

AGENDA MANAGEMENT SHEET

Report Title:	Creation of a CIL and Local Plan Monitoring Officer Post
Name of Committee:	Cabinet
Date of Meeting:	18 September 2023
Report Director:	Chief Officer – Growth and Investment
Portfolio:	Growth and Investment
Ward Relevance:	All wards
Prior Consultation:	All Group Leaders
Contact Officer:	Neil Holly, Development Strategy Manager neil.holly@rugby.gov.uk
Public or Private:	Public
Report Subject to Call-In:	Yes
Report En-Bloc:	No
Forward Plan:	Yes
Corporate Priorities:	This report relates to the following priority(ies): <input type="checkbox"/> Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C) <input type="checkbox"/> Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E) <input type="checkbox"/> Residents live healthy, independent lives, with the most vulnerable protected. (HC) <input checked="" type="checkbox"/> Rugby Borough Council is a responsible, effective and efficient organisation. (O) Corporate Strategy 2021-2024 <input type="checkbox"/> This report does not specifically relate to any Council priorities but
Summary:	This report seeks approval for the creation of a new post on the establishment of CIL and Local Plan Monitoring Officer.
Financial Implications:	The cost of the new post full time post, if appointed on the mid-point on Grade D would be £35,580 per year.

Risk Management/Health and Safety Implications:

The principal risks identified are:

- That the Council will be unable to attract a suitable candidate to the new role. This is a material risk.
- That CIL income proves inadequate to cover the cost of the new role.

Environmental Implications:

None arising from this report

Legal Implications:

Under Section 212 Planning Act 2008, before the Council approves its CIL charging schedule it must appoint an independent and appropriately qualified examiner to examine the draft. The examiner will determine whether the CIL charging schedule has met the relevant requirements. If the charging schedule meets the relevant requirements then the Council may proceed to approve it and bring it into effect. Under Regulation 61 of the Community Infrastructure Levy Regulations 2010 the Council may apply up to 5% of CIL collected to administrative expenses incurred by it in connection with that collection.

Equality and Diversity:

Recruitment to this role will be carried out in accordance with the Council's recruitment procedures. An Equality Impact Assessment is attached as Appendix 2.

Options:

Option 1 – Approval be given for the creation of a new permanent post of CIL and Local Plan Monitoring Officer on the establishment to be funded through CIL receipts as detailed in section 3 below.

Option 2 –Approval is not given for the creation of the new post and CIL is administered within existing staff resources as detailed in section 5 below.

Recommendation:

IT BE RECOMMENDED TO COUNCIL THAT –

1. approval be given for the creation of a new permanent post of CIL and Local Plan Monitoring Officer on the establishment
2. a supplementary budget of £17,790 (6 months) be established in 2023/24 to be funded from the budget stability reserve to

fund the role whilst CIL income balances are being established

3. approval be granted establish a temporary budget of £35,580 in 2024/25 and £17,790 (6 months) in the 2025/26 financial year within the MTFP to fund the officer whilst CIL income balances are being established and;
4. following the receipt of sufficient CIL income, approval to fund the post from CIL admin income generated each year

Reasons for Recommendation:

To allow the Council to effectively administer CIL and carry out local plan monitoring.

Cabinet – 18 September 2023

Creation of a CIL and Local Plan Monitoring Officer Post

Public Report of the Chief Officer – Growth and Investment

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4. following the receipt of sufficient CIL income, approval to fund the post from CIL admin income generated each year;

1. INTRODUCTION

- 1.1. Part 11 of the Planning Act 2008 enables local authorities to levy a charge on new development to fund infrastructure within their area. This is known as the Community Infrastructure Levy (CIL).
- 1.2. There is a process set out in the Planning Act 2008 and the Community Infrastructure Levy Regulations 2010 (as amended) for adopting a CIL. At the meeting on 18 September 2023 Cabinet will be asked to recommend to Council that it agree to the submission of the Council's draft CIL charging schedule for independent examination. If the independent examination is successful, the Council will then be asked to approve the CIL charging schedule and bring it into effect.
- 1.3. It is necessary to plan for the administration of the CIL which will have new resource implications for the Growth and Investment Portfolio.

2. RESOURCE REQUIREMENTS

- 2.1. CIL administration includes checking floorspace calculations, calculating the CIL payable and sending liability notices to developers/landowners.

- 2.2. Additionally, it will be necessary to check whether the development can claim exemptions/reliefs from the charge. Once a commencement notice is received from the developer in respect of a development, the Council will need to serve a demand notice and ensure payment is made. There will also be an enforcement element of the role, if developers fail to serve the correct notices or to make payment. There is also a procedure for appealing a CIL notice and the authority may receive appeals. Finally, there is a requirement for monitoring to ensure the neighbourhood share is passed to the relevant parish council and CIL collected is spent on infrastructure improvements.
- 2.3. Local plan monitoring would include compiling the data for the council's annual Authority Monitoring Report, Five Year Housing Land Supply Statement and Annual Infrastructure Funding Statement and submitting necessary monitoring returns to government.
- 2.4. Appointing a monitoring officer will help ensure more detailed and timely monitoring of the local plan. This also aligns with the Council wanting to be a more data driven council with performance monitoring being central to how it delivers services. Approval has already been given by Council on 22 February 2022 to recruit a local plan monitoring officer on a 1 year fixed term contract, but the Council were unsuccessful in recruiting to that position.
- 2.5. It is proposed that the CIL and local planning monitoring officer would devote part of their time to the administration and monitoring of CIL and part of their time to local plan monitoring.
- 2.6. There is limited resource within the team to administer CIL, and not enough to cover the demands of the role nor any resilience. There is also limited resource within the team to do the Local Plan monitoring. It is expected by the CIL Regulations that the introduction and administration of CIL will place additional resource demands which is why councils are allowed to apply 5% of CIL receipts to the costs of administering the levy.
- 2.7. This is an opportunity to create a post that provides resilience and covers work that is not currently being undertaken and therefore it is proposed to combine CIL and local plan monitoring into one role.
- 2.8. The proposed job profile for the role is attached as Appendix 1. The post would report to the Development Strategy Manager and also work closely with the Lead s106 and CIL Compliance Officer.
- 2.9. The post has been graded as grade D. The annual cost to the Council if appointed at the mid-point of grade D for a 37-hour week would be £35,580.

3. FUNDING THE NEW POST

- 3.1. It is proposed that from year three onwards the post would be wholly funded through CIL receipts. This is explained in paragraphs 3.3 to 3.14 below. However, in the first and second year after introduction of the CIL Charging Schedule it is unlikely that the part of CIL receipts which can be spent on administration will be sufficient to cover the cost of the post.

- 3.2. Only developments which are granted planning permission after the date on which the CIL Charging Schedule is brought into effect will be liable to pay CIL. CIL would be payable by those developments upon their commencement, rather than on grant of planning permission. It will therefore take time for receipts to come in after CIL is brought into effect.
- 3.3. In years one and two after the introduction of the CIL Charging Schedule it is proposed that the cost of the post be funded through the creation of a temporary budget. Thereafter the post will be self-funding through CIL receipts.
- 3.4. CIL is charged in pounds per square metre of new floorspace created. Authorities are permitted to apply 5% of levy receipts to the cost of administering CIL.
- 3.5. The draft CIL charging schedule sets the following charging rates per square metre of new floorspace:

Development Type	Rugby Urban Area	Rural Area
Residential houses – 11 units or more	£60	£160
Residential houses – 10 or fewer units	£100	£200
Residential development on strategic sites	Nil	Nil
Residential apartments – 10 or fewer units	Nil	£200
Residential apartments – 11 or more units	Nil	£160
Convenience retail	£100	£100
Industrial, light industrial, storage and distribution	£5	£5
All other uses	Nil	Nil

- 3.6. CIL will be levied across different sizes of developments of different types, however, to give an indication of the minimum level of CIL income for a financial year, it would be prudent to focus on the application type that the Council receives most of. Our records show that development of nine or fewer houses have been a relatively consistent source of housing supply.
- 3.7. Small developments of this type that are residential conversions of existing buildings will often be able to deduct the floor space previously in another use from their CIL chargeable floor area. This would result in a nil CIL charge. Similarly, developments of apartments in the urban area of Rugby will not pay CIL under the proposed charging schedule.
- 3.8. If apartments and conversions are excluded, the average number of new homes built per year, on small sites of nine or fewer homes, over the past five years is shown in the table below. The Council does not have data on the average size of these new homes, however, if it is assumed that the average dwelling is a 2-storey, 3 bedroom, 5 person house (the most common type of dwelling in the borough) then that would give a floor area of 93m² when

applying the Nationally Described Space Standard. The CIL income this would generate is shown in the table below.

	Urban area	Rural area
Number of dwellings annually	27	37
Charging rate per m ²	£100	£200
Assumed m ² per dwelling	93m ²	93m ²
Total annual CIL income	£251,100	£688,200

- 3.9. Under r61 of the Community Infrastructure Levy Regulations 2010, 5% of CIL collected may be applied to administrative expenses incurred by the authority in connection with CIL.
- 3.10. Five percent of the above income from sites of nine or fewer dwellings would equate to £49,965 per year.
- 3.11. In addition to CIL income from sites of nine or fewer dwellings, there would be CIL income from larger housing sites which do not form part of the strategic allocations, from industrial and storage and distribution and from convenience retail proposals. The timing of these types of development coming forward is less predictable and so it is more difficult to forecast potential receipts. Receipts from these sources will be highly variable year to year.
- 3.12. Most of the main rural settlement allocations under the Local Plan 2011-2031 already have planning permission and so would not be CIL chargeable. The sites that do not yet have planning permission are Plott Lane, Stretton on Dunsmore (circa 25 dwellings), Leamington Road, Ryton on Dunsmore (circa 75 dwellings), and Linden Tree Bungalow, Wolston (circa 15 dwellings). These sites are all more than ten dwellings in size and are within the rural area. Therefore, if they were to be granted planning permission after the CIL charging schedule were brought into effect and subsequently development were to commence, then they would be chargeable to CIL at £160 per square metre. There is, however, no guarantee of when and if these sites will come forward.
- 3.13. It is proposed that the permitted administrative proportion of CIL receipts is applied to fund the new post. With a projected income for administration purposes of at least £49,965 and the cost of a new post of £35,580, the post would be fully funded via this new income stream.
- 3.14. There are risks associated with the introduction and administration of CIL. It is possible that the introduction of CIL would reduce the number of small sites coming forward, although the viability evidence to support the charging schedule shows that small sites would still be viable at the proposed charging rates. It is also possible that the number of small sites coming forward would reduce due to economic conditions. This may mean in some years the administrative income received may go down but in others it would go up. Over the Medium Term Financial Plan (MTFP) however the cost of establishing this post would be cost neutral.

4. TIMING OF RECRUITMENT

- 4.1. The appointment of a CIL and Local Plan Monitoring Officer is contingent upon the approval by the Council of the CIL charging schedule. This in turn is contingent upon the independent examiner concluding that the charging schedule meets the relevant requirements.
- 4.2. In view of these dependencies, it is not recommended to proceed with recruitment to the new post until the independent examiner's conclusions are known. However, approving the creation of the new post now will allow the Council to move quickly to fill the post once the examiner's conclusions are known, ensuring the officer is in post as soon as possible after the CIL charging schedule is approved.

5. ALTERNATIVE OPTION

- 5.1. The alternative to creating the new post is to administer and monitor CIL and undertake local plan monitoring using existing staff resources.
- 5.2. At present s106 monitoring is undertaken by the Lead S106 and CIL Compliance Officer and local plan monitoring is undertaken by officers in the Development Strategy Team. The Lead S106 and CIL Compliance Officer also undertakes enforcement and monitoring of large sites and has insufficient capacity to continue with this work and administer CIL.
- 5.3. Engaging an additional officer will provide resilience to the administration of CIL. The administration of CIL requires the Council to serve and respond to notices in a timely manner or it will lose potential income from chargeable development. Without the new post-holder there would be a risk of missed notices. For example, if local authorities fail to serve a liability notice in a timely manner they may lose the ability to collect CIL from a development.
- 5.4. In relation to local plan monitoring, this would continue as present without a specific officer. However, engaging a new dedicated officer would be likely to improve the timeliness and detail of plan monitoring. This in turn would support more effective decision making and policy development. This accords with the corporate emphasis on using performance indicators and collecting and analysing data. This will enable decisions to be data driven enabling the Council to use data to improve performance and future planning.
- 5.5. For these reasons the alternative option is not recommended.

6. CONCLUSION

- 6.1. It is recommended that Council agree to the creation of a new permanent post on the establishment of CIL and local plan monitoring officer.

Name of Meeting: Cabinet

Date of Meeting: 18 September 2023

Subject Matter: Creation of a CIL and Local Plan Monitoring Officer Post

Originating Department: Growth and Investment

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

Appendix 1 – CIL and Local Plan Monitoring Officer job profile

RUGBY BOROUGH COUNCIL



JOB PROFILE

Post No.	Tbc
Post Title:	Local Plan and CIL Monitoring and Research Officer
Unit/Team:	Development Strategy
Grade:	Grade D
Service:	Growth & Investment
Reports to:	Development Strategy Manager
Issue Date:	August 2023

PURPOSE OF THE JOB

- Carry out monitoring functions for the Planning Service and produce reports analysing the results.
- Assist in the monitoring and administration of s106 (planning obligations/legal agreements associated with the Town and Country Planning Act) and the Community Infrastructure Levy.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 Assist in the monitoring and administration of the Community Infrastructure Levy and any successor Infrastructure Levy. This will include the preparation and sending of correspondence, reviewing notices, measuring plans and updating records within the Council's development management case management system.
- 1.2 Monitor all aspects of housing and economic supply data for local and national purposes. Produce Authority Monitoring Reports annually and ad hoc monitoring information for major planning applications or appeals for publication.
- 1.3 Prepare the Council's annual Infrastructure Funding Statement.
- 1.4 Assist with the production and publication of the Council's 5-year housing land supply statement, including updating housing monitoring data.
- 1.5 Contribute to the preparation of local development plan policy and supplementary planning documents.
- 1.6 After experience, attend meetings and represent the Council at the CSWAPO (Coventry, Solihull, Warwickshire, Association of Planning Officers) Joint Monitoring Officers Group (JMOG).
- 1.7 Carry out planning research and analysis.
- 1.8 Assist in the preparation of Housing and Economic Land Availability Assessments.

- 1.9 Produce maps using GIS software to support planning policy preparation.
- 1.10 Develop an understanding of national and local planning legislation, policy and guidance as it relates to monitoring and the Community Infrastructure Levy.
- 1.11 Keep records of own work activities in a systematic manner to set targets and monitor achievements.
- 1.12 Carry out site visits and attend meetings associated with the Community Infrastructure Levy, planning policy, monitoring and future development issues.
- 1.13 Liaise with the Lead s106 and CIL Compliance Officer to co-ordinate monitoring data and ensure this is accurate and links in with S106 agreements. Liaise with external partners on the phasing of external infrastructure to assist with housing delivery and the delivery of economic development.
- 1.14 Assist in the monitoring of large sites within the borough including Appendix K of the South West Rugby SPD in conjunction with the Major Projects and Economic Development Team and the Lead s106 and CIL Compliance Officer.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 Act as liaison officer with IT for improvements to planning policy pages on the Council website. Publish monitoring information on the Council's website.
- 2.2 Use relevant software including the Council's case management system (currently Agile), Excel, MS Outlook, MS Word, PowerPoint, QGIS mapping software.
- 2.3 Contribute to the preparation of the Council's Infrastructure Delivery Plan and updates thereto.
- 2.4 Assist in preparing responses to requests for information in relation to s106 and CIL under the Freedom of Information Act and Environmental Information Regulations.
- 2.5 Assist in preparing and organising public consultation events and materials.
- 2.6 With experience, provide monitoring information to other officers, councillors, members of the public and interest groups, and external partners in a confident and effective manner.
- 2.7 Be aware of Health and Safety legislation and so far, as is reasonably practicable, ensure compliance with the Health and Safety at Work Act, the Council's Safety Policy and the Departmental Safety Policy.
- 2.8 Any other reasonable duties as requested by the Development Strategy Manager and Lead s106 and CIL Compliance, in line with your skills and knowledge, and meet deadlines set by them.

3. SUPERVISORY RESPONSIBILITIES

None.

4. FINANCIAL RESPONSIBILITIES

None.

5. RESPONSIBILITY FOR ASSETS AND DATA

Handling data as required by the Data Protection Act 2018.

6. EXTENT OF PUBLIC CONTACT

Dealing with enquiries from customers to provide planning monitoring information, including information on 5-year housing land supply, the Infrastructure Funding Statement, Community Infrastructure Levy, s106, Infrastructure Delivery Plan, and other housing and economic data. Relevant contact by phone, e-mail, letter, Microsoft Teams and in person with other Council officers, developers, agents and members of the public. Contact with members of the Council.

7. WORKING CONDITIONS AND ENVIRONMENT

Work in accordance with the Council's Agile working policy but ability to travel readily and efficiently to all parts of the Borough and Council offices to visit sites and check upon progress or attend Council meetings.

8. CORPORATE RESPONSIBILITIES

All staff must act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

- Financial Accounting
- Equality and Diversity
- Health and Safety
- Risk Management
- Anti- Fraud
- Data Quality and Data Protection
- Business Continuity
- Major Emergency Plan
- Procurement and Contract Management
- Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.



Signed as agreed:

Postholder

Date

PERSON SPECIFICATION



Post: Local Plan and CIL Monitoring and Research Officer

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
A minimum of GCSE A – C grades (or their equivalent) in English Language and Mathematics.	E	A, D
Be able to demonstrate a good standard of literacy.	E	A, I
Numeracy and analytical skills, to research and analyse complex information and to draw out clear conclusions and outputs.	E	A, I
Able to present information in a clear and accurate way.	E	A, I
Ability to produce information and statistics by use of databases and spreadsheets.	E	A, I
Ability to prioritise and organise work to meet required deadlines and work with limited supervision.	E	A, I
Possess a valid and appropriate driving licence and be able to attend meetings and site visits throughout the Borough.	E	A, D
A commitment to work within our CAN DO values.	E	A, I
Demonstrate competence with Microsoft Office (Word, Outlook, Excel, PowerPoint and Microsoft Teams).	E	A, I
Possess knowledge of town planning procedures in the UK.	D	A, I
Degree level qualification in planning or a related subject.	D	A, D
Previous experience of planning research or monitoring work in the UK.	D	A, I
Knowledge and experience of the use of GIS mapping software	D	A, I

Application	A
Interview	I
Test (written, presentation, practical – e.g. word processing)	T
References	R
Documentary – e.g. certificates	D

Appendix 2 – Equality Impact Assessment CIL and Local Plan Monitoring Officer

Appendix 2 - EQUALITY IMPACT ASSESSMENT (EqIA)

Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sex/gender
 - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published online.
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.
10. For advice and support, contact:
Minakshee Patel
Corporate Equality & Diversity Advisor
minakshee.patel@rugby.gov.uk
Tel: 01788 533509

Equality Impact Assessment

Service Area	Development Strategy
Policy/Service being assessed	Creation of a CIL and Local Plan Monitoring Officer Post.
Is this is a new or existing policy/service? If existing policy/service please state date of last assessment	The proposal is the creation of a new office post. Part of the purpose of the post is to administer CIL. CIL will be a new service/requirement. An EQiU for the introduction of CIL was produced and appended to the 20 March 2023 cabinet report.
EqlA Review team – List of members	Neil Holly - Development Strategy Manager
Date of this assessment	14 th August 2023
Signature of responsible officer (to be signed after the EqlA has been completed)	

A copy of this Equality Impact Assessment report, including relevant data and information to be forwarded to the Corporate Equality & Diversity Advisor.

If you require help, advice and support to complete the forms, please contact Minakshee Patel, Corporate Equality & Diversity Advisor via email: minakshee.patel@rugby.gov.uk or 01788 533509

Details of Strategy/ Service/ Policy to be analysed

<u>Stage 1 – Scoping and Defining</u>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	The new position will administer the Community Infrastructure Levy (CIL), which is a proposed new levy on development, and will undertake planning policy monitoring. The latter is an existing service, but additional resource is needed to undertake this in an effective way.
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	It primarily fits in with priorities on: <ul style="list-style-type: none"> • Rugby Borough Council is a responsible, effective and efficient organisation. • Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents.
(3) What are the expected outcomes you are hoping to achieve?	The outcomes are to appoint a new officer to effectively administer CIL and undertake local plan monitoring.
(4) Does or will the policy or decision affect: <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	Provides a better service to customers in the administration of CIL and through providing more timely and potentially more detailed planning monitoring information.
<u>Stage 2 - Information Gathering</u>	
(1) What does the information tell you about those groups identified?	The population likely to be interacting with the new officer are the local development sector: landowners, developers and planning agents, together with other council employees, parish councils and potentially councillors.

<p>(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?</p>	<p>The appointment of the new officer is not a new strategy/service in itself. The approval of the CIL charging schedule is subject to a separate consultation and examination process.</p>
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<p>(3) If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.</p>	<p>As detailed above, the proposed introduction of CIL has been subject to consultation in line with our Statement of Community Involvement.</p>
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<p><u>Stage 3 – Analysis of impact</u></p>			
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<p><u>(1)Protected Characteristics</u> From your data and consultations is there any positive, adverse or negative impact identified for any particular group, which could amount to discrimination? If yes, identify the groups and how they are affected.</p>	<p>RACE</p>	<p>DISABILITY</p>	<p>GENDER</p>
	<p>MARRIAGE/CIVIL PARTNERSHIP</p>	<p>AGE</p>	<p>GENDER REASSIGNMENT</p>
	<p>RELIGION/BELIEF</p>	<p>PREGNANCY MATERNITY</p>	<p>SEXUAL ORIENTATION</p>

<p><u>(2) Cross cutting themes</u></p> <p>(a) Are your proposals likely to impact on social inequalities e.g. child poverty, geographically disadvantaged communities? If yes, please explain how?</p> <p>(b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?</p>	<p>(a) Effective administration of CIL by the new officer is a precondition to being able to collect the levy from development. The levy itself can be spent on local infrastructure. Depending on the nature of infrastructure funding decisions, they could have a bearing on cross cutting themes. However, it will not be part of the job of the new officer to determine spending priorities as the role is administrative in nature in relation to CIL.</p> <p>(b) Not applicable</p>
<p>(3) If there is an adverse impact, can this be justified?</p>	<p>N/A</p>
<p>(4) What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.)</p>	<p>N/A</p>
<p>(5) How does the strategy/service/policy contribute to the promotion of equality? If not what can be done?</p>	<p>N/A</p>
<p>(6) How does the strategy/service/policy promote good relations between groups? If not what can be done?</p>	<p>N/A</p>
<p>(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?</p>	<p>N/A</p>

Stage 4 – Action Planning, Review & Monitoring

If No Further Action is required then go to – Review & Monitoring

(1) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.

No further action is required.

EqlA Action Plan

Action	Lead Officer	Date for completion	Resource requirements	Comments

(2) Review and Monitoring
State how and when you will monitor policy and Action Plan

The separate EqlA of the CIL charging schedule will be reviewed again prior to adoption of the Charging Schedule, probably in late 2023.

Please annotate your policy with the following statement:

‘An Equality Impact Assessment on this policy was undertaken on (date of assessment) and will be reviewed on (insert review date).’