

## APPENDIX C

### NOTICE OF KEY DECISIONS

**To be taken under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 from 20 August 2015**



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 Ray Manning  
Councillor Simon Edwards  
Councillor Robert Turner  
Councillor Mark Howell  
Councillor Mick Martin  
Councillor Peter Topping  
Councillor Tim Wotherspoon  
Councillor Nick Wright

Leader of the Council  
Deputy Leader and Finance and Staffing  
Planning Policy and Localism  
Housing  
Environmental Services  
Corporate and Customer Services  
Northstowe  
Planning and Economic Development

**Key and non-key decisions expected to be made from 20 August 2015**

<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>
Shared Services: East Cambs DC and Cambs HIA  Key	Cabinet	10 September 2015		Housing Portfolio Holder  Stephen Hills, Affordable Homes Director	Report (publication expected 2 September 2015)
Mortgagee in Possession Clauses relating to exception site schemes  Non-Key	Cabinet	10 September 2015		Housing Portfolio Holder  Julie Fletcher, Housing Performance Improvement Team Leader	Report (publication expected 02 September 2015)
Position Statement 2015/16: Finance, Performance and Risk  Non-Key	Cabinet  Cabinet  Cabinet	10 September 2015  12 November 2015  11 February 2016		Corporate and Customer Services Portfolio Holder  John Garnham, Principal Accountant (General Fund & Projects)  Richard May, Policy and Performance Manager	Q1 Report (publication expected 02 September 2015)  Q2 Report (publication expected 04 November 2015)  Q3 Report (publication expected 03 February 2016)

**Key and non-key decisions expected to be made from 20 August 2015**

<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>
	Cabinet	July 2016		Graham Smith, Management Accountant	Q4 Report (publication expected in month of July 2016)
Procurement Report Non-Key	Cabinet	10 September 2015		Corporate and Customer Services Portfolio Holder  John Garnham, Principal Accountant (General Fund & Projects)	Procurement Report (publication expected 02 September 2015)
Financial Management System (FMS) Key	Cabinet Council	10 September 2015 24 September 2015		Finance and Staffing Portfolio Holder  Caroline Ryba, Head of Finance	Report (publication expected 02 September 2015)
Appointment to the Independent Remuneration Panel Non-Key	Council	24 September 2015		Leader of Council  Maggie Jennings, Democratic Services Officer	Report (publication expected 16 September 2015)
Write-offs 2015/16	Finance and Staffing Portfolio Holder	20 October 2015		Finance and Staffing Portfolio Holder	Report (publication expected 12 October)

**Key and non-key decisions expected to be made from 20 August 2015**

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
Key	Finance and Staffing Portfolio Holder	19 January 2016		Katie Brown, Revenues Manager	2015) Report (publication expected 11 January 2016)  Report (publication expected 11 April 2016)
Rural Settlements List 2016/17  Key	Finance and Staffing Portfolio Holder	20 October 2015		Finance and Staffing Portfolio Holder  Katie Brown, Revenues Manager	Report (publication expected 12 October 2015)
Revenues and Benefits Performance Report Q1  Non-Key	Finance and Staffing Portfolio Holder	20 October 2015		Finance and Staffing Portfolio Holder  Katie Brown, Revenues Manager	Report (publication expected 12 October 2015)
Treasury Management Annual Report  Non-Key	Finance and Staffing Portfolio Holder	20 October 2015		Finance and Staffing Portfolio Holder  Alex Colyer, Executive Director, Corporate Services  Sally Smart, Principal	Report (publication expected 12 October 2015)

**Key and non-key decisions expected to be made from 20 August 2015**

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
				Accountant Financial & Systems	
Treasury Management Quarterly Investment Review  Non-Key	Finance and Staffing Portfolio Holder	20 October 2015		Finance and Staffing Portfolio Holder  Alex Colyer, Executive Director, Corporate Services	Report (publication expected 12 October 2015)
WILLINGHAM: Wilford Furlong Project  Non-Key	Housing Portfolio Holder	21 October 2015		Housing Portfolio Holder  Gill Anderton, Head of Housing (New Build)	Report (publication expected 13 October 2015)
Review of Medium Term Financial Strategy including consideration of capital accounting policy  Non-Key	Finance and Staffing Portfolio Holder	12 November 2015		Finance and Staffing Portfolio Holder  John Garnham, Principal Accountant (General Fund & Projects)	Report (publication expected 04 November 2015)
Corporate Plan Priorities 2016-2021  Key	Corporate and Customer Services Portfolio Holder	12 November 2015		Corporate and Customer Services Portfolio Holder	Report (publication expected 04 November 2015)

**Key and non-key decisions expected to be made from 20 August 2015**

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
				Richard May, Policy and Performance Manager	
Business Case for Ermine Street Housing  Key	Cabinet  Council	12 November 2015  26 November 2015		Housing Portfolio Holder  Stephen Hills, Affordable Homes Director  Duncan Vessey, New Business Initiatives Manager (Housing)	Report (publication expected 04 November 2015)