Appendix 2 – Checklist of CIL Process Improvements required to ensure compliance with Council Policy and CIL legislation.

Improve Procedures

Objective	Highlight step to improve the efficiency of the CIL process

CIL Process Improvement

Improvement	Completed
Early identification of CIL liable applications at validation stage	Yes
Training of Planning Support staff to identify CIL Liable applications	Yes
Complete Planning Support CIL Quick Reference guide	Yes
Update Planning Application Acknowledgment letter to request CIL forms at validation stage	Yes
Build relationships with Planning Officers for a more cohesive approach to CIL	Yes
Compile MS Access report for monthly validated and determined Planning Applications – excludes Trees app etc – double check of identified/non identified CIL liable applications.	Yes
Create monthly/weekly Exacom reports to ensure key stages are monitored and document process • Applications created • Applications granted • Payments – monthly – to diary payments six weeks ahead	Yes - process needs to be documented
Early communication with agents and/or developers	Yes
Improve CIL webpages – quality of information available is poor	Yes
Update all CIL Templates with One Council branding	Yes
Check all templates for wording and hyperlink changes and approved signatories	To do
Produce an Appeal Policy	To do
Produce an Enforcement Policy	To do
Review procedures in line with Council Policy and best practice in terms of the requirements of the regulations. Liaise with other Local Authorities	Yes
Produce a CIL guide for developers/applicants – Introduce this at Planning Agent/Developer forum?	To
Monitoring progress of development for key trigger points of CIL applications.	Yes- process to be documented
Review of collection of CIL monies as current financial process is cumbersome and time consuming. To be reviewed with Finance Manager once CIL process is more established.	Yes- to reviewed at a later date.
Book in monthly review sessions of CIL applications with Roger Ranson and Rachel Armstrong for	Yes

Parish Disbursements

Document Parish disbursement payment process	Yes
Produce Parish guidance leaflet and end of year financial template	Yes

Infrastructure Funding Statement

Produce IFS for 2019/2020 and publish by December 2020	To do
Process for spend of S106 funds	In Progress
Spend of s106 funds to avoid clawbacks from developers	In progress

Knowledge

Improve knowledge of the CIL Legislation and Process *Look for networking opportunities, training, groups and ways to receive updates*	Yes
Build relationships with other LA's to share best practice	Yes
PAS Training on Infrastructure Funding Statement	Due end of October 2020

IT

Upgrade Exacom software to the latest version to enable enhancements and compliance with CIL Legislation Amendment 2019	Yes
Further training on Exacom via Exacom training videos	Yes
Request additional funding for Exacom training if required	To be kept under review