

**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	Head of Finance
Subject Matter	Rural Settlements List 2024/25
Ward(s) Affected	All Wards
Date Taken	Monday, 5 February 2024
Contact Officer	Karen Hazel, Council Tax Team Leader 01954 713118 (karen.hazel@scambs.gov.uk)
Date Published	Monday, 5 February 2024
Call-In Expiry	N/A
Key Decision?	No
In Forward Plan?	No
Urgent?	No

Purpose / Background
To review and determine the boundaries of Rural Settlements for the administration of Rural Rate Relief ("Village Shop Relief") in accordance with section 42B of the Local Government and Rating Act 1997.
This is not a key decision, but it is a legal requirement that boundaries are set and published each year.

Declaration(s) of Interest <i>Record below any relevant interest declared by any executive Member consulted or by an officer present in relation to the decision.</i>
None

Dispensation(s) <i>In respect of any conflict(s) of interest declared above, record below any dispensation(s) granted by the Council's Standards Committee.</i>
None

Consultation <i>Record below all parties consulted in relation to the decision.</i>
None.

Other Options Considered and Reasons for Rejection
None.

Final decision	Reason(s)
Rural Settlement List for 2024/25 as attached at Appendix A has been approved and publication authorised.	It is a legal requirement that boundaries are set and published each year.

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