

## **Addendum to Budget Report for Executive on 29/11/17**

### **Purpose of Addendum**

To seek Executive approval to draw down funds from the Planning Reserve for a temporary period to fund a CIL Officer Post

### **Recommendations:**

- 1) That £8,000 be made available from the Planning Reserve to fund a CIL Officer post for a period of up to three months and that the Planning Reserve is replenished from CIL receipts as and when payments from CIL allow.
- 2) That, subject to Employment Committee agreeing to the establishment of a CIL officer post, that proposals be brought forward to provide ongoing funding for CIL administration from either the 5% CIL receipts or the increase in Planning Fees.

### **Reasons for Recommendations**

The administration of CIL is expected to be a time consuming process involving the measuring of plans to establish floorspace, assessment of exemptions, issuing of liability and demand notices, and monitoring of development commencements and payments. Experience from other Councils is that this requires at least one full-time CIL officer post. A job description for a post has been prepared and evaluated as Grade F. A report to Employment Committee in December will seek for the post to be included on the Establishment.

The Council has resolved to formally introduce CIL before 18<sup>th</sup> December 2017. This recommendation seeks to draw down funding from the Planning Reserve to fund the CIL officer post from approximately 1<sup>st</sup> January for up to three months until the end of March 2018. The total cost of this including on-costs is expected to be up to £8,000.

From 1<sup>st</sup> April 2018 a permanent funding source for the post will be identified. There are two options for this:

- a) Fund the post from CIL receipts: the CIL regulations allows the Council to use up to 5% of CIL receipts for the administration of the scheme. However, the any decision to use CIL receipts in this way will need to take account of the fact that this will reduce the total amount of money available from CIL for infrastructure projects. Alongside this post, there will be further costs in supporting CIL.
- b) Fund the post from increases in planning fees: the Government has indicated that the Council can increase planning fees by 20% subject to the increased income being used to support the planning of the area. The Head of Development Services, in consultation with other heads of service, is currently preparing proposals for this. One option is to include the CIL officer post within this, thereby releasing CIL money for

infrastructure. This will however depend upon the other uses proposed for the 20% to support the Planning service.

Until a decision is reached on how best to utilise the increase in planning fees, it is recommended that both options for permanent funding are kept open and that in the interim (until end of March 2018) the Planning Reserve is used to fund the post. Details of the recommended option for the funding of the post from April 2018 will be considered alongside the 2018/19 Budget in February 2018. To maintain the funds in the Planning Reserve, it is proposed that the money drawn down from the Reserve is replenished over time from the administration allowance from the future CIL receipts.