

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.

Decision Taker	Chief Finance Officer
Subject Matter	Discretionary Business Rate Relief Policy
Ward(s) Affected	All Wards
Date Taken	Tuesday, 23 March 2021
Contact Officer	Katie Kelly, Revenues Manager (katie.kelly@scambs.gov.uk)
Date Published	Tuesday, 23 March 2021
Call-In Expiry	Exempt from call in
Key Decision?	Yes Is likely to be significant in terms of its effects on communities living or working in an area of the District comprising two or more wards.
In Forward Plan?	Yes
Urgent?	No

Purpose / Background

The purpose of this report is to request that the Head for Finance formally adopt a revised policy for the granting of Discretionary Rate Relief to Business properties.

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.

None, adoption of Government policy and incorporating in our relief policy.

Other Options Considered and Reasons for Rejection
Not to adopt policy but this would prevent the providing of government support to businesses in the district.

Final decision	Reason(s)
Agreed	

Signed	Name (CAPITALS)	Signature	Date
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