

**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 Operating Officer
<b>Subject Matter</b>	Award of Northstowe Community Activation Fund grant to Northstowe Hub
<b>Ward(s) Affected</b>	Longstanton
<b>Date Taken</b>	Wednesday, 15 May 2024
<b>Contact Officer</b>	Clare Gibbons, Growth Manager (Communities) (clare.gibbons@scamb.gov.uk)
<b>Date Published</b>	Wednesday, 15 May 2024
<b>Call-In Expiry</b>	N/A
<b>Key Decision?</b>	No
<b>In Forward Plan?</b>	No
<b>Urgent?</b>	No

**Purpose / Background**

The purpose of this decision is to approve the distribution of grant from the Homes England funded Community Activation Fund to the applicant, Northstowe Hub; Northstowe Hub is to be awarded £7,786 in support of the Northstowe Midsummer Festival. This award is made in accordance with the process for administration of the Community Activation Fund, approved by Cabinet, 16 April 2024, which requires application assessment by a joint Homes England/SCDC officer panel, followed by a COO decision.

**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

<b>Consultation</b> <b>Record below all parties consulted in relation to the decision.</b>
The application was shared with both ward members for their consideration; no comment was received in relation to this application.

<b>Other Options Considered and Reasons for Rejection</b>
Option 1: To refuse the application. This was rejected because the application satisfied the agreed criteria and there are funds available within this grant fund, which has only recently opened to applications. The application scored extremely highly on officer panel assessment. Option 2: To reduce the grant offered the applicant. The project plan and budget were fully justified, therefore this was rejected as the project is expected to achieve value for money and there is sufficient funding available to cover the entirety of the request.

<b>Final decision</b>	<b>Reason(s)</b>
The award of £7,786 to Northstowe Hub from the Community Activation Fund is approved.	The project application fully satisfied the required assessment criteria and sufficient funds are available to meet the funding request in full.

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

<b>Further Information</b>
Please see here for link to Cabinet report, <a href="#">Agenda for Cabinet on Tuesday, 16 April 2024, 10.00 a.m. (moderngov.co.uk)</a>