss of revenue through the inability to submit an annual housing benefit subsidy claim, loss of income through council tax and non-domestic rates, reputational damage and loss of/ reduction in administration grants received from Department of Work and Pensions.

---

## **Introduction and background**

- 1 Implementation of the NPS project is now over 12 months in motion and the project team, led by the project delivery manager includes specialists from Revenues and Benefits, IT and other areas of the business. The project team has overcome several challenges to get to its current position. It was first planned that the NPS system would be live by 1 March 2021. This was subsequently delayed to June 2021 due to concerns relating to the quality of data and restraints in meeting the project timeline.
  
- 2 The maintenance and support contract for the current CAPITA database was due to expire on 31 March 2021. It was always the intention of the project team to ensure that the new NPS database was launched prior to the CAPITA maintenance and support licence ending. However, due to slippage in the project timeline a revised go live date of June 2021 was agreed. This would have left the CAPITA system in operation without a valid maintenance and support licence. Following discussions with CAPITA, Officers were advised by CAPITA that a minimum 12-month extension to the licence was all that could be offered. It was therefore risk assessed that the CAPITA system would run without a licence for a two-month period throughout April and May. This risk was mitigated by the fact that annual billing and end of year processes would have been complete and was also based on the infrequent support need from CAPITA in previous years.
  
- 3 As the team approached the new go live date of June 2021, the work and time required to be spent on the project increased beyond what was reasonably practical. The demands of the project meant that Officers were faced with deciding between the prioritisation of project work and/or business as usual (BAU) tasks. Currently, there is already a substantial backlog of BAU work which is ever increasing. A decision to submit a business case to extend the CAPITA maintenance Licence and postpone go live was made.



4. On 22 March 2021 a business case was submitted to the Executive Leadership Team, proposing to delay the June 2021 go live date to October 2021. The business case was prepared by the specialist service manager and supported by the wider stakeholder and project teams. This business case highlighted the following:
  5. Any delay to the June 2021 go live date would mean a new maintenance and support contract with CAPITA to ensure support was available for the extended period of use of the system. Initial discussions indicated that this would cost in the region of £70,000 for a minimum 12 month contract plus a £25,000 support fee payable to Mole Valley District Council to host the platform or an in house resource.
  6. All data reconciliation work and training would have been required throughout April 21. This is when the Councils annual subsidy claim is submitted and the Housing Benefits team were set to receive more than 5000 pieces of work from customers due to their rents and financial circumstances changing ahead of the new financial year.
  7. Revenues and Benefits staff were under immense pressure to juggle the high demands of the project and carry out BAU tasks to the set standards. This was further impacted by the pandemic and the additional work it had generated for the teams, such as:
    - The assessment and administration of increased Council Tax Support
    - Increase in Housing Benefit Claims
    - Increase in Discretionary Housing Payment claims
    - Increase in Universal Credit Checks
    - The assessment and administration of Business Grants and the Additional Restrictions Grant scheme
    - Changes to the rate relief systems
    - Additional weekly Government data returns

### **Other options considered as part of the business case**

9. The following considerations have been given to overcome the above challenges.
10. Overtime – Overtime for both Revenues and Benefits staff was granted in November 2020 to reduce the backlog of BAU work before migration in May. While the overtime has assisted in keeping numbers steady, it had minimal impact on the overall backlog. This is due to Officers currently working 12 to 13-hour days on the project and therefore not having the capacity to work additional hours. It was apparent that the volume of both BAU and project work was starting to fray relationships in both the team and wider project team. It was therefore considered not to be a reasonable mitigation.

11. Additional resource – Additional resource has been considered in a variety of forms. Initial consideration was given to recruiting a temporary member of staff to assist with the day to day tasks of assessment and processing of applications. For this to be viable, a contractor would require knowledge on the current CAPITA system and be a competent assessor. Due to the time of year and the demand for such experience, costs were upwards of £35 per hour. It was also considered that it would take approximately four to six weeks to recruit and begin to see the benefits. Any new member of the team, whether a temporary member of staff or permanent, would require training and work checking in the form of management checks. This would in turn further reduce the capacity of specialists working on the project. It was therefore considered not to be a viable mitigation.
12. Consideration was then given to recruiting a temporary member of staff to undertake the project's data checking and reconciliation work. Having considered this resource it was believed that again, the contractor would need some experience of the current CAPITA system and would require training. Concerns were also raised by the team that a contractor carrying out this task may not be as thorough as permanent members of the team as they would not be using the end product. After checking with several agencies cost for this experience and knowledge of the CAPITA system were still likely to cost in the region of £20 - £25 per hour. It was therefore considered not to be a viable mitigation.
13. A discussion has recently taken place with Northgate's own processing team. This team is separate from the NPS project team and carry out assessments for both revenues and benefits for several large Local Authorities using CAPITA. Initial discussions took place in March 2021, however due to the time of year and additional workload due to the pandemic, support cannot be provided until June 2021.
14. Delay the implementation of NDR system – Consideration was given to delaying the Non-Domestic Rates database until all COVID related business grants have closed. It has been confirmed that the final round of grants (Restart Grants) commencing in April 2021 will need to be closed and paid by 31 July 2021. Our current process is to administer these grants via the CAPITA /ACADEMY system in the form of refunds and reliefs. This is a process that has been in place since the start of the pandemic and was recently audited by our internal auditors. The outcome of the audit has been confirmed as Reasonable - There is a generally sound system of governance, risk management and control in place.
15. Weekly data returns are required to be sent to BEIS with regular system reconciliation required. NPS advised that grants can continue to be administered in CAPITA until Go live, at which point data can be transferred into the new system. This was considered by the team but there was real concern that the ability to conduct fraud and eligibility checks on applicants would have been lost due to insufficient historical data being available in the new system. It was therefore considered not to be a viable mitigation.

## **Risks identified within the business case**

16. Loss of income due to inability to submit Subsidy claim – Each year a subsidy claim is submitted to DWP, this is for the sum of approximately £13m. There was a risk that without fully reconciled data the annual claim would not have been accurate at the time of submitting. The subsidy claim is audited each year and has been unchallenged for several years. The inability to submit an accurate subsidy claim is a major risk and could potentially result in a significant loss of income to the Council.
  
17. Loss of income due to Local Authority error – This again ties into the annual subsidy return. Delay in processing outstanding work will result in local authority errors within the claim. A local authority error is often caused by inaccurate assessment of a claim or late processing. Each subsidy cell has set thresholds, each time a threshold is met it equates to a loss in subsidy the Council can recover. If the top threshold is met it will mean losing all the subsidy from that cell. At the time of presenting the business case the team were close to hitting the first threshold which would have resulted in a 10% reduction in the subsidy able to be recovered. In monetary terms, this would have generated a loss of approximately £200,000. The risk is mitigated by assessing more claims more accurately.
  
18. Financial penalties due to inability to process Business Grants – Due to the pandemic, the Government announced several grant schemes to support local businesses. These schemes started in April 2020 and are confirmed to end in July 2021. There was a risk that grants may not be able to be administered and paid within Government timeframes or within the boundaries of the guidance, if the decision was made to stand by the June 2021 date. An additional concern was the inability to accurately check the eligibility of applicants, increasing the risk of fraud. Any grants paid to fraudulent businesses would not be covered by the Government and the cost would need to be met instead by the Council.
  
19. Reduction in administration Grants – Each year the Council receives a net admin grant from the DWP to the sum of approximately £160,000. This grant is to cover all costs associated with the assessment and administration of Housing Benefit and Council Tax Reduction applications, it also supports the administration of the Discretionary Housing Payment fund. Failure to assess these applications within the national targets may have resulted in a reduction of administration and new burdens grants in future years. It is also likely that a review would have been undertaken by the DWP into the Councils processing and management of applications. These reviews are known to be extremely time consuming and is a task that the team do not have the desire or capacity to undertake. Any reduction in administration grant will be decided because of the DWP review.

20. Prioritisation of project over Business as usual – Prioritising the project at the time would have adversely affected the ability to assess and administer Housing Benefit applications. If this were to happen, there would have been significant impact on the public who will be waiting for their Housing Benefit payments, increasing their risk of eviction by their landlord. This was deemed an unnecessary risk given the financial hardship claimants find themselves in.
21. Reputational damage / bad press – At a time when so many residents and business owners in the district are struggling financially, they should be able to rely on the proactive work of the Council. Any delay in payment of benefits or business grants will inevitably result in bad press. Revenues and Benefits staff have worked tirelessly to ensure that financial support is offered to those most in need.
22. Staff sickness and absence – Due to the demands of the project and BAU, staff were beginning to struggle with the workload. As the project approaches its final stages, staff in all areas of the project team were working excessive hours and had a significantly reduced work-life balance. This is evident from discussion in and around the team, there was a real risk that staff were becoming so overwhelmed by the volume of work it was having a detrimental impact on their welfare.

### **Additional costs identified**

23. Additional costs of approximately £95,000 would have incurred due to a £70,000 annual extension of the CAPITA Licence and £25,000 in support fees.
24. After negotiation with CAPITA a revised fee of £49,000 was presented to ensure system maintenance until 30 September 2021. This has again been reduced to £42,000 following further negotiation.
25. In addition to this the £25,000 support fee has been reduced to £7,000 which can be funded from within the 2021/22 IT budget.
26. Due to the extension of the go live date, an additional data cut will be required. This is to ensure that data being migrated is as accurate and up to date as possible. This is an additional task for Northgate Public Services who have given an indicative additional cost of £32,000. It has been confirmed that this cost can be accounted as a capital cost and will not impact on the 2021/22 revenue budget.
27. Total additional cost of postponement on allocated budgets is therefore £42,000. This will be financed by ringfencing surplus from 2020/21 budgets for the conclusion of the Northgate project which was anticipated to have concluded within the year.

28. Final stage discussions are now underway with the Northgate processing service. This service has been quoted at £172.50 per day, with the view that 2x FTE undertakes some Housing Benefit processing tasks on the Councils behalf. It is anticipated that this cost, approx. £10,000 will be funded from Containment Outbreak Management Fund(COMF) grant.

### **Mitigations to ensure October go live date is met**

A number of mitigations have been put in place to ensure that the revised October go live date is met, these include:

- Acquiring the services of the Northgate Processing service to clear current backlog of outstanding processes.
- Revised project timeline with additional time to reconcile and validate data prior to being transferred to the new system.
- Ongoing weekly project team meetings to ensure issues are raised and resolved as quickly as possible.
- A resource rota has been implemented to ensure adequate resource is committed to meeting the demands of the project in the later phases.
- Continuing weekly meetings with NPS to ensure project timeline is met and quality of output from NPS is as required.

### **Consultation**

Permission to extend the CAPITA Licence until 30 September 2021 was granted by the Chief Executive and Group Leaders by means of an Urgency Decision in April 2021, pending review and ratification by the Strategy and Resources Committee.

### **Key implications**

#### **Comments of the Chief Finance Officer**

The Revenue and Benefits database is business critical and the revenues and benefits teams are unable to function without it. The successful implementation and transition to Northgate is essential to ensure the smooth running of the revenue and benefits team. It is therefore sensible to delay implementation to ensure we get it right rather than to rush to implement an unfinished system. The additional costs identified in the report can be met by the using part of the unbudgeted COMF grant funding we have received in 2021/22.

The full cost of implementing the system can be met from existing revenue and capital budgets. The cost of the Capita licence will be met from the revenue budget. From the 2020/21 General Fund underspend £42,000 has been carried forward to 2021/22 to cover the unbudgeted cost of the licence.

## **Comments of the Head of Legal Services**

The requirement to report decisions taken under the various urgency provisions is set out within the Constitution. Standing Order No.35 states that in relation to Council responsibilities, subject to consultation with the Leaders of all the groups of the Council and the Chair of the respective Committee, the Chief Executive shall have the power to act on behalf of the Council in cases of urgency only where the urgent matter is of such a nature that it may be against the Council's interest to delay and where it is not practicable to obtain the approval of the Council.

Following that decision, the responsible Officer is required to provide a full report to the next available Council meeting explaining the decision, the reasons for it and why the decision was treated as a matter of urgency. It is noted that the necessary process as set out above has been followed and any written representation made by individual Group Leader and Chair was considered.

## **Equality**

An Equality Impact Assessment has been completed which has not identified any negative impacts as a result of this decision.

## **Climate change**

There are no significant environmental / sustainability implications associated with this report.

## **Appendices**

Appendix A - Signed Delegated Decision Request – Urgency Powers (SO35)

## **Background papers**





None

----- end of report -----

### Chief Executive Urgency Decision

This form is to be used for the purposes of recording the Chief Executive's agreement to proceed with an urgency decision. The form should be signed by the Monitoring Officer or other Chief Officer prior to submission to the Chief Executive.

<b>Your Name</b>	James Devonshire
<b>Job Title</b>	Specialist Services Manager
<b>Brief description of the matter</b>	<p>A business case was recently presented to ELT to postpone the go live of the Northgate migration from CAPITA until October 2021.</p> <p>In doing so additional costs of approximately £95k would be incurred due to a £70k annual extension of the CAPITA Licence and £25k in support fees.</p> <p>After negotiation with CAPITA a revised licence fee of £49K was presented to ensure system maintenance until 30 September 2021. This has been reduced to £42K by further negotiation. In addition to this the £25k support fees have been reduced to £7k which can be funded from within the 2021/22 IT budget.</p> <p>Total additional cost of postponement on allocated budgets is £42k. This will be financed by ringfencing surplus from 2020/21 budgets for the conclusion of the Northgate project which was anticipated to have concluded within year.</p>
<b>Lessons Learnt</b>	N/A
<b>Comments from Head of Legal / Monitoring Officer</b>	
<b>Is the matter urgent? If so, why.</b>	<p>A decision is required urgently to ensure the Revenues and Benefits CAPITA system is maintained during the extended period until 30 September 2021.</p> <p>Failure to maintain the system may result in the Councils inability process and administer Housing Benefit applications, collect Council Tax and collect Non-Domestic Rates in accordance with its statutory duties.</p>
<b>Authority</b>	<p>The Council's constitution contains the following urgency provision:</p> <p style="text-align: center;"><b>No. 33</b></p> <p style="text-align: center;"><b>GENERAL URGENCY PROVISION</b></p>

	<p><i>"The Chief Executive and other Chief Officers shall be authorised to take decisions on the grounds or urgency regarding matters which would otherwise be reserved for determination by a Committee or the Council. A matter can be deemed urgent if, in the reasonable opinion of the Chief Officer concerned, a delay would seriously prejudice the interest of the Council or of the public and it is not practicable to convene a quorate meeting of the relevant decision-making body in sufficient time to take the decision."</i></p> <p>The Chief Officer concerned shall also:</p> <ul style="list-style-type: none"> <li>• advise and seek the views of the Political Group Leaders and the Chair of the appropriate Committee at the earliest opportunity; and</li> <li>• report the matter to next scheduled meeting of the appropriate Committee.</li> </ul>
<p><b>Are there any key risk factors for example organisation reputation, financial or political interest?</b></p>	<ul style="list-style-type: none"> <li>• Loss of income due to inability to submit Subsidy claim</li> <li>• Loss of income due to Local Authority error</li> <li>• Financial penalties due to inability to process Business Grants</li> <li>• Reduction in administration Grants</li> <li>• Reputational damage / bad press</li> </ul>
<p><b>Any additional information.</b></p>	<div style="text-align: center;">   </div> <p>Tandridge Support RE Extension of Quotation April 21, Support and Mainte</p>
<p><b>Signed by the Executive Head of Communities</b></p>	
<p><b>Date</b></p>	<p>12<sup>th</sup> April 2021</p>
<p><b>Signed by the Interim Chief Executive</b></p>	
<p><b>Date</b></p>	<p>21/4/21</p>



## **Additional Restrictions Grant - one-off payments - confirmation of decision taken under urgency powers (SO 35)**

### **Strategy & Resources Committee - Tuesday, 8 June 2021**

Report of: Executive Head of Communities

---

Purpose: For decision

---

Publication status: Open

Wards affected: All

---

#### **Executive summary:**

On 31st October, the Government announced the introduction of additional support for Local Authorities under national and Local Covid Alert Level 3 restrictions. This funding is intended to support local businesses who have suffered financial loss as a result of the pandemic and for businesses who have not been eligible for other Government grant schemes.

Following an amendment in guidance by Government, the Council is now required to have fully committed the first two allocations of funding to local businesses by 30 June 2021. This being 9 months earlier than the original guidance specified.

---

#### **This report supports the Council's priority of:**

Supporting economic recovery in Tandridge

**Contact officer** James Devonshire Specialist Services Manager  
JDevonshire@tandridge.gov.uk

---

**Recommendation to Committee:** That the decision taken under urgency powers under Standing Order 35 of the Constitution to make additional one-off top up payments to local businesses, from Additional Restriction Grant allocation be ratified.

---

### **Reason for recommendation:**

Failure to spend the first two allocations of Additional Restrictions Grant funding by 30 June 2021, will prevent the Council receiving a top up of £800,000 for local business support in July 2021.

---

### **Introduction and background**

In guidance first published by the Department for Business, Energy & Industrial Strategy (BEIS), Local Authorities were required to spend their full grant allocation by 31 March 2022 with an initial allocation of £1.7m provided to the Council.

An additional top up of £800,000 was received in January 2021 bringing the total allocation to £2.54m.

Further guidance released by BEIS in April 2021, stated that the first two allocations are now required to be fully spent by 30 June 2021 (£2.54m). Failure to spend this allocation within the allotted time will prevent an additional top up in July 2021, of £800,000 being given to the Council for administration to local business.

As of 1 June 2021, a total of £658,862 had been allocated to local businesses. This leaves £1,886,572 to be spent by 30 June 2021.

### **Allocations Process (following consultation with Advisory Panel)**

The following recommendations have been devised in consultation with members of the Additional Restrictions Grant Advisory Panel:

- 1) The current Spring 2021 Scheme due to expire on 31 May be extended until 20 June 2021
  - This is to ensure applications are maximised and leave enough time for assessment, panel comment and payment by 30 June 2021.
  - A new Summer 2021 Scheme is to be launched in July following consultation with the Panel.

2) Make an additional one-off payment to Micro-Businesses, Serviced Office users and occupiers of Flexible Working Space totalling approximately £1,204,500.

- These business types have not been eligible for any other Government grant scheme and include driving instructors, mobile hairdressers, community groups renting community halls, children's day care (without an RV) and taxi drivers.
- The list is not exhaustive and an application form is not required. Payment will only be made to those who have already received an ARG payment following a successful application and must be resident in the District.
- Due-diligence will take place prior to payments being made. All recipients will receive prior notification of the payment, advising that payment is an extension of the previous grant and that they are to notify the Council of any change of circumstances immediately.
- New applicants will also receive the one-off payment until current scheme closes.
- One payment will be made to each household regardless of the number of businesses being run from that address.
- Businesses with a Rateable Value that are not eligible for a Restart Grant will also be considered for a one-off payment such as catteries and boarding kennels.
- All businesses will receive the same sum which is expected to be in the region of £5,500.

3) Make a one-off additional payment to all Public Houses to assist with Business Rate liability. Payment amount will depend on the Rateable Value.

- Public Houses with a Rateable Value up to £51,000 will receive a payment of £15,000.
- Public Houses with a Rateable Value of £51,001 and over will receive a payment of £25,000.
- Payments will only be made to those Public Houses who have submitted a previous successful application for an ARG payment.

4) Make a one-off additional payment to all Social / Workingmen's Clubs.

- Social clubs were excluded from the Winter Wet Led payment that Public Houses received despite being closed for the same period of time.
- Social / Workingmen's clubs with a Rateable Value of £15,000 and under will receive a payment of £7,500.

- Social / Workingmen's clubs with a Rateable Value between £15,001 and £51,000 will receive a payment of £10,000.
- Social / Workingmen's clubs with a Rateable Value of £51,001 and over will receive a payment of £12,500.
- Payments will only be made to those Social /Workingmen's clubs who have submitted a previous successful application for an ARG payment.

### **Other options considered**

Consideration has been given to providing all small businesses with a Rateable Value less than £15,000, a one-off top up payment. This would have been in place of the support recommended for Public Houses and Social/ Workingmen's Clubs.

This was not considered a viable option due to the number of applications to process, the limited time and resource available and knowledge that all small retail businesses will receive 100% rate relief for the remainder of the financial year.

### **Summary and forecast of spend based on allocation process**

- Total to be spent by 30 June 2021 = £2,545,434
- Total spend to date = £658,862
- Total left to spend before 30 June 2021 = £1,886,572

#### Allocation Process

- Scheme to be extended to 20 June 2021
- £1,204,500 spend on micro businesses, serviced office users and occupiers of flexible working space
- £275,000 spend on Public Houses
- £22,500 spend on Social Clubs

Total spend = £2,160,362

Amount to spend by 30 June 2021 - £384,572 (new applications)

### **Consultation**

In November 2020 an Officer / Member Advisory Panel was convened. This Panel hold weekly communication to discuss, review and consider applications recommended for payment by Officers before grant sums are paid.

It is with the ongoing support of this panel that the Additional Restrictions Grant Scheme has been able to provide financial support to local businesses.

In addition, permission to proceed with one-off payments as detailed in this report was granted by the Chief Executive and Group Leaders by means of an

Urgency Decision on 24 May 2021, pending review and ratification by the Strategy and Resources Committee.

## **Key implications**

### **Comments of the Chief Finance Officer**

The Council wishes to support local businesses to the fullest extent possible. It therefore makes sense that we look to fully allocate our existing provision of ARG grant to insure we receive the next allocation and are able to support local businesses further.

The Council has received grant from Government to cover the administration costs of paying grants to local businesses.

### **Comments of the Head of Legal Services**

This report seeks to approve a grant scheme for the Additional Restrictions Grant from the Ministry of Housing, Communities and Local Government (MHCLG) on behalf of the Department for Business, Energy and Industrial Strategy ('BEIS') to provide financial support to local businesses through grants and business support functions, which will have a direct and indirect impact on all residents.

The Council must make decisions in accordance with the law and also in accordance with its fiduciary duty to its taxpayers in using Council resources. The report mentions the headline needs and benefits including the social and financial benefits that must be properly weighed up and considered before taking decisions when accepting grant, applying and setting award criteria for allocation and applying resources generally.

The Council has power under Section 1 of the Localism Act 2011 to deliver grant funding to business it deems as eligible. Therefore, Councils have complete discretion with how they use the Additional Restrictions Grant funding along with flexibility around grant amounts and the frequency of these payments. In addition, councils can support any business they deem requires help regardless of that business having to close or remain open or having already received a grant payment through other support scheme.

### **Equality**

It is the intention of the Council to ensure each business category or type have an equal opportunity to receive financial support via the Spring 2021 Additional Restrictions Grant scheme.

Recommendations set out in this report are in addition to the main scheme amount. Businesses categories identified as part of the recommendations are considered on the basis that they have either, not been eligible for other Government Grant Schemes including the Restart Grant or will not receive 100% retail rate relief throughout 2021/22 due to being in the hospitality sector.

It is the intention of the Council to continue administering ARG payments from funding allocations received from Government until 31 March 2021. This is however, reliant on additional funds being made available.

All businesses within the district are able to submit an application for ARG funding via the business support pages on the Councils website and payments will be administered to all eligible in accordance with the open scheme at that time.

### **Climate change**

There are no significant environmental / sustainability implications associated with this report.

### **Appendices**

None

### **Background papers**

None

----- end of report -----