

AREA OF REVIEW	DETAILS/COMMENTS
Title of Study (name of Working Group)	Section 106 Working Group
Appointing Panel	Overview and Scrutiny (Service Support) Panel
Members Assigned (including date Working Group appointed)	Councillors P J Downes, D Harty, M F Newman and R G Tuplin Appointed by Panel on 12 th February 2008.
Possible Co-Options to the Group	Councillor T D Sanderson Appointed by Panel on 8 th April 2008.
Interests Declared	Councillors P J Downes and D Harty as members of Cambridgeshire County Council.
Rapporteur	Councillor D Harty
Officer Support	Mr Roy Reeves – Head of Administration, HDC Mrs Claire Bulman – Democratic Services, HDC Mr Steve Ingram – Head of Planning Services, HDC Mr A Moffatt – Development Control Manager Mr Robert Ward – Head of Operations Mr Steve Plant – Head of Housing Mr Colin Meadowcroft – Head of Legal Mr Ian Leatherbarrow – Head of Policy & Strategic Services Mr R Probyn – Planning Policy Officer
Purpose of Study / Objective (specify exactly what the study should achieve)	To investigate the Section 106 process adopted by the Council including the relationship with other infrastructure partners and make recommendations if improvements are thought to be necessary.
Rationale (key issues and/or reason for conducting a study)	The Panel's interest in the subject was prompted by the scale of income received from this source and the time taken in some cases, to secure its expenditure. As sums are negotiated for other public sector infrastructure providers, the Panel also was interested in ensuring that a transparent audit trail existed to ensure that receipts were being expended locally.
Terms of Reference	
Links to Council Policies/Strategies	Links to Council Aim – to improve our systems and practices.

ACTION BY WORKING GROUP	
Methodology / Approach (what types of enquiries will be used to gather evidence)	Information from Heads of Service, Partner Organisations and other Members of the Council.
External/Specialist Support	N/A
Existing Documentation	<ul style="list-style-type: none"> ◆ Current / Previous quarterly monitoring reports ◆ Report of the Cycling Working Group ~ Feb 2008

	<ul style="list-style-type: none"> ◆ Details of Reviews undertaken by Cardiff, Stoke on Trent, Bradford
Evidence to be Obtained (e.g. witnesses, documents, site visits, consultation, research, etc)	<p>Most of the evidence will be obtained by the Democratic Services Team together with information from Environmental & Community Services Directorate, Legal Department and Policy Division.</p> <p>Written Evidence provided as follows:-</p> <ul style="list-style-type: none"> ◆ Affordable Housing and Section 106 Agreements (Paper by Housing Division) ◆ Existing s106 Obligation Process – Presentation by Development Control Manager ◆ Response to Group’s questions by Head of Planning Services ◆ Briefing Paper by Cambridgeshire County Council – Section 106 process ◆ Notes of working group meetings held on 20th May, 3rd July, 21st July and 28th August 2008. ◆ Information from Head of Financial Services
Reference Sites	None at present.
Investigations	<p>Initially discussions arranged with Heads of Planning Services, Operations, Housing Services and Legal. Representatives from Fire & Rescue, Constabulary and PCT also attended.</p> <p>Demonstration of current Section 106 database.</p> <p>Further meeting with Head of Planning Services and Development Control Manager to review issues identified from previous discussions.</p> <p>Further held on 7th October 2008 to summarise current position. Final report currently being compiled with further meeting to be held on 8th January 2009.</p>
Witnesses	As above.
Site Visits (if necessary) (where and when)	N/A at current time.
Meetings of the Working Group	20th May 2008. 3 rd July 2008 21 st July 2008 28 th August 2008 7 th October 2008 8 th January 2009
Costs (resource requirements, additional expenditure, time)	<p>Officer time ~ both to provide support and to conduct research.</p> <p>No other external costs identified to date.</p>

Possible Barriers to the Study (potential weaknesses)	None identified.
Projected Timescale (Start and end times)	Start ~ 12 th February 2008 Finish – January 2009