

# **Bath City Forum Task and Finish Groups: Draft Terms of Reference**

## **Task and Finish Group- Community Infrastructure Levy**

### **Background**

The Community Infrastructure Levy (CIL) is a charge on new developments in an area. The money can be used to support development by funding infrastructure that the Council, local community and neighbourhoods want – for example, new or safer road schemes, park improvements or a new health centre.

Bath & North East Somerset Council is required to pass 15% of CIL funds raised from development in their areas to the relevant Parish or Town Council (subject to an upper limit of £100 per Council Tax property). The percentage increases to 25% in areas which have an adopted Neighbourhood Development Plan.

The Regulations state that this local proportion of funds must be used ‘to support the development of the local area by funding

- (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
- (b) anything else that is concerned with addressing the demands that development places on an area.’

This is a wider definition of how the local funds may be used than the one that applies to the Council’s own use of “central” CIL funds (which are restricted to funding infrastructure to support the development of the area, as above).

These “local portion” funds will be passed from Bath & North East Somerset Council to the Parish/Town Councils twice a year.

If there is no Parish or Town Council, the charging authority will retain the levy receipts but must engage with the communities where development has taken place and agree with them how best to spend the neighbourhood funding. In the unparished Bath area, Bath & North East Somerset Council will therefore hold the funds until an appropriate framework is developed.

It is therefore proposed that a Task and Finish Group be established to recommend such a framework and report to the April meeting of the Forum.

### **Scope and Objectives**

The Bath City Forum’s Terms of Reference identifies that the Forum is an advisory and consultative body and shall not have delegated funding or decision-making powers. However, it may assist and advise the Council on issues specific to the City such as how best to spend that portion of Community Infrastructure Levy receipts which are used to address local priorities. The Task and Finish Group will therefore:

1. Gain an understanding of the national framework and the opportunities for investing the local portion of the CIL to support local communities in Bath
2. Recommend to the Forum a framework and process for disbursing the local portion of CIL funding which meets the national criteria for local engagement and maximises the benefit to Bath's communities

### **Membership and Chairing**

It is proposed that 5 members of the Bath City Forum form the membership of the Task and Finish Group. The Group may under the Forum's Terms of Reference co-opt individuals or organisations to join, in an advisory capacity, to support their objectives.

The Group shall elect its own Chair.

### **Working arrangements**

The Group shall agree its own workplan and ways of working and will have access to relevant supporting documentation regarding planning law and the Community Infrastructure Levy in particular. Specialist advice may be provided from Bath & North East Somerset Council planning specialists if required and also examples provided from other areas. The Group is also encouraged to liaise with the Council's Policy Development and Scrutiny process as appropriate.

### **Timescales**

The Group will recommend a draft process to the next Forum meeting in April 2016

### **Task and Finish Group- Constitutional issues (including Terms of Reference and Standing Orders, Code of Conduct and Declarations of Interest) for the Bath City Forum**

#### **Background**

The Terms of Reference of the Bath City Conference were adopted by the Council in July 2015, where it was agreed that minor changes be determined by the Group leaders with more significant changes reserved for Council.

The first meeting of the Bath City Forum agreed to review the Terms of Reference within 6 months and also to consider establishing more detailed Standing Orders for the Forum. Now that the Forum has agreed its co-opted membership it is proposed that a Task and Finish group be established to review these matters and report to the April meeting of the Forum.

#### **Scope and Objectives**

The Task and Finish Group will consider and make recommendations in relation to:

1. The current Terms of Reference, including overall remit as well as specific issues including regularity of meetings, quorum arrangements and other related matters.
2. The establishment of more detailed Standing Orders which set out the working arrangements for the Forum itself. These Standing Orders will include but not be limited to:
  - Rules of debate
  - Motions
  - Conduct of meetings
  - Powers of the Chair, including voting arrangements for the Chair
  - Questions, items and participation from the public including speaking rights and arrangements
  - Meeting duration
3. Code of Conduct for members of the Forum
4. Declaration of Interests

### **Membership and Chairing**

It is proposed that 5 members of the Bath City Forum form the membership of the task and Finish Group. The Group may under the Forum's Terms of Reference co-opt individuals or organisations to join, in an advisory capacity, to support their objectives.

The Group shall elect its own Chair

### **Working arrangements**

The Group shall agree its own workplan and ways of working and will have access to relevant supporting documentation including examples of comparable Standing Orders and specialist advice as required.

### **Timescales**

The Group will make recommendations to the next Forum meeting in April 2016

