

## **Draft Protocol for the CIL Spending Board**

### **Role of members and members conduct**

- The agenda for the CIL Spending Board will be available for at least 5 working days before the Board meet. It is incumbent that Members of the Spending Board ensure that they remain impartial and receptive to all points of debate before reaching a decision on how to vote on a Bid.
- Members should remain at meetings of the Board until the end of the meeting unless they have a compelling reason not to do so.
- Members who enter the meeting during discussion of a Bid, or are not present during the whole of the discussion, should not vote on the Bid as they will not have heard all the arguments for and against the proposal.
- Members should be informed when a Bid is submitted by the Council or involves the provision of infrastructure on Council land.
- Members can vote on all Bids but must make declarations of interest, Lobbying and Pre-determination before any Bids are debated.
- Members should contact Legal and Democratic Services before a meeting if they have any doubt in their minds regarding a potential Disclosable Pecuniary Interest (DPI).
- All sitting members of the Board must avoid reaching a judgement before all relevant evidence is presented to the Board. All sitting Board members must ensure that they never give the impression of closing their minds to information relevant to the Bid.

### **Board structure, procedures and speaking protocol**

- There is a fixed Chairman and Vice-Chair, who are part of the 19 members proposed. They will be elected annually at Annual Council.
- 5 members are required to constitute a quorum.
- Officers will be invited to introduce a summary of CIL at the beginning of the meeting to include;
  - Summary of CIL Legislation
  - Amount of funding available
  - Where CIL receipts have come from
- Each bid will then be discussed individually.
- Bids will only be debated at the discretion of the Chairman, if it is requested for debate by a Local Member or if there are registered speakers and this must be agreed prior to the meeting.
- Those wishing to speak must contact the District Council before 5pm on the day of the Spending Board at the latest. However at the Chairman's discretion, late registration maybe accepted until the start of the meeting.

Only one public speaker supporting the application and one against will be permitted.

- The company/person/body submitting the Bid will be expected to present their Bid to the Spending Board. Visual aids are allowed by speakers.
- At the beginning of the meeting the Chairman will indicate the Bids on which Local Members, the Town or Parish Council, applicants or members of the public have asked to speak, which shall automatically be reserved for debate.
- The Chairman will read out the project title.
- The officer will introduce the item and lay out the key considerations and summarise the recommendation.
- Speakers who have previously registered will be invited to do so by the Chairman in the following Order for a maximum of 3 minutes (Local Members will have 4 minutes):
  - A member of the public wishing to speak for the Bid.
  - A member of the public wishing to speak against the Bid
  - The company/agent/body responsible for the Bid.
  - The Local Council representative.
  - The Local Member
- Speakers will then be asked questions of clarification.
- Members of the Spending Board will then have an opportunity to ask questions of the officers present.
- Discussion of each Bid will then take place.
- A decision on each Bid will only be made at the end of the meeting after all the Bids are discussed.
- A vote will then be taken on each bid after a motion has been moved and seconded. Any motion put forward can only be for one of the following recommendations:
  - Funding for the scheme is approved
  - Partial funding for the scheme is approved
  - Funding for the scheme is not approved on the basis that the other proposed schemes have been given greater priority
  - Funding for the scheme is not approved on the basis that insufficient evidence has been provided to justify it.
  - Funding for the scheme is not approved on the basis that the scheme is not considered appropriate for the use of CIL.
- A vote will take place and the Chairman will advise the meeting of the result.