

	Employment Committee – 13th December 2017	Agenda Item No. 5
Title	New posts for CIL Officer	
For further information about this report please contact	David Barber Dave.barber@warwickdc.gov.uk and Gary Fisher Gary.fisher@warwickdc.gov.uk	
Wards of the District directly affected	All	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	N/A	
Background Papers	N/A	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality Impact Assessment Undertaken	No

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	4/12/17	Bill Hunt
Head of Service	1/12/17	Tracy Darke
CMT	4/12/17	Chris Elliott/Bill Hunt/Andy Jones
Section 151 Officer	4/12/17	Mike Snow
HR	4/12/17	Sue Firminger
Finance	4/12/17	Mike Snow
Portfolio Holder(s)	1/12/17	Cllr Alan Rhead
Consultation & Community Engagement		
N/A		
Final Decision?	Yes	
Suggested next steps (if not final decision please set out below)		

1. **Summary**

1.1 This report seeks to establish a new post of Community Infrastructure Levy (CIL) Officer within the Development Management Section of Development Services.

2. **Recommendations**

2.1 That a new permanent post of CIL Officer be established within the Development Management Section of Development Services.

3. **Reasons for the Recommendations**

3.1 **Recommendation 2.1:** At its meeting on 20th November 2017, the Council agreed to adopt the CIL Charging Schedule. The CIL scheme is due to be implemented prior to 18th December 2017. Once the scheme is live, there will be a need to undertake a range of associated activities (such as measuring plans to calculate floorspace, liaising with applicants, considering exemptions, calculating charges, sending out liability and demand notices, monitoring payments and coordinating enforcement activities for non-payments).

3.2 Testing work undertaken to date shows that this work is likely to be time consuming and without an additional and dedicated resource this will impact on the capacity of Development Management to deliver statutory requirements and high quality outcomes. This aligns with the experience of other Councils that have implemented CIL where in many cases they have employed one or two CIL officers.

3.3 At its meeting on 29th November, the Executive agreed to fund a post from the Planning Reserve until the end of March 2018 (with a view to the Reserve being replenished over time from the administration allowance from the future CIL receipts). Beyond March 2018, the Executive agreed that the post should be funded from either the 5% CIL receipts or the increase in Planning Fees. Until a decision is reached on how best to utilise the increase in Planning Fees, it was agreed that both options for permanent funding are kept open and that details of the recommended option for the permanent funding of the should be considered alongside the 2018/19 Budget in February 2018.

4. **Policy Framework**

4.1 **Fit for the Future:**

The Council’s FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council’s FFF Strategy.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment

<u>Intended outcomes:</u> Improved health for all Housing needs for all met Improved cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and Anti-Social Behaviour (ASB)	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/productivity of local economy Increased employment and income levels
Impacts of Proposal		
Will help collection of CIL for timely provision of infrastructure essential to enable the growth required in the Local Plan	Will help collection of CIL for timely provision of infrastructure essential to enable the growth required in the Local Plan	Will help collection of CIL for timely provision of infrastructure essential to enable the growth required in the Local Plan
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
Will provide a dedicated and specialist resource to support the collection of CIL and in doing so will enable the existing teams to continue to provide a high quality service in dealing with planning applications.	Will ensure high quality service is provided to those liable to pay CIL	CIL provides and important and reliable alternative source of funding for infrastructure

4.2 Supporting Strategies

Each strand of the FFF Strategy has several supporting strategies. The Local Plan is one of the key strategies, cutting across many of the FFF strands. The CIL scheme ensures the delivery of appropriate infrastructure to enable the growth required through the plan period.

4.3 **Impact Assessment:** There are no equalities or environmental impacts associated with the proposals in this report.

5. Budgetary Framework

- 5.1 As set out in para 3.3 above, the Executive has agreed to fund this post until March 2018 from the Planning Reserve. This is expected to cost up to £8,000. On implementation, the Council can use up to 5% of CIL receipts to cover the costs of administering CIL. It is proposed that during 2018/19 this facility is utilised to replenish the Planning Reserve to ensure there is no ongoing impact on the Reserve.
- 5.2 In total, the annual cost of this post is expected to be £29,500 per annum. Beyond March 2018, there are two viable options for the permanent funding of the post:
- a) to use part of the proposed planning fees increase. The Government have indicated that the Council will be able to increase planning fees by 20%. At present, the Head of Development Services is undertaking work to develop proposals as to how the Council could use this increase in fees to the best effect. One option would be to include the ongoing cost of this post within that fee increase.
 - b) to use up to 5% of the annual CIL receipts. For this to be viable, the Council would need to collect a minimum of £590,000 from CIL each year.
- 5.3 The option of using Planning Fees to fund the post would have the advantage of maximising the amount of CIL that is available to be spent on infrastructure priorities. However until the work that is currently being undertaken has been completed, it is not clear whether that will be a priority for the additional fees.

6. Risks

- 6.1 If the new post is funded from CIL receipts, the Council would need to collect a minimum of £590,000 from CIL each year from 2018/19 onwards. CIL predictions for 2018/19 suggest this is likely to be achieved, although initially the predictions are particularly volatile as receipts are dependent on when a limited number of major schemes start on site. There is therefore a risk that in 2018/19 insufficient CIL receipts are achieved to fund the costs of this post. However, from 2019/20 onwards, CIL receipts are expected to grow substantially as some of the larger sites are commenced. It is therefore a low risk that there will be an ongoing shortfall and it is expected that in the event of a shortfall in 2018/19, this could be recovered from CIL receipts in 2019/20.

7. Alternative Option(s) considered

- 7.1 An alternative would be for the existing Development Management teams to undertake the work on assessing CIL. This approach has been tested in the preparations for implementing CIL. The conclusions were that due to the time consuming nature of process, this could have a significant impact on the capacity of the teams to deliver statutory requirements and high quality outcomes. Further the type of work and range of skills involved pointed towards the need for a dedicated resource. This option is not therefore recommended.
- 7.2 A further alternative would be to make the post temporary. This option has been considered in light of the potential for the Government to replace CIL with a new method for collecting infrastructure funding. However, announcements in the Autumn statement suggest that the Government is intending to retain and potentially strengthen CIL. In this context it is recommended the recruitment issues that could arise from advertising a temporary post should be avoided by making the post permanent.