

Caerphilly County Borough Community Infrastructure Levy

Working Group

Terms Of Reference

1 Primary Purpose

1.1 The Group will provide direct input into preparing the CIL, especially:

- Identifying the scope of the CIL
- Establishing the background evidence and information to support the CIL Schedule
- Agree the content and make-up of the CIL Schedule.

2 Objectives

2.1 The Working Group will:

- Produce a Report to determine the scope of the CIL and the associated costs in pursuing CIL.
- Provide information necessary to the preparation of the CIL.
- Provide costings for infrastructure to be incorporated in the CIL.
- Work collaboratively to:
 - Review evidence and information supporting the CIL
 - Derive the Charging Schedule

2.2 The Working Group will be responsible for assisting the preparation of the CIL. The Group will also be responsible for producing evidence to support the CIL, commissioning external expertise if required, and for initially determining the content of the CIL schedule.

3 Membership Mandate

3.1 The Working Group is, as it says, a working group designed to facilitate the preparation of the CIL Schedule, through providing information and collective consideration of that information. The Group will be responsible for preparing the initial CIL documents for consideration by the Steering Group, including deciding what should and what should not be included in the CIL. Given this the Members of the Group will need to:

- Be able to undertake investigative work to provide information on their service area and ensure that such information is delivered in accordance with tight deadlines
- Be able to ensure that tasks are undertaken in accordance with tight deadlines
- Bring expertise in their service area to the Working Group

- Be able and willing to make initial decisions on content of the CIL, especially being able to make decisions and compromises at Working Group meetings.
- Be able to work with the Group, accommodating views that are different from their own, seeking consensus and accepting compromise to reach agreement on the issues.
- Be open minded and consider the whole picture, not seeking to promote sectional interests

4 **Composition**

4.1 Due to the above the Working Group will comprise the following:

CIL Topic Area	Person
Strategic Planning	Rhian Kyte / Dave Lucas / Kelly Collins
Housing	Kevin Fortey
Highways	Clive Campbell
Land Drainage (Flood risk)	Steve Hodges
Leisure	Nigel Powell
Education	Bleddyn Hopkins
Heads of the Valleys	Roger Tanner
Environment & Green Infrastructure	Norman Liversuch
Cemeteries	Derek Price
Waste	Tony White
Social Services	John O'Brien
Development Control	Tim Stephens
Property	Tim Broadhurst / Mark James
Advisory Services	Jan Bennett
Air Quality Management Areas	Claire Davies
Legal (Planning)	Lisa Lane & John Rogers
Finance	Michael Eedy & Nicola Roberts
Community Regeneration	Tina McMahon

5 **Substitutes**

5.1 Given the size of the Group and the frequency with which this group is likely to meet, it is accepted that some members may not be able to make every meeting. It is important that representation from all relevant service areas are present at the meetings as decisions will be made, which will not be subject of review at a later stage. Therefore a Substitute for the nominated member can attend any meeting, but the substitute must satisfy the following criteria:

- The substitute complies with the requirements of the Membership mandate.
- The substitute is fully aware of the outcomes of previous meetings and is in a position to actively participate
- The Substitute has the mandate to make decisions at the Meeting as necessary.

5.2 Where no suitable Substitute is possible, any nominated member can submit their input to a meeting in writing, which must be submitted at least three working days before the date of the meeting.

6 Quorum

- 6.1 The Working Group is not a formal decision making body, although it will assist in determining the content of the initial CIL schedules. Whilst participation of every nominated member is desirable in all meetings, it is not necessary for a meeting to have a set number of members in attendance. Therefore the Working Group will not have a quorum limit.

7 Meeting Chair

- 7.1 The group meetings will generally take the form of a facilitated discussion. Whilst it would not normally be the case that such meetings would require a Chair, the CIL is being prepared to a very strict timescale. In addition the meetings will need to have a mechanism for resolving issues that cannot be agreed by mutual compromise (should such occasion arise). Therefore a member of the Strategic and Forward Planning team will chair the meetings.

8 Meeting Frequency

- 8.1 Due to the work required and the tight deadlines the Working Group will meet as and when required. This may result in periods without meetings and periods with a large number of meetings. In order for members to have the necessary time to include meetings into their schedules, dates for meetings will be set at least 3 months in advance of each meeting, after the first meeting has taken place.
- 8.2 It may be necessary, due to unforeseen circumstances, to call a meeting at relatively short notice (precluding the 3 month advance notice). Special Meetings will only be called where the need for the meeting is urgent and where the outcomes from the meeting are required to ensure compliance with the CIL Delivery Agreement. Where a Special Meeting is called, members will be afforded the maximum amount of notice that is possible within the timeframe allowed.

9 Meeting Information

- 9.1 Information for each meeting will be sent to members of the Working Group to be received no later than 7 days prior to the date of the meeting.
- 9.2 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.

10 Resolving Disagreement

- 10.1 The Group is an advisory and information group and will assist in the preparation of the CIL. However the formal decision-making powers will remain with the council, with the Steering Group having power to make recommendation to council on the CIL. The Meeting Chair will, therefore, be responsible for considering any issues where a consensus view is not possible, and determine the appropriate action for the CIL. For such issues the Meeting Chairs will report the decision back to the next meeting of the Group.

11 Reporting Mechanism

- 11.1 A record of the outcomes and decisions from each meeting will be produced and submitted to the subsequent meeting for agreement. The formal CIL documents, once prepared by the Working Group, will be passed to the Steering Group for consideration and recommendation to council.