

# Caerphilly County Borough Community Infrastructure Levy

## Steering Group

### Terms Of Reference

#### **1 Primary Purpose**

- 1.1 The Group will review output from the CIL Working Group at key stages, making recommendations to council, and will oversee the CIL preparation process to ensure it is prepared in accordance with the approved Delivery Agreement.

#### **2 Objectives**

- 2.1 The Working Group will:

- Oversee the preparation of CIL, ensuring that:
  - The CIL Schedule is prepared in accordance with the approved delivery Agreement
  - The necessary background work is complete in a timely manner to inform the CIL preparation at the appropriate points
  - Where required for CIL preparation, external expertise and information is commissioned promptly and delivered in accordance with CIL deadlines.
  - The CIL is prepared on time, meeting necessary deadlines.
- Consider output from the Working Group (including draft documents)
- Make recommendations to the council on the content and consultation matters of the CIL.

#### **3 Membership Mandate**

- 3.1 The Steering Group will oversee the preparation of the CIL and will make recommendations to council on content and consultation matters. The Steering Group will not have any formal decision making powers. However the Steering Group will have the responsibility of ensuring the CIL is prepared to tight timescales and in accordance with the approved Delivery Agreement. Consequently the members of the Steering Group will need to be of sufficient level to:

- be able to make decisions in respect of budgets, including commissioning work from external sources,
- be able to make decisions in respect of the work areas relating to CIL preparation and content,
- be able to ensure required input from council service areas in accordance with CIL deadlines,
- be able to make recommendations to Council in respect of the content and consultation matters of the CIL

- be able to exercise the above requirements at the Steering Group meetings, without requiring outside agreement or authorisation.

#### 4 **Composition**

4.1 The Steering Group will oversee the preparation of the CIL and, as such, will need to be comprised of Officers and Members. The Steering Group will comprise the following Members and Officers to ensure that the group fulfils its role:

<b>Councillors</b>	
Leader of Council and Cabinet Member for Constitutional Affairs	Cllr Allan Pritchard
Leader of the Majority Opposition	Cllr Harry Andrews
Deputy Leader and Cabinet Member responsible for Corporate Finance, Procurement and Sustainability	Cllr Colin Mann
Cabinet Member for Human Resources	Cllr James Fussell
Cabinet Member for Social Services	Cllr Judith Pritchard
Cabinet Member for Education, Lifelong Learning and Leisure	Cllr Phil Bevan
Cabinet Member for Public Protection, Engineering and Transport	Cllr Rob Gough
Cabinet Member for Public Services and Housing	Cllr Lyn Ackerman
Cabinet Member for Regeneration and Planning	Cllr Ron Davies
Cabinet Member Performance, Property and Asset Management	Cllr Colin Hobbs
<b>Officers</b>	
Chief Executive	Anthony O'Sullivan
Director of Education and Leisure	Sandra Aspinall
Director of Social Services	Albert Heaney
Director of Corporate Services	Nigel Barnett
Chief Planning Officer	Pat Mears
Head of Engineering Services	Terry Shaw
Head of Legal Services	Dan Perkins

4.2 Officers from the Strategic and Development Planning Team would service the Steering Group, serving as secretariat and facilitators.

#### 5 **Substitutes**

5.1 The use of substitutes for members of the Steering Group would, generally, not be appropriate as the Steering Group will only meet on a small number of occasions and, when it does meet, will need to make decisions and recommendations at the meeting.

5.2 If a substitute for a Steering Group member is considered necessary and appropriate:

- Notice of the proposed use of a substitute would need to be given to the Group secretary no later than 3 working days prior to the meeting; and
- The use of the substitute would be subject to the agreement of the Group on the day of the meeting; and
- The substitute would need to be fully aware of the outcomes of previous meetings and is in a position to make appropriate decisions/recommendations at the meeting.

5.3 Where a Steering Group member is unable to attend a meeting and a substitute is considered inappropriate, any input the member wishes to make on the information before the Group should be submitted to the Council, in writing, to arrive no later than 3 working days before the date of any meeting, in order for the information to be reviewed and presented to the Group as appropriate.

## **6 Quorum**

6.1 As the principal facilitation group, and that the Steering Group will make recommendations to council, it is important that significant proportion of the Group attend each meeting. Consequently each meeting will need a quorum of at least:

- 5 councillor members, and
- 5 officer members

## **7 Meeting Chair**

7.1 A councillor member will be elected to chair the Group at the inaugural meeting.

## **8 Meeting Frequency**

8.1 The intention is that the Steering Group will only meet at the 6 key stages in the process, which are set out in the Delivery Agreement, namely:

- Inaugural meeting at the start of the process
- Conclusion of the scoping exercise
- Prior to pre-Draft Consultation
- Prior to Draft Consultation
- Prior to submission for independent Examination
- At end of the process to consider Examiner's Report and whether to adopt the CIL or not.

8.2 It will also be necessary for the Group to continuously monitor the progress of the CIL preparation. As the Steering Group is largely comprised of members of Corporate Management Team and Cabinet, it is proposed to utilise the existing procedures and submit regular progress reports to CMT and Cabinet for information. In this way it will restrict the number of meetings of the Steering Group to a minimum.

## **8 Meeting Information**

8.1 Whilst it is likely that the Steering Group will need to consider significant amounts of information, the meetings are directly linked to the process of CIL preparation and as such it is likely that only 7 days notice of information for the meeting can be allowed. Therefore all information for a Steering Group Meeting will be sent at least 7 days prior to the date of the meeting.

8.2 In order to ensure that the meetings are focussed, and to achieve the outcomes necessary and within the timescale laid out by the Delivery Agreement, a schedule of outcomes for each meeting will be included in the meeting documentation.

## **9 Reporting Mechanism**

- 9.1 Officers of the Strategic and Development Planning Team will make a record of each meeting. In addition to this the recommendations made by the Steering Group will be incorporated into a report that will be presented to council as part of the CIL procedure, as the Group meetings will take place prior to reporting key stages to council.
- 9.2 Where a meeting does not coincide with a council report stage, a short report on how the recommendations of the Steering Group have been effected will be submitted to CMT and cabinet at the soonest opportunity.

## **10 Special Meetings**

- 10.1 It may become necessary to hold a meeting of the Steering Group over and above those outlined in the DA. The Chair of the Group can call Special Meetings, and members of the group will have a minimum of 14 days notice of them.