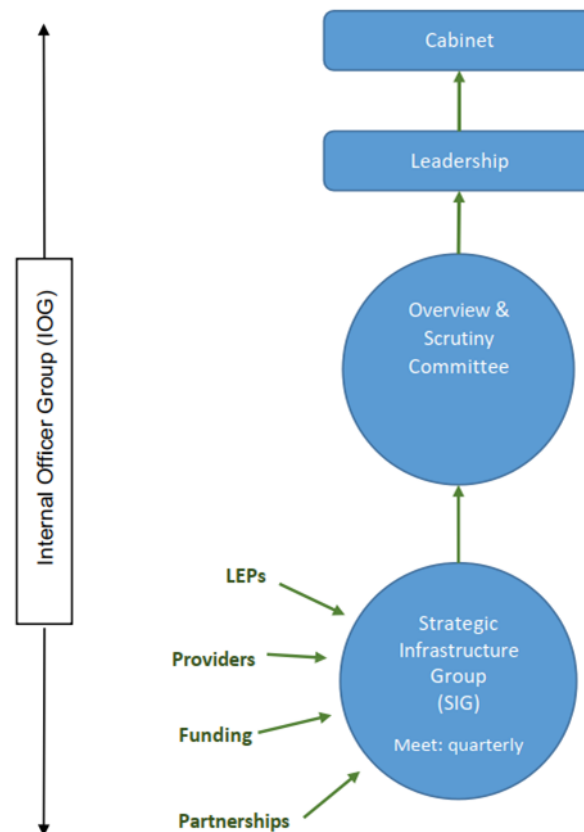


# Appendix A: Flowcharts of current and proposed CIL governance arrangements

## 1. Current (adopted) CIL governance arrangements

The current CIL governance hierarchy as set out within the adopted Governance Administration procedures is set out in Figure 1 and described (below).

Figure 1: Strategic CIL Allocation Governance Procedure



**Internal Officer Group (IOG)** – Provides administrative support for the implementation and the administration of the governance procedures. This consists of officers from the Policy & Strategy Service (formerly Spatial Policy & Delivery team) where required other Council officers. IOG meets on an informal basis, usually around one to two weeks ahead of Strategic infrastructure Group (SIG) to ensure all arrangements are made.

**Strategic Infrastructure Group (SIG)** – Any matters related to CIL are considered firstly by the SIG. Its purpose is wider than simply the allocation of monies and is a forum for providers and potential CIL applicants to engage with the council on how infrastructure can be delivered. It also oversees the development of a programme of infrastructure projects that could potentially be part funded by planning obligations. SIG also:

- Monitors and reviews the Infrastructure Delivery Plan(IDP) and Infrastructure Funding Statement(IFS).
- Considers CIL and S106 funding applications and makes recommendations on allocations of monies.

- Considers the revision of CIL policies, CIL allocation criteria and other CIL related processes and procedures.

SIG is required to meet three times each year (April, October, January) and reports into LT, Overview & Scrutiny Committee and Cabinet.

Within the arrangements for SIG, a sub-group known as the ‘Strategic CIL Bid Assessor Sub-group’ meets when SIG is required to consider applications for CIL monies. The subgroup assesses applications in accordance with the Councils adopted scoring criteria. These assessments are then considered formally by SIG.

**Overview and Scrutiny Committee** – Recommendations of the SIG are reported to the O&S to enable wider democratic scrutiny before any decision is taken by Cabinet.

**Cabinet** – Decisions on the allocation of CIL and S106 monies will be made by Cabinet and be informed by the recommendations of SIG following scrutiny from O&S.

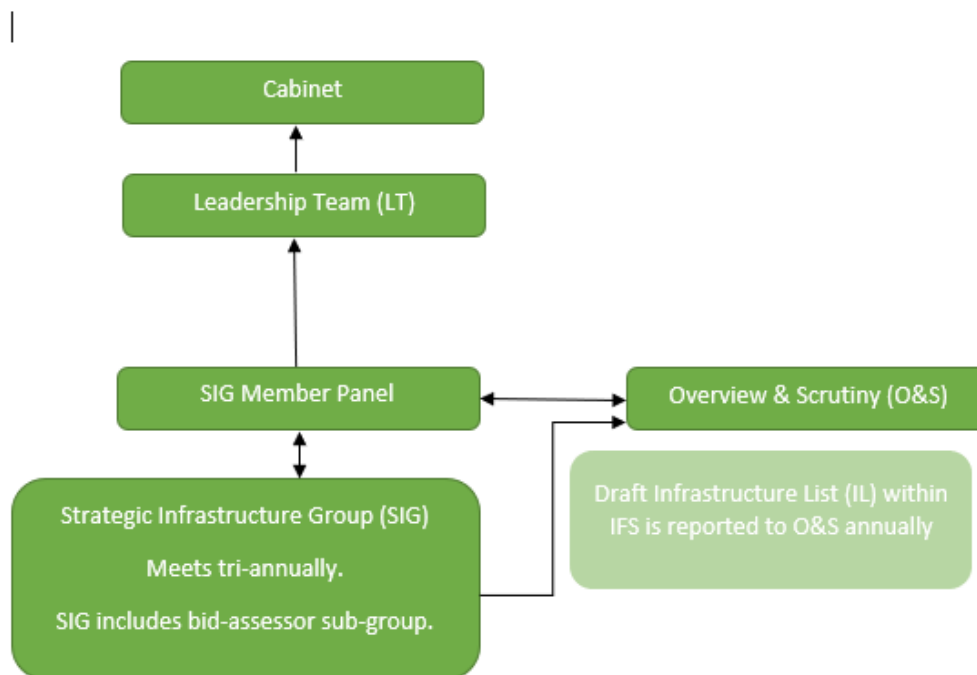
**Delegated Authority** – In addition to the above structure there are a number of related matters where authority has been delegated to the Cabinet Member (now the Cabinet Member for Housing and the Local Plan (previously the Cabinet Member for Economic Development and Local Plan) to:

- To review the CIL Annual Financial Monitoring report and mid-year update in consultation with the Head of Economic Growth and Development (post now obsolete) and report as a briefing paper to Overview and Scrutiny Committee.
- Approve the transfer of Neighbourhood CIL, Cannock Chase and River Mease Special Areas of Conservation (SACs) monies in consultation with the Head of Economic Growth and Development.

## 2. Proposed SIG governance arrangements

The proposed governance arrangements detailed within the report are illustrated below in Figure 2.

Figure 2: Proposed CIL governance arrangements



**Strategic Infrastructure Group (SIG)** – All matters related to CIL funding are considered firstly by the SIG. SIG has the following responsibilities/purpose:

- Provide administrative support for the operation of policies and procedures related to CIL and S106 – where required officers from the Policy & Strategy Team will provide administrative support.
- Act as a forum for infrastructure providers and potential CIL applicants to engage with the council in relation to infrastructure delivery and needs.
- Engage with SIG Member Panel to ensure member steer/oversight is provided in relation to CIL matters.
- Monitor and review the Infrastructure Funding Statement (IFS) including the Infrastructure List (IL) including the Infrastructure List (IL).
- Considers CIL and S106 funding applications and makes recommendations on allocations of monies.
- Review the effectiveness of current CIL policies and procedures and review where necessary.

SIG will be required to meet three times a year (approx. January, April & October) with further meetings of SIG able to be called with notice.

Within the arrangements for SIG, a sub-group - the Bid Assessor Sub-group – will meet to assess applications for CIL monies following rounds of bidding. The subgroup will assess applications in accordance with the adopted scoring criteria. These assessments are then considered by the SIG Member Panel and then formally by SIG.

- **O&S Committee** – the annual Infrastructure List (IL) which will be included within the IFS and set out the projects/types of projects which will be eligible to bid each year will be presented to O&S for comment.
- **SIG Member Panel** – Will consist of the Cabinet Member for Housing and the Local Plan and a representative from Labour and Liberal Democrats. Member panel will allow councillors to provide scrutiny into any recommendations made by SIG prior to these being considered by Cabinet.
- **Cabinet** – Decisions on the allocation of CIL and S106 monies will be made by Cabinet and be informed by the recommendations of SIG following scrutiny from O&S.
- **Delegated Authority** – In addition to the above structure there are a number of related matters where authority has been delegated to the Cabinet Member to:
  - To review the CIL Annual Financial Monitoring report and mid-year update in consultation with the Head of Economic Growth and Development (post now obsolete) and report as a briefing paper to Overview and Scrutiny Committee.
  - Approve the transfer of Neighbourhood CIL, Cannock Chase and River Mease Special Areas of Conservation (SACs) monies in consultation with the Head of Economic Growth and Development.