

## **Terms of Reference: Developer Contributions Advisory Group**

### **1. Remit**

The Advisory Group is a Councillor/Officer group set up to work jointly and collaboratively so as to advise Corporate Management Committee on the spending and prioritisation of CIL and other developer contributions. The group will provide general advice and make recommendations to CMC on the expenditure of Developer Contributions monies that have been received by the Borough Council.

### **2. Role of the Group**

The Group is advisory in nature only. It seeks to provide advice and recommendations to Corporate Management Committee.

Final spending decisions will be made by Corporate Management Committee.

### **3. Membership of Advisory Group**

The Developer Contributions Advisory Group will contain:

#### **At Strategic Spending meetings:**

- *7 elected Members (nominated in line with political balance\*, one of whom should normally be the Chair of CMC)*
- *The Council's Corporate Leadership Team (Chief Executive, Assistant Chief Executive [s151], Assistant Chief Executive [Place], The Corporate Head of Law & Governance)*

*(\*Ideally elected members will be drawn from CMC membership, however this is not a mandatory requirement and substitutes are permitted)*

*(The Chair of any DCAG meeting shall be the Chair of CMC, should the Chair of CMC not be on the group or not present for a particular meeting the elected members present shall nominate and vote on a chair)*

#### **At Neighbourhood proportion Meetings:**

- *The 7 elected Members from the Strategic Group*
- *The Council's Corporate Leadership Team (Chief Executive, Assistant Chief Executive [s151], Assistant Chief Executive [Place], The Corporate Head of Law & Governance)*

At neighbourhood proportion meetings all elected ward members will be welcome to attend to make representations on behalf of their ward.

Hybrid Strategic/Neighbourhood meetings may occur from time to time. Ward members will be welcome to attend neighbourhood proportions of such meetings.

The Developer Contributions Governance Arrangement documents set out how communities will be engaged with as part of the process.

### **4. Meeting Support**

Officers of the Planning Service of the Council will attend to support the group and provide advice to the advisory group.

The primary contact for the group will be the Assistant Planning Policy Manager (Policy and Infrastructure) or other relevant officer nominated by the CHPEBE.

Officers of other Council services may attend meetings to provide advice to the group on their areas of responsibility and expertise.

External parties may be invited on occasion to assist with information, expertise or bid assessment.

## **5. Meetings**

As required, in order to advise the Corporate Management Committee and ensure effective and timely allocation of developer contributions.

The Assistant Planning Policy Manager (Policy and Infrastructure) will schedule meetings, in consultation with the chair, to align with bidding and Council budgeting Cycles.

## **6. Objectives**

The Advisory Group objectives are:

- To advise and recommend to the Corporate Management Committee schemes that will have maximum benefits to the community and RBC.
- To monitor receipts and expenditure of CIL monies, including the maintenance of reserves in the fund as appropriate.
- To recommend a CIL Funding Programme of infrastructure projects to Corporate Management Committee for its consideration.

The Advisory Group will be responsible for:

- Recommending projects to Corporate Management Committee which require CIL funding from resources available to it, following assessment in accordance with agreed criteria.
- Identification and monitoring of other current and future infrastructure requirements and funding streams.

## **7. Output**

Updates and advice to Corporate Management Committee on developer contributions, the funding of projects and considering of infrastructure priorities