

**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 (....).

**Strategic Community Infrastructure Levy (CIL) Project Scoring**

Applicant	
Project location	
Project description	
Amount of CIL funding requested	
Total cost of the project	

**Mandatory Requirements (to be completed by the CIL Officer)**

For a project to be assessed against the scoring criteria all of the mandatory requirements must be satisfied:

- The application form is completed satisfactorily.
- The organisation must be capable of carrying out the proposed project.
- The project must meet the terms of the CIL Regulations, as amended:
  - The project must be clearly defined as 'infrastructure'.
  - The CIL Regulations require that CIL funding must be for the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area.
  - The levy is intended to focus on the provision of new infrastructure and should not be used to remedy pre-existing deficiencies in infrastructure provision unless those deficiencies will be made more severe by new development.
- The project is listed as a CIL infrastructure type or project in the Council's Regulation 123 List

**Scoring Criteria**

If a project fulfils the mandatory requirements it will be assessed against the following scoring criteria by Officers.

**Delivering Growth (45)**

Will the project contribute towards the delivery of the adopted/emerging Local Plan?

Strong link to the delivery of the Local Plan (15)	Some link to the delivery of the Local Plan (10)	Very little direct delivery of the Local Plan (5)	No contribution to delivery of the Local Plan (0)
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What is the status of the project in the Infrastructure Delivery Plan (IDP)?

Critical (20)	Essential (15)	Desirable (10)	Other (5)	Not in the IDP (0)
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Does the project fit with the vision and mission of the Waverley Borough Council Corporate Strategy?

Strong link to Council priorities (10)	Some link to Council priorities (5)	No link to Council priorities (0)
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**Community Support (25)**

Is there a public benefit of the project?

Evidence of local and wider public benefit (10)	Evidence of local public benefit (5)	No evidence of public benefit (0)
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Is there evidence that the local community support the project?

Significant evidence of community support (5)	Some evidence of community support (3)	No evidence of community support (0)		
Is there evidence of support for the project from other stakeholder or organisations? (all that apply)				
County Council support (2)	District Council support (2)	Parish Council support (2)	Service provider support (2)	Other stakeholder support (2)
<b>Project Cost (25)</b>				
Is the project value for money (VfM)? (considering: project costs compared to benchmark costs, potential benefits and outcomes for the Borough, alternative funding sources available and the need for CIL, the added value which CIL could bring to the scheme)				
Excellent evidence that all aspects of the project are VfM (10)	Good evidence that most aspects of the project are VfM (7)	Some evidence that aspects of the project are VfM (5)	Limited evidence that the project is VfM (3)	Evidence does not demonstrate project is VfM (0)
Has the project received any previous CIL funding?				
No previous CIL funding sought or received (5)	Some CIL funding sought or received (3)		CIL funds previously sought or received; or unknown (0)	
Does the project have or unlock additional funding from other sources (e.g. grants or match-funding)?				
Over 75% funding from other sources (10)	50-74% funding from other sources (7)	25-49% funding from other sources (5)	Up to 25% funding from other sources (3)	No funding from other sources (0)
<b>Deliverability (25)</b>				
What evidence is there to suggest the project is deliverable? (considering: feasibility; if planning permission would be requirement; what type of bid is the project, e.g. feasibility, preliminary works or project ; is there a project plan which includes timetable and resources; what measures have been explored to minimise the risk of the project not being delivered)				
Strong evidence supporting deliverability of the project (15)	Good evidence supporting deliverability of the project (10)	Some evidence supporting deliverability of the project (5)	No/limited evidence supporting deliverability of the project (0)	
What is the delivery timescale for the project?				
Immediate (5)	Up to 5 years (4)	5-10 years (3)	10-15 years (2)	More than 15 years (1)
Have details been given as to how on-going maintenance will be provided for and the identification of the responsible party for the maintenance?				
Evidence of provider and cost for maintenance (5)	Evidence of provide but no cost for maintenance; or no evidence of provide but cost for maintenance (3)		No evidence of provider or cost for maintenance (0)	

<b>Project Score</b>	<b>/120</b>
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