

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.