

Infrastructure Delivery Framework

Appendix D: Protocol for the engagement of Commissioners through the Infrastructure Delivery Framework process.

August 2016

1. Introduction and Purpose of Protocol

- 1.1 This document has been formed to provide officers with a process in terms of how the Commissioners can be engaged for decision-making on the allocation of grants through the IDF process.

2. Background

- 2.1 Following a Best Value Inspection undertaken by Price Waterhouse Coopers during 2014, the Secretary of State for Communities and Local Government issued the Council with Directions on 17th December 2014. The Directions identified the need to appoint Commissioners to oversee the grants process.
- 2.2 The *Commissioners' Decision-Making Meeting* is held every six weeks. In these meetings decisions are made in respect of the allocation of grants onto third-party organisations. In addition, this forum makes decisions and recommendations regarding current and future governance arrangements relating to the provision of grants.
- 2.3 In the meeting of the 12th April 2016, it was decided that an Overview and Scrutiny Grants Sub-Committee should be formed. It would act as a cross-party forum and would consider grants prior to their referral to the Commissioners' Decision-Making Meeting.

3. Proposed Process

- 3.1 Please find below a step by step process for how grants of S106 and/or CIL can be approved as part of the IDF process with the involvement of Commissioners.
 1. Lead Officer for infrastructure project completes Project Initiation Document (PID) in the normal way and submits this to the Infrastructure Delivery Steering Group (IDSG) in accordance with the meetings programme. The PID template provides the submitting officer with the opportunity to set out information regarding the provision of grants.
 2. The PID is considered at the IDSG. If the IDSG recommends to the IDB for approval by Cabinet the allocation of funding to the project, then the project can be referred to the Commissioners Decision-Making meeting via the Overview and Scrutiny Grants Sub-Committee, to gain approval for the provision of the grant. If the Corporate Director of Development and Renewal (or equivalent) as the chair of the IDSG does not have the delegated authority to approve the project but approves the PID for referral to the Infrastructure Delivery Board (IDB) and Cabinet, then the Infrastructure Planning Team will prepare a covering Cabinet report to accompany the PID to these forums.

3. If the project is approved at the IDB for referral to Cabinet then the project can be referred to the Commissioners Decision-Making meeting via the Overview and Scrutiny Grants Sub-Committee, to gain approval for the provision of the grant(s). It will be the responsibility of the lead project officer to form a report in accordance with templates and make submissions in accordance with relevant timescales.

4. Future Arrangements

- 4.1 The position regarding the Council's process to approve the provision of grants will be monitored and updated according to the implementation of any new processes.