

**South Cambridgeshire District Council  
Record of Chief Officer/Head of Service Decision**

This form should be used to record key and other decisions made by Chief Officers and Heads of Service. The contact officer will ensure that the signed and completed form is given to Democratic Services as soon as reasonably practicable after the decision has been taken.

A key decision shall not be taken unless notice of the item has been published at least 28 days before the decision is to be taken except where:

- a General Exception notice has been published under Rule 15 of the Access to Information Procedure Rules and the Chairman of Scrutiny and Overview Committee has been informed in writing; or
- where a Special Urgency notice has been published under Rule 16 of those Rules and the Chairman of Scrutiny and Overview Committee has agreed the decision is urgent.

Unless permission has been obtained from the Chairman of Council and the Chairman of the Scrutiny and Overview Committee that a key decision may be treated as a matter of urgency under Rule 12.19 of the Scrutiny and Overview Committee Procedure Rules, any key decision will come into force, and may then be implemented, on the expiry of five working days after the publication of the decision, unless called in under Rule 7 of the Budget and Policy Framework Procedure Rules or Rule 12 of the Scrutiny and Overview Committee Procedure Rules. Where consent has been obtained to exempt the decision from call-in, this will be specified below. Only key decisions of an officer are subject to call-in.

<b>Decision Taker</b>	Chief Finance Officer
<b>Subject Matter</b>	Setting of the Council Tax Base for 2021-22
<b>Ward(s) Affected</b>	All Wards
<b>Date Taken</b>	Friday, 11 December 2020
<b>Contact Officer</b>	Katie Kelly, Revenues Manager 01954 713335 (katie.kelly@scambs.gov.uk)
<b>Date Published</b>	Friday, 11 December 2020
<b>Call-In Expiry</b>	Friday, 18 December 2020
<b>Key Decision?</b>	No
<b>In Forward Plan?</b>	No
<b>Urgent?</b>	No

**Purpose / Background**

To report the calculation of the Council Tax base for 2021/22 and to request the Chief Financial Officer exercise the delegated power to formally set the Council's Council Tax base for 2021/22.

**Declaration(s) of Interest**

*Record below any relevant interest declared by any executive Member consulted or by an officer present in relation to the decision.*

None

**Dispensation(s)**

*In respect of any conflict(s) of interest declared above, record below any dispensation(s) granted by the Council's Standards Committee.*

None

**Consultation**

*Record below all parties consulted in relation to the decision.*

All Parish Councils were consulted on draft individual tax base determinations during November 2020. Responses were received from three parishes, but no adjustments were made in finalising

the taxbase as recommended in this report.

**Other Options Considered and Reasons for Rejection**

None

<b>Final decision</b>	<b>Reason(s)</b>
The Chief Financial Officer set the tax base for South Cambridgeshire District Council at 64,353.8 band D equivalents for 2021/22, and the tax base for each parish be set as shown in APPENDIX A.	The Council is required to determine a tax base for the subsequent financial year in order to allow the precepting authorities to complete their budget setting processes. The tax base is calculated by reference to the actual tax base at 30 <sup>th</sup> September each year and adjusted in line with a series of estimates as described in the report.

<b>Signed</b>	<b>Name (CAPITALS)</b>	<b>Signature</b>	<b>Date</b>
Lead Cabinet Member (where required by the Constitution)	Signed copy available upon request from Democratic Services (democratic.services@scambs.gov.uk)		
Chief Officer			

**Further Information**