

**COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD
PROCESS FLOWCHART**

**BIDDING
PROCESS
(6 WEEKS)**

BIDDING PROCESS OPENS
TOWN & PARISH COUNCILS, INFRASTRUCTURE PROVIDERS AND OTHER INTERESTED PARTIES ARE INVITED TO BID FOR CIL FUNDING. APPLICATION FORMS ARE MADE AVAILABLE ON SDC'S WEBSITE ALONG WITH FAQ'S AND GUIDANCE. ALL COMPLETED BIDS SHOULD BE SENT TO THE CIL INBOX (CIL@SEVENOAKS.GOV.UK)

**ASSESSMENT OF
BIDS
(2 WEEKS)**

DOES THE BID FALL INTO ANY OF THE FOLLOWING?
A. A COMPLETED BIDDING PROFORMA HAS NOT BEEN SUBMITTED
B. THE APPLICANT DOES NOT HAVE THE LEGAL RIGHT TO CARRY OUT THE PROPOSED SCHEME OR DOES NOT HAVE THE SUPPORT FROM THE STATUTORY AUTHORITY / PROVIDER
C. SCHEMES THAT COULD CLEARLY NOT BE DEFINED AS INFRASTRUCTURE TO SUPPORT DEVELOPMENT

NO
THE PROPOSAL IS CONSIDERED AGAINST THE CRITERIA THAT MEMBERS AGREED. A SCORE IS ASSIGNED TO EACH CRITERIA AND A TOTAL SCORE IS GENERATED. APPLICATIONS ARE RANKED AND A SHORTLIST IS CREATED.

YES
THE PROPOSAL IS REMOVED FROM THE PROCESS AND THE APPLICANT IS NOTIFIED OF THE DECISION

MEETING WITH THE CHAIR, VICE CHAIR OF THE CIL BOARD AND THE CHIEF PLANNING OFFICER IS ARRANGED TO AGREE THE SCORING AND SHORTLIST OF BIDS FOR THE CIL BOARD TO CONSIDER

**REPORT
WRITING
(3 WEEKS)**

BACKGROUND REPORT, INCLUDING CURRENT AMOUNT OF CIL FUNDS AVAILABLE AND THE SCORING CRITERIA / PROCESS
A REPORT FOR EACH INDIVIDUAL APPLICATION THAT HAS BEEN SUBMITTED
FINAL APPENDIX WITH ALL RECOMMENDATIONS LISTED

REPORT TO BE AGREED BY THE CHIEF PLANNING OFFICER, LEGAL, DEPT, FINANCE DEPT. AND THE CHAIR OF THE CIL BOARD, REPORTS SENT TO PLANNING P/H FOR INFORMATION

CIL BOARD

CIL BOARD MEETS AND MAKES RECOMMENDATIONS TO CABINET

CABINET

CABINET MEETS TO RATIFY RECOMMENDATIONS MADE BY CIL BOARD—WAS THE RECOMMENDATION ACCEPTED AND RATIFIED?

YES
APPLICATION RECOMMENDATION IS ACCEPTED.
A CONTRACT* IS THEN DRAWN UP WITH INDIVIDUALS OR PRIVATE COMPANIES TO ENSURE THAT MONEY IS SPENT APPROPRIATELY IF CONTRACT AGREED
FINANCE IS NOTIFIED ON HOW MUCH IS REQUIRED TO PAY OUT TO PROJECTS
ONCE ALL CRITERIA ABOVE IS SATISFIED , PAYMENT IS MADE TO SUCCESSFUL ORGANISATIONS
IF CONTRACT OR OTHER PRE CONDITIONS ARE NOT SATISFIED THE APPLICATION IS REFUSED

NO
APPLICATION IS RETURNED THE REGULAR CIL BOARD FOR FURTHER CONSIDERATION