

## APPENDIX C

### NOTICE OF KEY DECISIONS

#### To be taken under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 from 8 August 2017



Notice is hereby given of:

- Key decisions that will be taken by Cabinet, individual Portfolio Holders 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 Peter Topping  
Councillor Nick Wright  
Councillor Francis Burkitt  
Councillor Simon Edwards  
Councillor Sue Ellington  
Councillor Lynda Harford  
Councillor Mark Howell  
Councillor Robert Turner  
Councillor Tim Wotherspoon

Leader of the Council  
Deputy Leader and Business and Customer Services  
Greater Cambridge Partnership  
Finance and Staffing  
Health and Wellbeing  
Housing  
Environmental Services  
Planning  
Strategic Planning and Infrastructure

## APPENDIX C

### Key and non-key decisions expected to be made from 8 August 2017

Decision to be made	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
Sale of land off Station Road, Foxton  Non-Key	Cabinet	15 August 2017		Housing Portfolio Holder  Julie Fletcher, Head of Housing Strategy	Report (publication 07 August 2017)
Write Offs  Key	Finance and Staffing Portfolio Holder  Finance and Staffing Portfolio Holder	22 August 2017  21 November 2017		Finance and Staffing Portfolio Holder  Katie Brown, Revenues Manager	Report (publication expected 15 August 2017)  Report (publication expected 13 November 2017)
National Non Domestic Rates Local Discretionary Relief  Non-Key	Finance and Staffing Portfolio Holder	22 August 2017		Finance and Staffing Portfolio Holder  Katie Brown, Revenues Manager	Report (publication expected 15 August 2017)
Uttlesford Local Plan Consultation  Non-Key	Planning Portfolio Holder	25 August 2017		Planning Portfolio Holder  Caroline Hunt, Planning Policy Manager,  David Roberts, Principal Planning	Report (publication expected 17 August 2017)

**Key and non-key decisions expected to be made from 8 August 2017**

Decision to be made	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
				Policy Officer	
Central Bedfordshire Local Plan Consultation  Non-Key	Planning Portfolio Holder	25 August 2017		Planning Portfolio Holder  Caroline Hunt, Planning Policy Manager,  David Roberts, Principal Planning Policy Officer	Report (publication expected 17 August 2017)
Huntingdonshire Local Plan Consultation  Non-Key	Planning Portfolio Holder	25 August 2017		Planning Portfolio Holder  David Roberts, Principal Planning Policy Officer,  Caroline Hunt, Planning Policy Manager	Report (publication expected 17 August 2017)
Corporate Fraud  Non-Key	Cabinet	14 September 2017		Corporate and Customer Services Portfolio Holder  Myles Bebbington, Head of Service - Environmental Services & Licensing,	Report (publication expected 06 September 2017)

**Key and non-key decisions expected to be made from 8 August 2017**

Decision to be made	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
				Kathryn Hawkes, Partnerships Officer	
Withdrawal of CIL charging schedule  Non-Key	Cabinet	14 September 2017		Planning Portfolio Holder  James Fisher, S106 Officer	Report (publication expected 06 September 2017)
L2 Orchard Park  Key	Cabinet	14 September 2017		Planning Portfolio Holder  David Ousby, Housing Development Officer (Growth)	Report (publication expected 06 September 2017)
Future approach to dry recycling collection  Key	Cabinet	14 September 2017		Environmental Services Portfolio Holder  Jane Hunt, Head of Service, Waste and Recycling Operations	Report (publication expected 06 September 2017)
Quarterly Position Statement on Finance, Performance and Risk  Non-Key	Cabinet  Cabinet	14 September 2017  16 November 2017		Finance and Staffing Portfolio Holder  Suzy Brandes, Principal Accountant (General Fund & Projects),	Report (publication expected 06 September 2017)  Report (publication expected 08 November 2017)

**Key and non-key decisions expected to be made from 8 August 2017**

<b>Decision to be made</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>
				Richard May, Policy and Performance Manager	
Waterbeach New Town SPD  Non-Key	Planning Portfolio Holder	October 2017		Planning Portfolio Holder  Katie Parry, Principal Planning Officer	Report (publication in October 2017)
Treasury Management Annual Report  Non-Key	Finance and Staffing Portfolio Holder's Meeting	17 October 2017		Finance and Staffing Portfolio Holder  Caroline Ryba, Head of Finance	Report (publication expected 09 October 2017)
Revenues and Benefits Performance Report (Q1)  Non-Key	Finance and Staffing Portfolio Holder	17 October 2017		Finance and Staffing Portfolio Holder  Katie Brown, Revenues Manager	Report (publication expected 09 October 2017)
Rural Settlements List 2017-18  Non-Key	Finance and Staffing Portfolio Holder	17 October 2017		Finance and Staffing Portfolio Holder  Katie Brown, Revenues Manager	Report (publication expected 09 October 2017)
Foxton Conservation	Planning Portfolio	07 November 2017		Planning Portfolio	Report (publication

**Key and non-key decisions expected to be made from 8 August 2017**

Decision to be made	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
Area proposed extension and management plan for consultation  Non-Key	Holder			Holder  Rachel Cleminson, Conservation and Consultancy Officer (Urban Design)	expected 30 October 2017)
Review of the Medium Term Financial Strategy  Non-Key	Cabinet	16 November 2017		Finance and Staffing Portfolio Holder  Caroline Ryba, Head of Finance	Report (publication expected 08 November 2017)
Corporate Plan Priorities  Non-Key	Cabinet  Cabinet	16 November 2017  08 February 2018		Cllr Francis Burkitt  Richard May, Policy and Performance Manager	Report (publication expected 08 November 2017)  Report (publication expected 31 January 2018)