

CIL ADVISORY BOARD
DRAFT TERMS OF REFERENCE (v1)

1. Purpose

- 1.1 The CIL Advisory Board has been established by Council [11 December 2018] to develop the detailed arrangements for the allocation, spending and reporting of CIL receipts, and oversee the arrangements thereafter; and, to make recommendations to the Executive on spending of CIL Strategic Fund receipts, after consideration of spending applications against agreed criteria.

2. Functions

- 2.1 The CIL Advisory Board will:

- i. Develop detailed arrangements for the allocation, spending and reporting of CIL receipts, subject to the agreement of Council.
- ii. Make recommendations to the Executive on the allocation of CIL receipts.
- iii. Make an annual report to the Executive on CIL receipts and spending (in accordance with Regulation ... of the CIL Regulations).
- iv. The CIL Advisory Board will review the arrangements for allocating CIL receipts annually, and report to the Executive and make recommendations to the Executive on any changes to the arrangements.
- v. The CIL Advisory Board will review its terms of reference annually and make recommendations to the Executive, as it deems appropriate.

3. Membership

- 3.1 The CIL Advisory Board will be appointed by the Leader of the Council on an annual basis, the Membership to be agreed by Council at the annual meeting of Council.

- 3.2 The CIL Advisory Board membership does not fall within the scope of the political proportionality requirements of the LG&HA1989, but will recognise as far as possible:

- a) the political make-up of the Council
- b) the geographical interests of the Council

- 3.3 The Membership will comprise:

- Portfolio Holder for Finance
- Portfolio Holder for Planning (Operations)
- Portfolio Holder for Economic Development
- Non-Executive Councillor x 4

- 3.4 There will be no substitutions in the event of members being unable to attend a meeting.
- 3.5 CIL spending is an Executive function, and the Chairman of the CIL Advisory Board will be the Portfolio Holder for Planning Operations (or whichever Executive portfolio includes responsibility for CIL).

4. Quorum

- 4.1 A meeting of the CIL Advisory Board may proceed provided there are at least *[two]* Executive Portfolio Holders and *[three]* Non-Executive Councillors present.

5. Meetings

- 5.1 The CIL Advisory Board will have scheduled meetings on a quarterly basis, with additional meetings called as required.
- 5.2 Meetings of the CIL Advisory Board are not held in public, and will not be webcast.
- 5.2 The agenda and papers for a meeting must be circulated at least three clear working days prior to the meeting. After each meeting the Chairman will agree the notes and any action points.

6. Reporting

- 6.1 The CIL Advisory Board will report to the Executive annually with recommendations on the allocation of CIL receipts to support infrastructure projects within the Borough.
- 6.2 The CIL Advisory Board will report to the Executive annually on the amount of CIL received and allocated/spent, in accordance with CIL Regulations (....).