

City of London

**Community Infrastructure Levy
and On-Street Parking Reserve**

**Priorities Board – Terms of
Reference**

Community Infrastructure Levy and On-Street Parking Reserve

Priorities Board – Terms of Reference

Introduction

1. This document sets out the terms of reference for the Priorities Board, including functions relating to Community Infrastructure Levy (CIL) and On-Street Parking Reserve (OSPR).

Membership

2. The Board will be chaired by the Town Clerk.
3. Membership of the Priorities Board will include the following Chief Officers:
 - Chamberlain
 - Deputy Town Clerk
 - ~~Chief Operating Officer~~
 - City Surveyor
 - Executive Director, Environment
 - Executive Director, Community and Children's Services
 - Executive Director, Innovation and Growth
 - Chief Strategy Officer
4. The following officers may also be invited to attend the Priorities Board where relevant items are on the agenda, to advise the Board members:
 - Managing Director of City Bridge Foundation (CBF) (*for annual meeting for cross fund bids. CBF only schemes are approved by CBF Board.*)
 - Financial Services Director
 - Commercial Director
 - Assistant Director Strategic Finance
 - Capital and Project Manager
 - PMO Analyst
 - Comptroller and City Solicitor
 - Planning and Development Director
 - Director of City Operations
 - Destination Director
 - Climate Action Programme Director
5. Where Board members are not able to attend a deputy will be asked to attend in their place. Officers representing specific teams may be invited to observe or inform discussions.

Purpose

6. The purposes of this board are:

CIL/OSPR

- a) To review bids submitted by spending departments for the use of CIL/OSPR.
- b) To ensure CIL and OSPR capital funds are allocated appropriately to projects, informed by the priorities set out in paragraphs 8-12.
- c) To ensure that CIL and OSPR funds are managed prudently and are not overspent.
- d) To ensure that substantial unnecessary, unallocated CIL/OSPR surpluses are not accrued.

- e) To monitor CIL and OSPR income, allocations, expenditure and forecasts.

Wider functions

- a) To consider new capital bids prior to taking recommendations to RASC.
 - b) To review any urgent matters related to funding the capital programme (for example, new inflationary pressures or new high risk capital programmes that may need approval from contingencies held).
7. The board is an advisory board. It will make recommendations to the Resource Allocation Sub-Committee (RASC), who will make the recommendation to Policy and Resources Committee who are the decision-makers.

Priorities

8. The following criteria, which are set out in the City Corporation's Infrastructure Delivery Plan (IDP), will be applied by the Board when recommending priorities for projects seeking funding from CIL.
 - **Critical:** lack of infrastructure is a physical constraint to growth; development cannot come forward if the infrastructure is not provided.
 - **Essential:** development cannot come forward in a sustainable and acceptable way if the infrastructure is not provided.
 - **Important:** development can come forward if the infrastructure is not delivered, but some sustainability goals will need to be compromised and some adverse impacts accepted.
9. Given the more restrictive rules around the expenditure of OSPR, this fund should be the first 'port of call' for infrastructure related to transport, walking and cycling. CIL can be used for a wider range of infrastructure projects, where these are required to enable the growth of the Square Mile as envisaged in the City Plan.
10. The process for recommending the allocation of OSPR will include consideration of the need for addition revenue funding for highway and cleansing maintenance operations, to ensure an appropriate balance between capital and revenue spend.
11. For OSPR, bids will need to demonstrate that they meet one of the following criteria:
 - Revenue funding for highway and cleansing maintenance operations
 - Investment in off-street car parks
 - Projects which are aligned to the outcomes of the Transport Strategy, with additional priority given to projects necessary for the delivery of Vision Zero by reducing serious and fatal collisions and improve accessibility.
12. Recommended prioritisation of CIL/OSPR will also take account of the extent to which projects support delivery of other strategies and initiatives, including the Climate Action Strategy and Destination City.

Making recommendations

13. The Priorities Board will make recommendations to RASC through the Chamberlain's Capital Funding Update reports, which will set out the view of the Board in relation to bids for CIL/OSPR. Capital Funding Update reports will be provided to RASC on a quarterly basis. Final decision/approval sits with Policy and Resources Committee.

Legal advice

14. The board will be advised by a solicitor from the City Solicitor's department, who will review funding bids to assess whether they meet the regulatory criteria for CIL and OSPR funding and advise on other aspects of CIL and OSPR governance.

Financial advice

15. The Chamberlain's department will work with the Planning Obligations team to monitor CIL and OSPR income, allocations and expenditure and will provide up to date reports setting out the current position to the Group and RASC.

Meetings and process

The board will meet on a quarterly basis. Where bids seek funding from CIL/OSPR and wider City Fund capital budget, they will only be considered annually as part of the annual capital bids process during Q3. Bids that only seek funding from CIL/OSPR can be considered at any of the quarterly meetings.