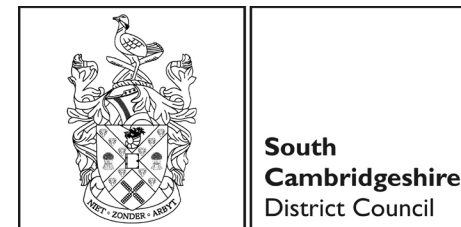


## NOTICE OF KEY DECISIONS AND NON KEY DECISIONS

### To be taken under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 from 05 February 2019



Notice is hereby given of:

- Key decisions that will be taken by Cabinet, individual Lead Cabinet Members or Officers
- Confidential or exempt executive decisions that will be taken in a meeting from which the public will be excluded (for whole or part)

A Key Decision is a decision, which is likely:

- (1) (a) to result in the authority incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or  
(b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards
- (2) In determining the meaning of 'significant' for the purposes of the above, the Council must have regard to any guidance for the time being issued by the Secretary of State in accordance with section 9Q of the 2000 Act (guidance).

A notice / agenda, together with reports and supporting documents for each meeting will be published at least five working days before the date of the meeting. In order to enquire about the availability of documents and subject to any restriction on their disclosure, copies may be requested from Democratic Services, South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA. Agenda and documents may be accessed electronically at [www.scambs.gov.uk](http://www.scambs.gov.uk)

Formal notice is hereby given under the above Regulations that, where indicated (in column 4), part of the meetings listed in this notice may be held in private because the agenda and reports for the meeting will contain confidential or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. See overleaf for the relevant paragraphs.

*If you have any queries relating to this Notice, please contact  
Victoria Wallace on 01954 713026 or by e-mailing [Victoria.Wallace@scambs.gov.uk](mailto:Victoria.Wallace@scambs.gov.uk)*

**Paragraphs of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended)  
(Reason for a report to be considered in private)**

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
6. Information which reveals that the authority proposes:
  - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - (b) to make an Order or Direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

**The Decision Makers referred to in this document are as follows:**

**Cabinet**

Councillor Bridget Smith  
Councillor Aidan Van der Weyer  
Councillor Tumi Hawkins  
Councillor Hazel Smith  
Councillor Philippa Hart  
Councillor Neil Gough  
Councillor John Williams

Leader of the Council  
Deputy Leader  
Planning  
Housing  
Customer Services and Business Improvement  
Environmental Services and licensing  
Finance

**Key and non-key decisions expected to be made from 5 February 2019**

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
Cambourne High Street  Key		Cabinet	06 February 2019	Part or all of the report may be exempt by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972	Lead Cabinet member for Finance  David Ousby, Delivery & Innovations Manager, Bob Palmer, Interim Executive Director	Report (publication expected 29 January 2019)
Waterbeach Supplementary Planning Documents Adoption  Key		Cabinet	06 February 2019		Lead Cabinet member for Planning  Caroline Hunt, Planning Policy Manager	Report (publication expected 29 January 2019)
Budget Report  Key		Cabinet  Council	06 February 2019  21 February 2019		Lead Cabinet member for Finance    Bob Palmer, Interim Executive Director	Report (publication expected 29 January 2019) Report (publication expected 13 February 2019)

**Key and non-key decisions expected to be made from 5 February 2019**

<b>Decision to be made</b>	<b>Description of Decision</b>	<b>Decision Maker</b>	<b>Date of Meeting</b>	<b>Reason for Report to be considered in Private</b>	<b>Portfolio Holder and Contact Officer</b>	<b>Documents submitted to the decision maker</b>
Business Plan 2019-2024  Key		Cabinet	06 February 2019		Leader of Council  Chief Executive	Report (publication expected 29 January 2019)
Council Tax Empty Homes Premium  Key	To consider increasing the council tax premium charged for long term empty homes.	Cabinet	06 February 2019		Lead Cabinet member for Finance  Katie Kelly, Revenues Manager	Report (publication expected 29 January 2019) Report (publication expected 13 February 2019)
Organisational Change Policy and Procedure  Non-Key		Cabinet	06 February 2019	Part or all of the report may be exempt by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972		Report (publication expected 29 January 2019)
Localised Council Tax Support Scheme  Non-Key		Council	21 February 2019		Lead Cabinet member for Finance  Dawn Graham, Benefits Manager	Report (publication expected 13 February 2019)
Pay Policy		Council	21 February 2019			Report (publication

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Statement Non-Key					Susan Gardner Craig, Head of People and Organisational Development	expected 13 February 2019)
Great Abington former LSA Estate Neighbourhood Plan  Non-Key	To adopt ('make') the Neighbourhood Plan..	Council, Lead Cabinet member for Planning	21 February 2019		Lead Cabinet member for Planning  Jennifer Nuttycombe, Senior Planning Policy Officer	Report (publication expected 13 February 2019)
Compulsory Purchase Order of The Tree, Stapleford  Non-Key	To consider the use of Compulsory Purchase Order powers with regard to The Tree, Stapleford and decide whether to make a recommendation to Council.	Cabinet	06 March 2019	Part or all of the report may be exempt by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972	Lead Cabinet member for Planning  Kathryn Hawkes, Partnerships Officer	Report (publication expected 29 January 2019)
Brexit Advisory Group Recommendations		Cabinet	06 March 2019		Johanna Davies, Economic Development	Report (publication expected 28 February 2019)

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Non-Key					Officer	
Update on organisational review  Key		Cabinet	06 March 2019		Bob Palmer, Interim Executive Director	Report (publication expected 28 February 2019)
Cottenham Neighbourhood Plan  Non-Key	To agree the Council's response to the submission consultation on the Cottenham Neighbourhood Plan.	Lead Cabinet member for Planning	06 March 2019		Lead Cabinet member for Planning  Alison Talkington, Senior Planning Policy Officer	
Barriers to Council Procurement from SMEs Task and Finish Group findings  Non-Key	To present findings of the Scrutiny and Overview Committee's task and finish group regarding the barriers to Council procurement from small and medium sized businesses.	Cabinet	06 March 2019		Cllr Grenville Chamberlain  Johanna Davies, Economic Development Officer	Report (publication expected 28 February 2019)
Quarterly Position	To provide a	Cabinet	06 March 2019		Lead Cabinet	Report (publication

**Key and non-key decisions expected to be made from 5 February 2019**

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
Report Non-Key	statement on the Council's position with regard to its General Fund, Housing Revenue Account (HRA) and capital budgets, corporate objectives, performance indicators and strategic risks.				member for Customer Service and Business Improvement, Lead Cabinet member for Finance  Suzy Brandes, Principal Accountant (General Fund & Projects)	expected 28 February 2019)
Request to assist with the resettlement of Syrian Refugees  Key	To decide whether to make a pledge to take a small number of Syrian Refugee families as part of the Syrian Vulnerable Persons Resettlement Scheme.	Cabinet	03 April 2019		Lead Cabinet member for Housing  Susan Carter, Housing Advice and Options Manager, Heather Wood, Interim Assistant Director of Housing (Statutory and Strategic Services)	Report (publication expected 26 March 2019)
3C Shared Services Business Plans  Non-Key	To seek approval of Shared Services 2019/20 Business Plans.	Cabinet	03 April 2019	Part or all of the report may be exempt by virtue of paragraph 3 of Part	Bob Palmer, Interim Executive Director	Report (publication expected 26 March 2019)

**Key and non-key decisions expected to be made from 5 February 2019**

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
				1 of Schedule 12A of the Local Government Act 1972		
Homeless Strategy Key	To approve a homeless strategy for South Cambridgeshire.	Cabinet	03 April 2019		Susan Carter, Housing Advice and Options Manager, Heather Wood, Interim Assistant Director of Housing (Statutory and Strategic Services)	Report (publication expected 26 March 2019)
Countywide Disabled Adaptations Policy Key	To approve the Countywide Disabled Adaptations Policy. This will provide a joint county-wide approach as to how the Disabled Facility Grants can be spent.	Cabinet	03 April 2019		Lead Cabinet member for Housing  Julie Fletcher, Head of Housing Strategy	Report (publication expected 26 March 2019)
Greater Cambridge Housing Strategy	To approve the adoption of the Greater Cambridge Housing Strategy	Cabinet	03 April 2019		Lead Cabinet member for Housing	Report (publication expected 26 March 2019)



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Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
Key					Julie Fletcher, Head of Housing Strategy	
Caldecote Village Design Statement SPD  Non-Key	Approve the draft SPD for consultation and to agree the consultation arrangements.	Cabinet	03 April 2019		Lead Cabinet member for Planning  Hana Loftus, Special Projects Officer	Report (publication expected 26 March 2019)
Fulbourn Village Design Statement SPD  Key	Approve the draft SPD for consultation and to agree the consultation arrangements.	Cabinet	03 April 2019		Lead Cabinet member for Planning  Hana Loftus, Special Projects Officer	Report (publication expected 26 March 2019)
Gamlingay Village Design Statement SPD  Non-Key	Approve the draft SPD for consultation and to agree the consultation arrangements.	Cabinet	03 April 2019		Lead Cabinet member for Planning  Hana Loftus, Special Projects Officer	Report (publication expected 26 March 2019)

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Histon and Impington Village Design Statement SPD  Non-Key	Approve the draft SPD for consultation and to agree the consultation arrangements.	Cabinet	03 April 2019		Lead Cabinet member for Planning  Hana Loftus, Special Projects Officer	Report (publication expected 26 March 2019)
Over Village Design Statement SPD  Non-Key	Approve the draft SPD for consultation and to agree the consultation arrangements.	Cabinet	03 April 2019		Lead Cabinet member for Planning  Hana Loftus, Special Projects Officer	Report (publication expected 26 March 2019)
Papworth Everard Village Design Statement SPD  Non-Key	Approve the draft SPD for consultation and to agree the consultation arrangements.	Cabinet	03 April 2019		Lead Cabinet member for Planning  Hana Loftus, Special Projects Officer	Report (publication expected 26 March 2019)
Sawston Village Design Statement SPD  Non-Key	Approve the draft SPD for consultation and to agree the consultation	Cabinet	03 April 2019		Lead Cabinet member for Planning  Hana Loftus,	Report (publication expected 26 March 2019)

**Key and non-key decisions expected to be made from 5 February 2019**

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
	arrangements.				Special Projects Officer	
Swavesey Village Design Statement  Non-Key	Approve the draft SPD for consultation and to agree the consultation arrangements.	Cabinet	03 April 2019		Lead Cabinet member for Planning  Hana Loftus, Special Projects Officer	Report (publication expected 26 March 2019)
Shared Services Annual Report  Non-Key	Approval of the Shared Services Annual Report.	Cabinet	June 2019		Bob Palmer, Interim Executive Director	Report (publication date tbc)
Refreshed New Build Strategy  Key	To approve a refreshed New Build Strategy.	Cabinet	August 2019		Mike Hill, Director of Housing and Environmental Services	Report (publication date tbc)
Resident Involvement Strategy  Key	To approve the final Resident Involvement Strategy.	Lead Cabinet member for Housing	01 May 2019		Lead Cabinet member for Housing  Peter Moston,	Report (publication expected 26 February 2019)

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					Resident Involvement Team Leader	