

## Job Description

<b>1. Job Title</b>	CIL & S106 Delivery Officer
Service Area	
Service	Place-shaping & Economic Growth
Team	Housing Delivery & Strategic Sites
Date prepared/Revised by	MAY 2022
Post accountable to	Executive Officer Housing Delivery & Strategic Sites
Post directly responsible for employees (number of workers)	Direct supervision: 0 Indirect supervision: 0
<b>2. Main Purpose</b>	
<p>To lead the successful implementation of the Council's Section 106 (S106) and Community Infrastructure Levy (CIL) processes so that the infrastructure necessary to support existing and new communities in the Harrogate district is delivered.</p> <p>To support the scoping and delivery of the Council's infrastructure priorities by identifying and maintaining a schedule of priority projects to be delivered by CIL contributions, carrying out consultation with all interested parties, seeking Member approval and providing guidance and support to a wide range of internal and external parties.</p> <p>To act as Corporate lead to ensure an efficient and effective end to end process for drawing up, implementing and monitoring CIL and S106 agreements and proactive management, reporting, collection and distribution of related financial contributions in accordance with legal requirements.</p>	
<b>3. Key Contacts</b>	
<p><b>Internal:</b> All Departments (particularly Legal, Finance, Housing, Parks, Development Management, Enforcement), All Elected Members, Place-shaping &amp; Economic Growth colleagues</p> <p><b>External:</b> Parish Councils, Neighbourhood Groups, Infrastructure providers, North Yorkshire County Council, Highways England, developers, land owners, agents, members of the public.</p>	
<b>4. Main Accountabilities</b>	
<p>Responsible to the Executive Officer for Housing Delivery &amp; Strategic Sites for the following key tasks:</p> <ul style="list-style-type: none"> <li>To act as the Council's lead for CIL and S106, building strong relationships, liaising with all contributors to the process and providing guidance and support to others on the implementation of CIL and S106</li> <li>To identify and consult upon the Council's priority projects for spending CIL monies.</li> <li>To implement and maintain an effective and coordinated system for monitoring all S106 and CIL applications and financial contributions.</li> <li>To regularly monitor and report progress and to proactively review and drive forward improvements to ensure an effective and efficient CIL and S106 process.</li> <li>To play a proactive role in delivering the Place-shaping &amp; Economic Growth Service vision and demonstrating a 'One Council' approach.</li> </ul>	

## 5. Standard Accountability Statements

**Health and Safety:** You are required to comply with the council's Health and Safety Policy and to take such steps as are reasonably practicable for your own health and safety and that of your colleagues a work and those affected by your work. You must comply with your safety responsibilities and must co-operate with management in all respects for the full implementation of the council's Health and Safety Policy. Your safety responsibilities are shown on the Safety Responsibility Statement (SRS) for your post.

**Equality and Diversity:** The post holder must adhere to all policies and procedures relating to equality and diversity in the workplace and provision of services.

**Learning and Personal Development:** The post holder has a personal responsibility for his or her own learning and development, and will maintain up-to-date records of achievement and attendance as required. The post holder must undertake the learning and development identified in the job skills matrix, and other relevant training that is identified and agreed with their manager.

**Data Security:** Harrogate Borough Council staff must, at all times, maintain personal responsibility for the safe and secure movement of data within, into and out of the authority.

### **Safeguarding Policy and Procedures**

The post holder will adhere to all the Council's Safeguarding Policy and Procedures

## 6. Job Activities

### **Main duties and responsibilities relating to accountabilities identified above**

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| 1  | <u>To act as the Council's lead for CIL and S106, building strong relationships, liaising with all contributors to the process and providing guidance and support to others on the implementation of CIL and S106</u>  |
| a. | Ensure an efficient and effective end to end S106 and CIL process, working collaboratively with officers from across the Council and the County Council including Development Management, Enforcement, Legal, Finance, Housing, Policy & Place, Highways, Education. |
| b. | Maintain up-to-date knowledge and expertise relating to CIL and S106 and provide technical advice and guidance to interested parties including potential developers, colleagues, managers, elected members, Parish Councils and community groups.                    |
| c. | Oversee the preparation and review of guidance notes and policies to make clear how the Council's CIL and S106 processes operate within the District.  |
| d. | Support planning officers in their role of leading on negotiations and liaising with applicants in order to obtain planning contributions appropriate to the development.  |
| e. | Contribute to the preparation and review of planning policy documents including the Infrastructure Delivery Plan (IDP) and CIL Charging Schedule.  |
| f. | Attend, present to and, where appropriate, facilitate working parties and forum groups.  |
| g. | Train other members of the Service as appropriate on CIL and S106 related support tasks.   |

2	<p><u>To identify and consult upon the Council's priority projects for spending CIL monies.</u></p> <p>a. Liaise with the Policy &amp; Place team and other relevant colleagues to understand the key infrastructure requirements for delivery of the Local Plan.</p> <p>b. Lead, coordinate, monitor and review a list of priority infrastructure projects to be delivered by CIL contributions.</p> <p>c. Carryout proactive engagement with Parish Council's, neighbourhood/community groups and other interested parties to feed into the identification of priorities for spending CIL contributions.</p> <p>d. Liaise with Heads of Service, Cabinet and relevant officers across the Council and County Council to agree priority infrastructure projects for recommendation to Council.</p>
3	<p><u>To implement and maintain an effective and coordinated system for monitoring all S106 and CIL applications and financial contributions.</u></p> <p>a. Lead on and be responsible for establishing and maintaining a centralised and effective system for monitoring S106 and CIL.</p> <p>b. Maintain an accurate record of developments, which are subject to Section 106 and CIL and monitor their implementation to identify when triggers for payment of discharge of clauses in any legal agreement are met and notify the relevant service area/end recipient.</p> <p>c. Review planning approvals to identify extant S106 Agreements and to ensure that any urgent actions required in order to safeguard payments are taken.</p> <p>d. Visit development sites and liaise with other service areas to check for commencement triggers.</p> <p>e. Ensure compliance with the Regulations (including requests for exemptions) and that monies are collected, accounted for and allocated promptly to the end recipient.</p> <p>f. Identify the need for assistance with legal action in respect of non-payment to ensure effective and timely collection of the required contributions.</p>

4	<p><u>To regularly monitor and report progress and to proactively review and drive forward improvements to ensure an effective and efficient CIL and S106 process.</u></p> <p>a. Identify where improvements can be made/new ways of working are needed to improve efficiency and to enable decision notices to be issued in a timely manner.</p> <p>b. To facilitate training for staff as necessary and to communicate clearly and effectively with staff and stakeholders when changes are implemented and/or new guidance/legislation is prepared/published.</p> <p>c. Prepare and present reports for senior officers and Members on the collection and spending of CIL and S106.</p> <p>d. Prepare an Annual Position Statement setting out the infrastructure projects/types of infrastructure that will be wholly or partly funded by CIL and which reports on the previous year in relation to CIL and S106.</p> <p>e. Keep accurate records of S106 and CIL monies received and spent, liaising with other service areas to ensure consistency of records.</p> <p>f. To highlight and implement any policy or procedural changes required for CIL and S106.</p>
5	<p><u>Play a proactive role in delivering the Place-shaping &amp; Economic Growth Service vision and demonstrating a 'One Council' approach</u></p> <p>a. Work with colleagues to build relationships and understanding across the service and the wider Council; supporting each other to deliver excellent cross-service communication and corporate priorities in line with a shared 'one team' vision.</p> <p>b. Take responsibility for own work, performance, development and behaviours; using own initiative to ensure that expectations are met for the benefit of the council, our customers and our colleagues.</p> <p>c. Strive to deliver excellent customer service at all times, by demonstrating a customer focussed attitude as well as commercial awareness</p> <p>d. Contribute to service improvement work and look for opportunities to continuously improve own performance.</p> <p>e. Keep up to date with developments and achievements within the service and wider council, seeking opportunities to share knowledge &amp; skills, celebrate success and to learn &amp; improve</p> <p>f. Undertake any other duties commensurate with the post/grade as directed by your manager or any member of the Service Leadership Team.</p>