

# Cheltenham Borough Council

## Cabinet – 18 November 2025

### Community Infrastructure Levy Host Authority and Terms of Reference Review

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**Accountable member:**

Cllr Rowena Hay, Leader

**Accountable officer:**

Tracey Birkinshaw – Director Planning and Building Control

**Ward(s) affected:**

All

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**Key Decision:** No

**Executive summary:**

The purpose of this report is to seek Member agreement for Tewkesbury Borough Council to retain its position of host of the Community Infrastructure Levy (CIL) Joint Committee and approve the attached Terms of Reference (ToR) with minor amendments (for clarity of understanding purposes only) as the framework under which the CIL Joint Committee will continue to function.

The ToRs contain a requirement for both elements to be reviewed a minimum of every two years and that timescale expires before the end of January 2026.

**Recommendations: That Cabinet:**

- 1. agrees that Tewkesbury Borough Council retains its appointment as the host authority for the Community Infrastructure Levy (CIL) Joint Committee from January 2026.**
  - 2. agrees that the Community Infrastructure Levy (CIL) Joint Committee Terms of reference remain as approved by Council in January 2024, other than the minor points of clarification as identified in Appendix 3.**
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## 1. Implications

### 1.1 Financial, Property and Asset implications

With Tewkesbury Borough Council remaining as the host authority for the CIL Joint Committee and the main key officer roles supporting the CIL Joint Committee, and the daily operational management of the adopted CIL Charging Schedules appointed under contract through Tewkesbury Borough Council, the CIL Administration Fee raised annually from CIL receipts within the Cheltenham Borough Council CIL Charging administrative area, as required to support the relevant roles/functions will continue to be transferred to Tewkesbury Borough Council to allocate on the administrative expenditure it has to support the administration of CIL. This will include regular monitoring of CIL Administrative spending.

**Signed off by:** John Whitlock [Jon.whitlock@cheltenham.gov.uk](mailto:Jon.whitlock@cheltenham.gov.uk)

### 1.2 Legal implications

The Review of the CIL Joint Committee Host Authority arrangements and its ToRs is taking place to ensure that the three member councils comply with the requirements for such a review as set out in the agreed CIL Joint Committee ToRs. Continuing such arrangements ensures that the three member councils continue to comply with the legislative requirements contained within the Planning Act (2008) and the Community Infrastructure Levy Regulations 2010 (as amended) in respect of the proper administration and allocation of CIL.

For the recommendations to be implemented it will be necessary for all three CIL Joint Committee member councils to reach a consensus agreement on those recommendations. Reports containing the same recommendations will be put forward to Cheltenham Borough Council Cabinet and Tewkesbury Borough Council Executive accordingly as close as possible to the date of the Gloucester City Council Cabinet report as the recommendations must be agreed under consensus vote across the three member councils.

**Signed off by:** Charolotte Lockwood, Locum Senior Solicitor, One legal [legalservices@onelegal.org.uk](mailto:legalservices@onelegal.org.uk)

### 1.3 Environmental and climate change implications

This is a review of the operating framework under which the existing fully constituted CIL Joint Committee is to be hosted and the ToRs framework against which it conducts its business. It is not proposed to make any changes to the current arrangements. It does not relate to a new project or policy, however reviews existing arrangements.

Through future decisions to allocate CIL Infrastructure Fund receipts to projects, the

CIL Joint Committee would consider those projects submissions which also include a completed Climate Change Impact Tool which forms part of the submission requirements for each CIL funding bid submitted. Some of the projects supported for the allocation of CIL funding will contribute towards delivering against the respective councils' carbon emergency aspirations.

**Signed off by:** Maizy McCann, Climate Officer, [Maizy.McCann@cheltenham.gov.uk](mailto:Maizy.McCann@cheltenham.gov.uk)

#### **1.4 Corporate Plan Priorities**

This report contributes to the following Corporate Plan Priorities:

Key priority 1: Securing our future

Key priority 2: Quality homes, safe and strong communities

Key priority 3: Reducing carbon, achieving council net zero, creating biodiversity

Key priority 4: Reducing inequalities, supporting better outcomes

Key priority 5: Taking care of your money

#### **1.5 Equality, Diversity and Inclusion Implications**

See **Appendix 2**. This report relates to a review of current process. Some of the projects that the CIL Joint Committee may consider in the future are likely to be subject to their own separate Equalities Impact Assessment in due course (where these have not already been completed) and as appropriate this will be considered by the CIL Joint Committee.

#### **1.6 Performance management – monitoring and review**

The CIL Joint Committee ToRs require that the host authority is reviewed every 2 years, and its ToRs as a minimum every two years. There is nothing to prevent an earlier review of either element taking place as the ToRs also allow an earlier review as a consequence of any key changes in policy and or legislation relating to CIL or by a member council wishing to review the proportion of net CIL receipts that the member councils pool pursuant to the ToRs.

The potential impact of the current Local Government Reorganisation (LGR) on the legal and operational framework of the CIL Joint Committee will be kept under review as the LGR process progresses. It is the responsibility of all the accountable officers across the three member councils of the CIL Joint Committee, the CIL Joint Committee Monitoring Officer, and Senior Responsible Officer for the Committee to monitor this along with the support of other relevant officers, and escalate any concerns to relevant Senior Officer and Members including any need for legal and/or Monitoring Officer advice in advance.

In the event that no early review is required, it is likely that a review will be initiated from April 2027 to inform a report to Members around November 2027 to ensure that

any review is completed by the end of January 2028.

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## **2 Background**

2.1 On 25 January 2024, Council approved the establishment of a Community Infrastructure Levy Joint Committee 'CIL Joint Committee' under s101(5) and s102 Local Government Act 1972 and under Part 1A Chapter 2 Section 9EB of the Local Government Act 2000 and pursuant to the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012.

2.2 The CIL Joint Committee comprises the three CIL Charging Authorities of Cheltenham Borough Council, Gloucester City Council and Tewkesbury Borough Council. It was therefore necessary for each authority to separately agree to the establishment of the CIL Joint Committee and the relevant matters that were required to support its operational framework, including which Council would host it and the Terms of Reference (ToRs) under which it would deliver its functions.

2.3 At the same meeting approval was given to:

- i. Agree the CIL Joint Committee Terms of Reference 'ToRs', which included appointing Tewkesbury Borough Council as the host authority;
- ii. Agree the pooling of strategic infrastructure CIL monies by the three partner Councils of Cheltenham, Gloucester, and Tewkesbury; and
- iii. Agree that engagement with wider infrastructure providers, outside the local authorities, should be entered into.

2.4 With the appointment of Tewkesbury Council as the host authority for the CIL Joint Committee, Alistair Cunningham, its Chief Executive became the senior responsible officer (SRO) for the CIL Joint Committee, and as host the ToRs require the host authority to be responsible for providing secretarial/clerk S151 and Monitoring Officer roles for the Committee, which also covers democratic services support.

2.5 The agreed CIL Joint Committee ToRs contain the details of the operational framework and scope of function of the CIL Joint Committee. These included the following requirements.

- a) To review the host authority of the CIL Joint Committee every two years; and
- b) To review the CIL Joint Committee Terms of Reference as a minimum every two years

2.6 The CIL Joint Committee ToRs at Appendix 3, first approved were dated November 2023, and the last council of the three to agree the establishment of the CIL Joint Committee and its ToRs was Gloucester City Council on 24 January 2024. The CIL Joint Committee host authority, and its ToRs came into effect from this date.

2.7 At the first meeting of the CIL Joint Committee on 12 November 2024 it established and adopted ToRs for a supporting CIL Joint Officer Working Group (CILJOWG). The structure CIL JOWG was used by officers to undertake a joint officer review of the CIL Joint Committee ToRs and hold a discussion on the host authority arrangements to inform the current recommendations. The Monitoring Officer for Gloucester City Council and Cheltenham Borough Council were also invited to this meeting which took place on 09 September 2025.

2.8 The outcome of officer discussion was that it should be recommended to each CIL Joint Committee member council that:

- i. Tewkesbury Council remain the host authority for the next two years; and
- ii. The CIL Joint Committee ToRs should remain as first approved not to be reviewed other than some minor points of clarification as identified in Appendix 3 to this report as shown track changed.

2.9 It is proposed that some very minor changes are made to the ToRs as during officer discussion it was identified that in a few places the CIL Joint Committee ToRs could benefit from a few very minor amendments to do nothing more than clarify understanding, including incorporating the detail of dates when the CIL Joint Committee was established to bring them up to date.

### **3 Reasons for recommendations**

3.1 With respect to Tewkesbury Borough Council remaining the host authority for the Joint CIL Committee:

- a. Tewkesbury Borough Council of the three member councils generates the greatest amount of CIL receipts;
- b. Tewkesbury Borough Council, having been appointed as the initial host authority, now has an established process in place for the support functions for the CIL Joint Committee; and
- c. Some key officer roles outside of the ToRs requirements supporting the CIL Joint committee and the operational functions of each CIL Charging Authority are currently contracted via Tewkesbury Borough Council.

3.2 Retaining Tewkesbury Council as the host authority will help the continuance of the smooth operation of its functions, kept under review in the context of Local

## Government Reorganisation.

3.3 There is no requirement to trigger a debate on the content of the CIL Joint Committee ToRs every time there is a need to review them. If officers undertaking the review consider they cover all areas necessary for the CIL Joint Committee to meet its legislative requirements and ToRs requirements, and nothing had changed to require any amendments, then it can be recommended by officers that they remain as previously agreed.

## 4 Alternative options considered

4.1 With a requirement set out in the ToRs to review the host authority every two years, and the ToRs content as a minimum every two years, it is necessary that a report be brought forward containing such.

4.2 The officer discussion considering the host authority for the CIL Joint Committee did consider appointing either Cheltenham Borough Council or Gloucester City Council as the host authority, however as Tewkesbury Borough Council now has an established framework to support this, and receipts the most significant amount of CIL payments of the three member councils, it made sense to continue for the next two years under the same arrangement.

4.3 The requirement to review the CIL Joint Committee ToRs a minimum of every two years would not automatically trigger the need for a recommendation from an officer for Members to review and debate them. Officer discussion concluded that they cover all the matters necessary and are functioning effectively, and thus there was no basis on which they need to be reconsidered by the member councils. Those minor clarification points shown as track changes in Appendix 3 are not considered to materially impact their content.

4.4 The stage that the emerging Local Government Review is at and its potential future impact was also discussed. There is nothing that would prevent the host authority arrangements or the ToRs from being reviewed within the next two years should that be necessary.

## 5 Consultation and feedback

5.1 Not relevant for the purposes of this report.

## 6 Key risks

6.1 See **Appendix 1**. The establishment of the Joint Committee has provided robust governance arrangements, which will improve value for money and manage risk and where possible consider opportunities to add value.

## Report author:

Sarah Screen, Strategic Infrastructure Planning Manager, for the councils of Cheltenham Borough, Gloucester City and Tewkesbury Borough.

[sarah.screen@tewkesbury.gov.uk](mailto:sarah.screen@tewkesbury.gov.uk)

## Appendices:

1. Risk Assessment
2. Equality Impact Assessment – Screening
3. CIL Joint Committee Terms of Reference with track changes

## Background information:

1. Terms of Reference (Council 25 January 2024: [Cheltenham Gloucester and Tewkesbury Community Infrastructure Levy Joint Committee Appendix 1.pdf](#))
2. Report to establish the CIL Joint Committee Gloucester City Council [Full Council 25 January 2024 Item 12](#)
3. Report to establish the CIL Joint Committee Cheltenham Borough Council Full Council [11 December 2023](#)
4. Report to establish the CIL Joint Committee Tewkesbury Borough Council Full Council [23 January 2024](#)
5. Report to establish the CIL Joint Committee Tewkesbury Borough Council Executive [10 January 2024 Item 8](#)

**Appendix 1: Risk Assessment**

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
1	If the CIL Joint Committee host authority is not reviewed every 2 years this would trigger a breach of the requirements of the agreed Terms and Reference under which the Joint Committee conducts its business.	All three of the CIL Joint Committee Member Councils (Cheltenham Borough, Gloucester City and Tewkesbury Borough.	5	2	10	Accept risk but also shared risk with the other two CIL Joint Committee member Councils.	Each CIL Joint Committee member council seeks agreement to the recommendations through its own constitutional arrangements	Director Planning & Building Control (alongside Head of Place Gloucester City Council and Director of Growth at Tewkesbury Borough Council)	Cheltenham Borough Council cabinet report 18 November 2025 and  Gloucester City Council Cabinet 12 November 2025  Tewkesbury Borough Council Executive 19 November 2025



Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
2	If the CIL Joint Committee Terms of Reference are not reviewed as a minimum every two years this would breach the requirements of the agreed Terms and Reference under which the Joint Committee conducts its business.	All three of the CIL Joint Committee Member Councils (Cheltenham Borough, Gloucester City and Tewkesbury Borough.	5	2	10	Accept risk but also shared risk with the other two CIL Joint Committee member Councils.	Each CIL Joint Committee member council seeks agreement to the recommendations through its own constitutional arrangements	Director Planning & Building Control (alongside Head of Place Gloucester City Council and Director of Growth at Tewkesbury Borough Council)	Cheltenham Borough Council cabinet report 18 November 2025 and  Gloucester City Council Cabinet 12 November 2025  Tewkesbury Borough Council Executive 19 November 2025

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
3	There is a requirement that all three Member Councils support the same recommendations as this need to be agreed by consensus		5	2	10	Accept risk but also shared risk with the other two CIL Joint Committee member Councils.	Each CIL Joint Committee member council seeks agreement to the recommendations through its own constitutional arrangements	Director Planning & Building Control (alongside Head of Place Gloucester City Council and Director of Growth at Tewkesbury Borough Council)	Cheltenham Borough Council cabinet report 18 November 2025 and  Gloucester City Council Cabinet 12 November 2025  Tewkesbury Borough Council Executive 19 November 2025 9report to full Council if required)

## Appendix 2: Equality Impact Assessment (Screening)

### 1. Identify the policy, project, function or service change

#### a. Person responsible for this Equality Impact Assessment

Officer responsible: Sarah Screen ( <i>on behalf of Tracey Birkenshaw</i> )	Service Area: Planning
Title: Strategic Infrastructure Planning Manager (on behalf of Director Communities and Economic Development)	Date of assessment: 14 October 2025
Signature: <i>Sarah Screen (on behalf of Tracey Birkinshaw)</i>	

#### b. Is this a policy, function, strategy, service change or project?

Policy

If other, please specify: Review of the framework under which the CIL Joint Committee operates.

#### c. Name of the policy, function, strategy, service change or project

The host authority and the Terms of Reference for the Community Infrastructure Levy Joint Committee.

Is this new or existing?

**Already exists and is being reviewed**

#### Please specify reason for change or development of policy, function, strategy, service change or project

No change proposed. The agreed Terms of Reference (ToRs) for the CIL Joint Committee (dated November 2023) require the hosting arrangements for the CIL Joint Committee to be reviewed every two years and the ToRs to be reviewed as a minimum every two years.

#### d. What are the aims, objectives and intended outcomes and who is likely to benefit from it?

Aims:	To ensure that the CIL Joint Committee comply can continue to function for at minimum the next two years.
Objectives:	To ensure that the requirements of the CIL Joint Committee Terms of Reference and host authority are agreed so that the CIL Joint Committee can continue to complete its business in a fully compliant way and is fully supported by Legal, Democratic Services and monitoring officer support functions
Outcomes:	To ensure that Cheltenham Borough Council makes its decision in respect of the recommendations to support the same recommendations being put forward for consideration to the other two CIL Joint Committee member councils.
Benefits:	<p>The CIL Joint Committee can continue to function compliantly with the framework that has been put in place for it for at minimum the next two years.</p> <p>This will provide the ability of the Joint Committee to continue as part of its functions to consider the allocation of CIL receipts from the Infrastructure Fund to projects that will benefit the communities, businesses and visitors across Cheltenham, Gloucester, and Tewkesbury.</p>

**e. What are the expected impacts?**

Are there any aspects, including how it is delivered or accessed, that could have an impact on the lives of people, including employees and customers.	<b>Yes</b>
Do you expect the impacts to be positive or negative?	<b>Positive</b>

Please provide an explanation for your answer:

Ensuring that the CIL Joint Committee can conduct its business compliantly will ensure that CIL receipts paid and added to the CIL Regulation 59(1) Infrastructure Fund can be allocated to help support development through the funding of relevant infrastructure.

**If your answer to question e identified potential positive or negative impacts, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.**

<b>f. Identify next steps as appropriate</b>	
Stage Two required	<b>No</b>
Owner of Stage Two assessment	
Completion date for Stage Two assessment	

**Please move on to Stage 2 if required ([intranet link](#)).**

## Appendix 3: CIL Joint Committee Terms of Reference November 2023 – Track changed

### Cheltenham, Gloucester and Tewkesbury

### Community Infrastructure Levy Joint Committee

### Terms of Reference

#### 1 Introduction

- 1.1 Cheltenham Borough Council, Gloucester City Council and Tewkesbury Borough Council worked together to produce the Cheltenham, Gloucester and Tewkesbury Joint Core Strategy (2017) (the JCS) as the overarching strategy to guide the development of their area as part of their Development Plan. The three councils (the member councils) have agreed to pool the receipts received from the Community Infrastructure Levy (CIL) with the aim of working together to achieve the objectives of their ~~JCS~~Development Plans.
- 1.2 To facilitate an open and transparent joint approach to the governance of the application of CIL receipts the member councils ~~have~~ resolved to establish a joint committee. The Community Infrastructure Levy (CIL) Joint Committee was formally constituted under a decision made by the member councils at a full Council meeting for Cheltenham Borough Council on 11 December 2023, Gloucester City Council on 24 January 2024, and Tewkesbury Borough Council on 23 January 2024.

#### 2 Purpose

- 2.1 The Community Infrastructure Levy Joint Committee (the "Committee") shall work jointly and collaboratively to advise the member Councils on CIL generally and make decisions on bids for CIL monies that have been pooled by the constituent Councils. The member Councils of the Committee are charging authorities for the purposes of the Community Infrastructure Levy Regulations 2010 (as amended) (the "CIL Regulations"). The Committee shall consider how community infrastructure levy (CIL) receipts should be spent to support the development of each of the Council's areas, in accordance with Regulations 59(1) and 59(3) of the CIL Regulations.
- 2.2 Regulation 59(1) of the CIL Regulations provides (1) that charging authority must apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area.
- 2.3 Regulation 59(3) of the CIL Regulations provides that a charging authority may apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure outside its area where to do so would support the development of its area.
- 2.4 The member councils believe that working together to pool CIL receipts for the development of infrastructure within their collective administrative areas will support the delivery of their shared objectives as set out in the ~~JCS~~statutory Development Plans and consequently will support development within their respective areas in accordance with Regulation 59(3) of the CIL regulations.

#### 3 The Pooled Fund

- 3.1 In recognition of the joint approach the member councils have agreed that their Infrastructure Funding Statements (IFS) and Infrastructure Lists (IL) which identify infrastructure priorities that are consistent with the objectives of the JCS-Development Plans and their localities to support development across the JCS-Development Plan areas.
- 3.2 It is the intention of the member councils to pool 100% of the CIL receipts they receive net of any CIL receipts which are either passported to local councils or are allocated by the member councils to their individual neighbourhood CIL funds in accordance with Regulation 59A and 59F of the CIL regulations respectively.
- 3.3 Notwithstanding the agreement by the member councils to pool 100% of their net CIL receipts, it is recognised by the member councils that the IL's agreed by the member councils may contain infrastructure projects which are of greater importance to one member council, notwithstanding that but the project is of benefit to the JCS area as a whole. There may from time to time be exceptional circumstances where specific infrastructure is identified as a new priority for one or more councils. Where this occurs, this will be presented to the Joint Committee for consideration.
- 3.4 Any member council that considers it is no longer appropriate for the member councils to pool 100% of their net CIL receipts shall be able to trigger a review of these terms of reference in accordance with the Governance section appearing herein below.

#### **4 The Role of the Joint Committee**

- 4.1 The Committee shall:
  - Oversee the Strategic CIL application process and scrutinise each project bid for strategic fit and compliance with CIL requirements.
  - Be accountable for the oversight, monitoring and governance of awards-funding allocations.
  - Take an objective and detached view of applications.
- 4.2 The first meeting of the Committee will be to agree the process for assessment of pipeline of projects for investment.
- 4.3 The CIL Officer Working Group shall be made up of appropriate officers of each CIL charging authority and Gloucestershire County Council and will report to the Committee.
- 4.4 The Working Group activities shall include:
  - Making recommendations to the Committee
  - Contract management where triggered
  - Application revisions and extensions
  - Financial updates
  - Project delivery scrutiny
  - Compliance with funding agreements

## 5 Governance

- 5.1 The Committee is a Joint Committee under s101(5) and s102 Local Government Act 1972 and under Part 1A Chapter 2 Section 9EB of the Local Government Act 2000 and pursuant to the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012.
- 5.2 The Committee will include Cheltenham Borough Council, Gloucester City Council and Tewkesbury Borough Council.
- 5.3 These Terms of Reference will be reviewed as a minimum every two years. An earlier review will be triggered by any key changes in policy and or legislation relating to CIL or by a member council wishing to review the proportion of net CIL receipts that the member councils pool pursuant to these Terms of Reference.

## 6 Host Authority

- 6.1 The Committee will be hosted under local government arrangements by Tewkesbury Borough Council with hosting arrangements reviewed every two years.
- 6.2 The host authority will provide Secretary/ Clerk, S151 and Monitoring Officer roles of the Committee. This time allocation will be funded from the 5% administration of CIL.

## 7 Membership

- 7.1 Each Council shall appoint a Committee Member and a substitute who shall be either the Leader or other appointed Executive Members. The quorate membership of the Committee will be three, made up of one Member from each council.
- 7.2 If a quorate meeting cannot be achieved, the meeting will be rearranged. Each Committee Member shall remain in office until removed or replaced by his or her appointing Council or, in the case of an Executive Committee Member, until he or she ceases to be a member of the Executive Committee.

## 8 Functions of the Committee

- 8.1 Each of the Councils, by establishing the Joint Committee, empowers the Committee to make decisions on bids for CIL monies in respect of sums received by its member Councils. The bids will be considered, and the monies allocated in a manner which is consistent with the infrastructure commitments contained with the annual IFS published by the councils, this includes the IL (including any interim assessments) and the Infrastructure Delivery Plan (being updated to support the emerging Cheltenham, Gloucester and Tewkesbury Strategic and Local Plan). Allocation of funding will be made on a project-by-project basis, not per financial year.
- 8.2 The Committee will support and engage in such other additional functions as the respective Councils may determine from time to time including but not limited to:
  1. Identifying the future strategic infrastructure and investment needs.
  2. Providing an evidence base for spending decisions on strategic locally identified priorities.
  3. Consulting with Gloucestershire County Council on proposals for CIL expenditure and to consider Gloucestershire County Council spending priorities (if any) for CIL expenditure.
  4. Exploring other sources of funding and opportunities for match funding streams.
  5. Determining the method for evaluating and scoring to rate each application submitted and review weighting for criteria.



6. Scrutinising full applications and project presentations including any special terms under which an award is made.
7. Monitoring the delivery of projects that have had funding allocations, including regular reporting from officers in relation to contract management and financial updates.
8. As and where necessary calling individual projects into account where Grant contract conditions trigger review.
9. Determining how any unallocated funds within the pooled fund should be treated.

## **9 Voting**

9.1 One vote for each Council.

9.2 Normal rules as to declarations of interest shall be applied in accordance with the host authority's Code of Conduct

9.3 Decisions shall be made by full consensus vote.

## **10 Quorum**

10.1 A representative from each Council must be present. No business shall be transacted at any meeting unless the quorum is reached. If quorum is not reached within 30 minutes of the start of the meeting (or if quorum ceases to be present during a meeting) the meeting shall be adjourned to the same time and venue to a date determined by the Chair.

## **11 Meetings**

11.1 The Chair and Vice Chair of the meeting will be elected at the first meeting and then each Annual Meeting of the Committee and, if the Chair or Vice Chair is not present at any meeting within 10 minutes of the start of the meeting, those present will elect a Chair to act for that meeting.

11.2 The Chair and Vice Chair will be from different Councils.

11.3 Only a voting member is entitled to be elected as Chair or Vice Chair of the Committee.

11.4 Meetings will occur at least annually to agree Strategic CIL allocations. Other meetings may be required to respond to the programme of the additional functions. Meetings which make decisions on the allocation of CIL funding will be in public.

## **12 Constitution**

12.1 The Constitution of the host authority shall apply to the Committee.

## **13 Attendance**

13.1 Gloucestershire County Council shall be entitled to attend meetings of the Committee to input on matters relevant to the functions and activities of the Committee but shall have no voting rights nor be involved in scrutiny.

13.2 Each member Council may send appropriate officers to meetings of the Committee, or any Sub-Committee thereof, to support its [Members](#).

## **14 Responsibilities of the Chair and Vice Chair**

14.1 The role of the Chair is to ensure that the meetings of the Committee are conducted efficiently and effectively.

14.2 The role of the Vice Chair is to deputise for the Chair during any period of the Chair's absence, or at other times as appropriate, and their responsibilities shall be the same as those of the Chair.

## **15 Member Conduct**

15.1 Members shall be subject to the Code of Conduct for Elected Members adopted by the Council that nominated them to be a Committee Member.

## **16 Scrutiny**

16.1 The decisions made by the Committee shall be subject to the decisions being reported back through relevant Cabinet/Executive Committee of each of the member Councils.

16.2 Any decision by the Committee, except those agreed as urgent in accordance with these provisions, shall not be implemented until the member Councils have formally reported back through their own Cabinet/Executive Committee.

16.3 All decisions of the Committee (unless considered urgent) shall be subject to the "call in" process of each member Council. If not called in during that period any decision shall then be available for implementation.

16.4 Where the Committee decides that a decision is urgent it shall record the reasons for such urgency in the Minutes of the meeting and any subsequent "call in" of that decision should normally relate only to the process leading to the decision and not to the decision itself and the Chair of the member Council's Scrutiny Committee shall be advised immediately.

## **17 Liability of Members**

17.1 Committee Members shall have the same responsibilities as those that apply when sitting on other committees and bodies as an appointed representative of their nominating Council.