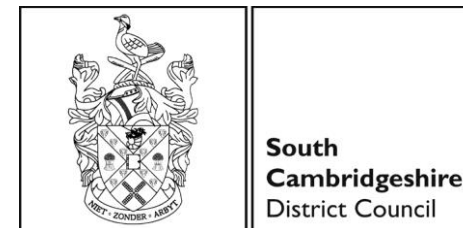


## NOTICE OF KEY DECISIONS

### To be taken under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 from 17 August 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](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 Francis Burkitt  
Councillor Simon Edwards  
Councillor Lynda Harford  
Councillor Mark Howell  
Councillor Mick Martin  
Councillor Robert Turner  
Councillor Tim Wotherspoon

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

**Key and non-key decisions expected to be made from 17 August 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
Skills and apprenticeships  Non-Key	Cabinet	15 September 2016		Strategic Planning Portfolio Holder  Mike Hill, Health and Environmental Services Director	Report (publication expected 07 September 2016)
Apprenticeships  Non-Key	Cabinet	15 September 2016		Finance and Staffing Portfolio Holder  Susan Gardner Craig, Human Resources Manager	Report (publication expected 07 September 2016)
Internal Audit Shared Service  Key	Cabinet	15 September 2016		Corporate and Customer Services Portfolio Holder  Alex Colyer, Executive Director, Corporate Services	Report (publication expected 07 September 2016)
Position Statement 2016/17: Finance, Performance and Risk (Q1)  Non-Key	Cabinet	15 September 2016		Finance and Staffing Portfolio Holder  Richard May, Policy and Performance Manager	Report (publication expected 07 September 2016)

**Key and non-key decisions expected to be made from 17 August 2016**

<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>
Five Year Land Supply Sites and Local Connection Criteria  Key	Cabinet	15 September 2016		Housing Portfolio Holder  Julie Fletcher, Head of Housing Strategy	Report (publication expected 07 September 2016)
Cambourne West - S106 Heads of Terms  Non-Key	Cabinet	15 September 2016	Report to be considered in private in accordance with the provisions of Section 100(A)(4) of the Local Government Act 1972 (exempt information as defined in paragraph 3 and 6 of Schedule 12A of the Act)	Planning Portfolio Holder  Jane Green, Head of New Communities	Report (publication expected 07 September 2016)
Localised Council Tax Support Scheme  Non-Key	Finance and Staffing Portfolio Holder  Cabinet	20 September 2016  19 January 2017		Finance and Staffing Portfolio Holder  Dawn Graham, Benefits Manager	Report (publication expected 07 September 2016)
Write Offs  Key	Finance and Staffing Portfolio Holder  Finance and Staffing Portfolio Holder	20 September 2016  17 January 2017		Finance and Staffing Portfolio Holder  Sally Smart, Principal Accountant Financial & Systems	Report (publication expected 12 September 2016)

**Key and non-key decisions expected to be made from 17 August 2016**

<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>
	Finance and Staffing Portfolio Holder	18 April 2017			
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)
Treasury Management Quarterly Investment Review  Non-Key	Finance and Staffing Portfolio Holder	18 October 2016		Finance and Staffing Portfolio Holder  Sally Smart, Principal Accountant Financial & Systems  Alex Colyer, Executive Director, Corporate Services	Report (publication expected 10 October 2016)
Revenues and Benefits Performance Report (Q1)  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)
Review of the Medium Term Financial Strategy	Cabinet	17 November 2016		Finance and Staffing Portfolio Holder	Report (publication expected 09 November

**Key and non-key decisions expected to be made from 17 August 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
including consideration of the Capital Accounting Policy  Non-Key				Alex Colyer, Executive Director, Corporate Services  Suzy Brandes, Principal Accountant (General Fund and Projects)	2016)
Position Statement on Finance, Performance and Risk Q2  Non-Key	Cabinet	17 November 2016		Finance and Staffing Portfolio Holder  Richard May, Policy and Performance Manager  Suzy Brandes, Principal Accountant (General Fund & Projects)	Report (publication expected 09 November 2016)
Housing Management IT System Procurement  Key	Cabinet	17 November 2016		Housing Portfolio Holder  Stephen Hills, Director of Housing	Report (publication expected 09 November 2016)
Corporate Plan Priorities 2017-2021  Key	Cabinet  Council	17 November 2016  23 February 2017		Corporate and Customer Services Portfolio Holder  Corporate and	Report (publication expected 09 November 2016)  Report (publication

**Key and non-key decisions expected to be made from 17 August 2016**

<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>
				Customer Services Portfolio Holder  Richard May, Policy and Performance Manager	expected 15 February 2017)