

Agenda Item 11
Annex A

S106 Audit reports - combined recommendations/suggested process	Responsible service
Consultee list and triggers to be used based on regulations, LP policies and priorities and used by DM for all qualifying applications to seek requests	Development Management
When Consultee request not accepted by DM, DM Officer to discuss with the consultee before it is disregarded/committee report prepared	Development Management
DM officer to assist third parties in framing requests such that they meet the Regulations	Development Management
DM Officer report to Committee/Delegation to evidence acceptability or otherwise of all requests against CIL regs, Policy etc	Development Management
Resolution to approve secured and DM issue instructions to Legal to prepare 106 (if not already instructed) by way of standardised template	Development Management
Legal to prepare 106 and use standardised 106 templates	Legal
Triggers to be framed such as to ensure easier monitoring of clauses	Legal
Subject to any viability issues all 106 to include a standard monitoring payment to help fund monitoring function	Legal
DM and Consultees and Monitoring Team to be informed by legal when pp can be issued and summary template of key provisions to be provided by legal	Legal
Planning to upload 106 (and summary) to website alongside the Planning Permission decision notice	Development Management
Monitoring team to upload details to an area specific monitoring system	S106 Monitoring Team
All services to monitor their covenants and report into the monitoring team for regular updates to be produced	Consultees
A consistent approach to monitoring triggers relating to financial/other contributions to be applied to ensure invoices are raised for all payments and/or triggers are met	S106 Monitoring Team
Indexation arrangements to be clarified as part of drafting of agreement and subsequently monitored	Legal/S106 Monitoring Officer
Reconciliation of monies/requirements against agreements to be undertaken by monitoring team supported by Finance (quarterly)	S106 Monitoring Team/Finance
3 rd parties to confirm that they will spend monies as per 106 before payment made to them	S106 Monitoring Team
3 rd party to be informed of need to produce annual report as part of new CIL regs setting out where monies have been spent	S106 Monitoring Team
Quarterly reports to Members and Websites of progress on receipt and spending of contributions	S106 Monitoring Team
Annual report as part of new CIL regs utilising information used in collation of AMR	S106 Monitoring Team