

Appendix C

NOTICE OF KEY DECISIONS

To be taken under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 from 23 March 2016



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

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*

**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
Councillor Francis Burkitt

Leader of the Council
Deputy Leader and Finance and Staffing
Planning
Housing
Environmental Services
Corporate and Customer Services
Strategic Planning and Transportation
Planning and Economic Development
Greater Cambridge City Deal

Appendix C

Key and non-key decisions expected to be made from 23 March 2016

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
Amendments to Scheme of Delegated Powers and Functions for Planning Decisions Non-Key	Council	23 March 2016		Planning Portfolio Holder Jane Green, Head of New Communities	Report (publication expected 15 March 2016)
South Cambridgeshire Local Plan - Proposed Modifications Key	Council	23 March 2016		Planning Portfolio Holder Caroline Hunt, Planning Policy Manager	Report (publication expected 15 March 2016)
Corporate Plan Key Performance Indicators 2016/17 Non-Key	Cabinet	14 April 2016		Corporate and Customer Services Portfolio Holder Richard May, Policy and Performance Manager	Report (publication expected 06 April 2016)
Financial Management System Non-Key	Cabinet	14 April 2016		Finance and Staffing Portfolio Holder Caroline Ryba, Head of Finance	Report (publication expected 06 April 2016)

Key and non-key decisions expected to be made from 1 April 2016

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
Shared Services: Business Plans and Joint Group Terms of Reference Non-Key	Cabinet	14 April 2016		Leader of Council Executive Director, Corporate Services	Report (publication expected 11 April 2016)
Treasury Management Quarterly Investment Review Non-Key	Finance and Staffing Portfolio Holder	19 April 2016		Finance and Staffing Portfolio Holder Alex Colyer, Executive Director, Corporate Services Sally Smart, Principal Accountant Financial & Systems	Report (publication expected 11 April 2016)
Write-offs 2015/16 Key	Finance and Staffing Portfolio Holder	19 April 2016		Finance and Staffing Portfolio Holder Katie Brown, Revenues Manager	Report (publication expected 11 April 2016)
Revenues and Benefits Performance Report Q3 Non-Key	Finance and Staffing Portfolio Holder	19 April 2016		Finance and Staffing Portfolio Holder Katie Brown, Revenues Manager	Report (publication expected 11 April 2016)

Key and non-key decisions expected to be made from 1 April 2016

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
Sizes and Terms of Reference and Appointments to Committees for 2016/17 Non-Key	Council	19 May 2016		Leader of Council Graham Watts, Democratic Services Team Leader	Report (publication expected 11 May 2016)
Appointments to Outside, Joint and Other Member Bodies Non-Key	Council	19 May 2016		Leader of Council Graham Watts, Democratic Services Team Leader	Report (publication expected 11 May 2016)
Re-appointment of Director of South Cambs Ltd Non-Key	Council	19 May 2016		Housing Portfolio Holder Alex Colyer, Executive Director, Corporate Services	Report (publication expected 11 May 2016)
Joint Annual Scrutiny and Overview and Partnerships Review Committee Report Non-Key	Council	19 May 2016		Cllr Roger Hickford, Cllr Ben Shelton Graham Watts, Democratic Services Team Leader	Report (publication expected 11 May 2016)
Major Opposition Group Leader's Annual Report	Council	19 May 2016		Cllr Bridget Smith	Report (publication expected 11 May 2016)

Key and non-key decisions expected to be made from 1 April 2016

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
Non-Key					
Risk Management Strategy Non-Key	Corporate Governance Committee	24 June 2016		Finance and Staffing Portfolio Holder John Garnham, Principal Accountant (General Fund & Projects)	Report (publication expected 16 June 2016)
Flood and Water SPD Non-Key	Planning Portfolio Holder	07 June 2016		Planning Portfolio Holder Jonathan Dixon, Principal Planning Policy Officer (Transport) Jennifer Nuttycombe, Senior Planning Policy Officer	Report (publication expected 30 May 2016)
Position Statement 2015/16: Finance, Performance and Risk Non-Key	Cabinet	July 2016		Finance and Staffing Portfolio Holder John Garnham, Principal Accountant (General Fund & Projects)	Report (publication in month of July 2016)

Key and non-key decisions expected to be made from 1 April 2016

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	
Appointment to the Independent Remuneration Panel Non-Key	Council	21 July 2016		Leader of Council Graham Watts, Democratic Services Team Leader	Report (publication expected 13 July 2016)
Position Statement 2016/17: Finance, Performance and Risk (Q1) Non-Key	Cabinet	September 2016		Finance and Staffing Portfolio Holder John Garnham, Principal Accountant (General Fund & Projects) Richard May, Policy and Performance Manager	Report (publication date tbc)
Multi-Year Settlements and Efficiency Plans Non-Key	Cabinet	September 2016		Finance and Staffing Portfolio Holder Alex Colyer, Executive Director, Corporate Services, John Garnham, Principal Accountant (General Fund & Projects)	Report (publication date tbc)

Key and non-key decisions expected to be made from 1 April 2016

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
Rural Settlements List 2017-18 Non-Key	Finance and Staffing Portfolio Holder	18 October 2016		Finance and Staffing Portfolio Holder Katie Brown, Revenues Manager	Report (publication expected 10 October 2016)