

## **Appendix 2 - Section 106 Monitoring Process**

### **1.0 SETTING UP A MONITORING RECORD IN UNIFORM WHEN THE S106 AGREEMENT IS RECEIVED FROM LEGAL**

- 1.1 CREATE A NEW RECORD IN THE DCM MODULE; COPY ACROSS THE INFORMATION FROM THE PLANNING APPLICATION AND CHECK FOR ANY RELATED CASES; UPDATE STATUS, LEGAL REFERENCE, DATES AND COMMENTS
- 1.2 UPDATE THE CONDITIONS/CLAUSES TAB WITH ONE LINE FOR EVERY OBLIGATION
- 1.3 UPDATE THE CONTRIBUTIONS TAB BY CREATING A FINANCIAL RECORD TEMPLATE FOR EACH OF THE FINANCIAL CONTRIBUTIONS DUE UNDER THE S106
- 1.4 UPDATE THE TASKS TAB WITH MONITORING TASKS FOR EVERY OBLIGATION; TO INCLUDE ALL TRIGGERS, IN-PERPETUITY CLAUSES AND SPEND-BY CRITERIA
- 1.5 CREATE A SEPARATE MONITORING RECORD UNDER THE INSPECTIONS TAB TO GENERATE CALENDAR REMINDERS FOR MONITORING CHECKS, SPEND BY DATES, ETC
- 1.6 UPLOAD THE PLANNING REFERENCE ONTO THE S106 FINANCIAL MASTER UNDER ALL RELEVANT TABS (ONE LINE PER CONTRIBUTION/TRIGGER POINT)
- 1.7 UPLOAD THE PLANNING REFERENCE ONTO THE S106 FINANCIAL MASTER COMMENCEMENT CHECKING SHEET IF THE AGREEMENT CONTAINS ANY ON COMMENCEMENT TRIGGERS
- 1.8 CREATE A NEW MONITORING RECORD IN THE OCCUPATION MONITORING SPREADSHEET

AVERAGE TIME SPEND 2 TO 3 HOURS. AGREEMENTS WITH A LOT MORE OBLIGATIONS CAN TAKE A LOT LONGER KEEP GOING BACK AND FORTH THROUGH A SUBSTANTIAL LEGAL AGREEMENT - SUGGEST A MULTIPLIER BASED ON THE NO. OF HEADS OF TERMS

### **2.0 QUARTERLY RECORD MANAGEMENT AND ACCOUNT RECONCILIATION**

### **3.0 QUARTERLY WEBSITE UPDATES AND RISK REPORTS TO MANAGEMENT**

### **4.0 ANNUAL S106 REPORT COMPILATION, CHECKING AND PUBLICATION BY 31ST DECEMBER EACH YEAR FOR THE PREVIOUS FINANCIAL YEAR (STATUTORY REQUIREMENT)**

(UP TO 10 DAYS ANNUALLY  $7.5 * 10 = 75$  HOURS/25 AGREEMENTS PER ANNUM = 3 HOURS PER AGREEMENT FOR ONE YEAR/9 HOURS FOR A THREE-YEAR PERIOD)