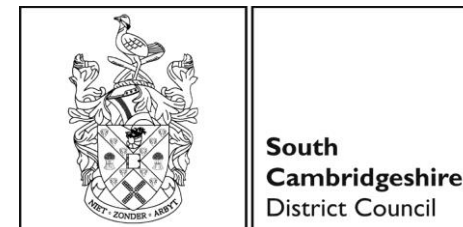


## Cabinet Forward Plan of Key and Non-Key Decisions

### To be taken under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 from 1 February 2024



Notice is hereby given of:

- Key and Non-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 by the Cabinet, or an individual Cabinet Member or officer, which is likely to either incur significant\* expenditure or make significant savings, or to have a significant impact on those living or working in 2 or more wards.

\*A decision to:

1. Incur expenditure or savings in excess of £200,000; or
2. Acquire or dispose of land or property with a value in excess of £1,000,000 shall be treated as significant for these purposes. However, a decision to invite a tender or award a contract shall not be treated as a key decision where the purpose of the contract is to fulfil the intention of any policy or scheme included in the policy framework or budget or involves a continuation of an existing policy or service standard.

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.

Where two meetings (for example, Cabinet and Council) are listed for a particular item, the first will be making a recommendation to the second, which will then make a final decision.

If you have any queries relating to this Notice, please contact  
Ian Senior on 01954 713028 or by e-mailing [ian.senior@scambs.gov.uk](mailto:ian.senior@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	Leader of the Council
Councillor Brian Milnes	Deputy Leader
Councillor Henry Batchelor	Environment
Councillor John Batchelor	Housing
Councillor Bill Handley	Communities
Councillor Tumi Hawkins	Planning
Councillor Peter McDonald	Economic Development
Councillor Brian Milnes	Environment
Councillor John Williams	Resources

## Key and non-key decisions expected to be made from 1 February 2024

Title [If relevant, the reason for considering the matter in private]	Description	Decision Maker	Date of Meeting	Lead Cabinet Members and Contact Officer	Documents submitted to the decision maker
<p><b>Part 1: Key and Non-Key Decisions</b></p> <p>A key decision is a decision by the Cabinet, or an individual Cabinet Member or officer, which is likely either to incur significant expenditure or make significant savings, or to have a significant impact on those living or working in two or more wards.</p> <p>The South Cambridgeshire District Council Constitution defines a significant decision as being one to:</p> <ul style="list-style-type: none"> <li>• incur expenditure or savings in excess of £200,000; or</li> <li>• acquire or dispose of land or property with a value in excess of £1,000,000.</li> </ul> <p>However, a decision to invite a tender or award a contract shall not be treated as a key decision where the purpose of the contract is to fulfil the intention of any policy or scheme included in the policy framework or budget or involves a continuation of an existing policy or service standard.</p>					
Greater Cambridge Authority Monitoring Report 2022-23  Non-Key	All Local Authorities are obliged to publish an Authority Monitoring Report (AMR) each year. They describe progress against the Local Development Scheme and monitor the impact of planning policies included in development plan documents. Cambridge City Council and South Cambridgeshire District Council produce a joint AMR to monitor their development plans and policies collectively.	Cabinet	06 February 2024	Lead Cabinet member for Planning  Jonathan Dixon, Planning Policy Manager	Cabinet report publication expected on 30 January 2024
Shire Homes Lettings	To note the spend-to-	Cabinet	06 February 2024	Lead Cabinet member	Cabinet report

### Key and non-key decisions expected to be made from 1 February 2024

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Lead Cabinet Members and Contact Officer	Documents submitted to the decision maker
Scheme Non-Key	save benefit of Shire Homes Lettings and its role in reducing temporary accommodation costs.			for Housing  Susan Carter, Service Manager - Housing Advice and Options	publication expected on 29 January 2024
State of the District - South Cambridgeshire Non-Key	Cabinet is asked to note the report.	Cabinet	06 February 2024	Leader of Council  Chris Riches, Project Officer (Cost of Living)	Cabinet report publication expected on 29 January 2024
2023/2024 Revenue and Capital Budget Monitoring (Quarter 3) Non-Key	Consider the monitoring data and trends in respect of the 2023/24 budgets and issues.	Cabinet	12 March 2024	Lead Cabinet member for Resources  Peter Maddock, Head of Finance	Report publication expected on 4 March 2024
Ermine Street Housing Business Plan Non-Key	For Cabinet to approve the new iteration of Ermine Street Housing Business Plan, which is refreshed annually.  <b>[The report is public, but the Business Plan is restricted by virtue of paragraph 3 of Schedule 12A to the Local Government Act 1972 (as amended) (Information relating to the financial or</b>	Cabinet	12 March 2024	Lead Cabinet member for Housing  Duncan Vessey, Head of Ermine Street Housing	Public Cabinet Report and Confidential Appendix publication expected on 4 March 2024

**Key and non-key decisions expected to be made from 1 February 2024**

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Lead Cabinet Members and Contact Officer	Documents submitted to the decision maker
	<p><b>business affairs of any particular person (including the authority holding that information)].</b></p>				
<p>Greater Cambridge Local Plan Timetable</p> <p>Key</p>	<p>The Local Plan timetable (previously called the Local Development Scheme (LDS)) is a timetable for the production of new or revised documents that set out the planning policy framework for Greater Cambridge. The latest LDS was agreed by the Councils in 2022. The Councils are required to keep the timetable up to date.</p> <p>The Local Plan timetable</p>	<p>Cabinet</p>	<p>12 March 2024</p>	<p>Lead Cabinet member for Planning</p> <p>Jonathan Dixon, Planning Policy Manager, Caroline Hunt, Strategy and Economy Manager</p>	<p>Cabinet report publication expected five clear working days before the meeting.</p>

**Key and non-key decisions expected to be made from 1 February 2024**

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Lead Cabinet Members and Contact Officer	Documents submitted to the decision maker
	(previously called the Local Development Scheme (LDS)) is a timetable for the production of new or revised documents that set out the planning policy framework for Greater Cambridge. The latest LDS was agreed by the Councils in 2022. The Councils are required to keep the timetable up to date.				
Homelessness Strategy  Key	To consider a revised Strategy.	Cabinet	12 March 2024	Lead Cabinet member for Housing  Susan Carter, Service Manager - Housing Advice and Options	Cabinet report publication expected on 4 March 2024
Lifeline Service (dispersed scheme) and the financial impact of the digital changeover  Key	To consider the future of the scheme.  <b>[[he report is restricted by virtue of paragraph 1 (Information relating to any individual) and paragraph 2 (Information which is likely to reveal the identity of an individual) of Schedule 12A to the</b>	Cabinet	12 March 2024	Lead Cabinet member for Housing  Susan Carter, Service Manager - Housing Advice and Options	Confidential Cabinet report publication expected on 4 March 2024

**Key and non-key decisions expected to be made from 1 February 2024**

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Lead Cabinet Members and Contact Officer	Documents submitted to the decision maker
	<b>Local Government Act 1972 (as amended).</b>				
Quarter 3 Performance report  Non-Key	To consider Council performance during October, November and December 2023	Cabinet	12 March 2024	Lead Cabinet member for Resources  Kevin Ledger, Senior Policy and Performance Officer	Cabinet report publication expected on 4 March 2024
Statement of Community Involvement (see Part 2 below)  Key					
Update on the 4-Day-Week Trial  Non-Key	The report will provide an update on the 4-Day-Week waste and desk-based trials, working hours and next steps.  <b>[The appendix is restricted by virtue of paragraph 5 of Schedule 12A to the Local Government Act 1972 (as amended) (Information in respect of which a claim to legal</b>	Cabinet	12 March 2024	Lead Cabinet member for Resources  Anne Ainsworth, Chief Operating Officer	Cabinet report publication expected on 4 March 2024

**Key and non-key decisions expected to be made from 1 February 2024**

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Lead Cabinet Members and Contact Officer	Documents submitted to the decision maker
	professional privilege could be maintained in legal proceedings).]				
Greater Cambridge Housing Strategy  Key	To approve the Greater Cambridge Housing Strategy following public consultation.	Cabinet	June 2024	Lead Cabinet member for Housing  Julie Fletcher, Service Manager – Housing Strategy	Cabinet report publication expected five clear working days before the meeting.
Quarter 4 Performance report  Non-Key	To consider Council performance during January, February and March 2024.	Cabinet	June 2024	Leader of Council  Kevin Ledger, Senior Policy and Performance Officer	Cabinet report publication expected five clear working days before the meeting
Annual Equality Scheme Update and Progress Report  Key	To consider an update	Cabinet	September 2024	Lead Cabinet member for Resources  Philip Bird, Corporate Programme Manager	Cabinet report publication expected five clear working days before the meeting
Quarter 1 Performance Report  Non-Key	To consider Key Performance Indicators and progress in respect of the Business Plan.	Cabinet	September 2024	Leader of Council  Kevin Ledger, Senior Policy and Performance Officer	Cabinet report publication expected five clear working days before the meeting.
Quarter 2 Performance Report	To consider Key Performance Indicators	Cabinet	December 2024	Leader of Council	Cabinet report publication expected



**Key and non-key decisions expected to be made from 1 February 2024**

<b>Decision to be made</b>	<b>Description of Decision</b>	<b>Decision Maker</b>	<b>Date of Meeting</b>	<b>Lead Cabinet Members and Contact Officer</b>	<b>Documents submitted to the decision maker</b>
Non-Key	and progress in respect of the Business Plan.			Kevin Ledger, Senior Policy and Performance Officer	five clear working days before the meeting/
Quarter 3 Performance Report  Non-Key	To consider Key Performance Indicators and progress in respect of the Business Plan.	Cabinet	March 2025	Leader of Council  Kevin Ledger, Senior Policy and Performance Officer	Cabinet report publication expected five clear working days before the meeting.
Quarter 4 Performance Report  Non-Key	To consider Key Performance Indicators and progress in respect of the Business Plan.	Cabinet	June 2025	Leader of Council  Kevin Ledger, Senior Policy and Performance Officer	Cabinet report publication expected five clear days before the meeting.
<b>Part 2: General Exception Notices</b>					
Statement of Community Involvement  Key	The draft Statement of Community Involvement was published for consultation between October and November 2023. The SCI has been updated where relevant in response to the consultation responses and this final version is being brought to Cabinet for formal adoption.	Cabinet	12 March 2024	Lead Cabinet member for Planning  Jonathan Dixon, Planning Policy Manager	Cabinet report publication expected on 4 March 2024  General Exception Notice published on 14 February 2024

**Key and non-key decisions expected to be made from 1 February 2024**

<b>Decision to be made</b>	<b>Description of Decision</b>	<b>Decision Maker</b>	<b>Date of Meeting</b>	<b>Lead Cabinet Members and Contact Officer</b>	<b>Documents submitted to the decision maker</b>
<b>Part 3: Special Urgency Notices</b>					
<b>None</b>					