

Community Infrastructure Levy Joint Officer Working Group

Terms of Reference

Purpose

The Community Infrastructure Levy Joint Officer Working Group (the “Working Group”) shall work jointly and collaboratively to assess bids for Community Infrastructure (CIL) funding and submit recommendations to the Community Infrastructure Levy Joint Committee (the “Committee”) for approval.

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

At the establishment of the Working Group, wider engagement is underway across wider infrastructure providers. Over 2025, the proposals and priorities of partners will be drawn into the work programme and in due course appropriate projects will be built into the assessment for consideration by the Committee.

The Working Group shall be accountable for the oversight, monitoring and governance of awards once approved by the Committee. This includes contract management where triggered, application revisions and extensions, financial updates, project delivery scrutiny, output creation and compliance with funding arrangements.

The Working Group is required to take an objective and detached view of applications for CIL funding. Clear guidance will be provided to all officers to ensure there is no conflict of interest between officers assessing submissions and officers submitting projects on behalf of the individual councils.

Membership of the Group

The Working Group shall be made up of appropriate officers from Cheltenham Borough Council, Gloucester City Council, Tewkesbury Borough Council and Gloucestershire County Council.

The councils will nominate a lead finance officer to support the activities of the Working Group. This will generally be a finance officer of the host authority.

The Working Group will reserve the right to draw in representatives from other borough/city and county services as required.

Responsibilities

- To determine the method of evaluating and scoring to rate each application submitted and review weighting for criteria on an annual basis, reporting back to Joint Committee any proposed changes in method and criteria.
- To scrutinise full applications and project presentations to put forward funding recommendations to the Committee, including any special terms under which the award is recommended to the Joint Committee.
- To monitor, on behalf of the Committee, the delivery of projects that have had funding allocations. The monitoring will include regular reporting from officers in relation to contract management and financial updates.
- To prepare recommendations to the Committee regarding funding awards, extending grant periods of changes to conditions, setting funding conditions and other provisions to be included

in the funding agreement, or any action as appropriate to ensure compliance with the funding rules.

Meetings

The Working Group will meet as required to advise the Committee and ensure effective and timely allocation of CIL monies and the monitoring of CIL monies awarded. The Working Group will meet as soon as practical after the close of any bidding rounds to consider applications. Once recommendations have been decided, these will be taken to the Committee as soon as practicable for decision making.

The Chair of the Working Group will be nominated and agreed by the members of the Working Group to serve for a period of two years. The Chair must be a CIL Charging and Collection Authority representative.

Output

Regular project progress updates to the Committee on CIL priorities and funding of projects, including:

1. Record of actions, recommendations and reasoned justification for the acceptance or rejection of bids.
2. Annual Funding Programme - Identifies a shortlist of eligible projects which are recommended to receive funding in the current financial year.
3. Regular project progress updates to the Joint Committee on CIL priorities, schemes seeking funding and funding of projects (The reporting must highlight any variations in terms of timescale, costs, resources and funding – through the maintenance of a Risk and Mitigation Register).

Governance

The Working Group is an advisory and information group, the formal decision-making powers will remain with the Committee.

These terms of reference will be reviewed as a minimum every 2 years. An earlier review will be triggered by any key changes in policy or legislation relating to CIL.