

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

FORWARD PLAN FROM 1 JANUARY 2007

The Decision Makers

The members of the Council's executive are:

Leader of the Council

Councillor Dr David Bard

Portfolio Holders

Community Development

Councillor Mrs Vicky Ford

Conservation, Sustainability and Community Planning

Councillor James Hockney

Environmental Health

Councillor Ray Manning

Housing

Councillor Mrs Deborah Roberts

Planning and Economic Development

Councillor Mrs Daphne Spink (Deputy Leader of the Council)

Resources, Staffing, Information and Customer Services

Councillor Simon Edwards

Where a decision is recorded as to be made by the Cabinet, its membership includes all of the above. Decisions will be made collectively by those members of the Cabinet present at the relevant meeting.

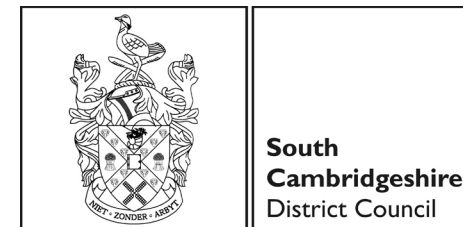
Where a decision is recorded as to be made by an individual councillor, the decision will be made in their capacity as the relevant Portfolio Holder.

Where a decision is recorded as to be made by an officer, the name and title of that person will be stated.

Where a decision is recorded as to be made by Council, the decision will be made collectively by those present of all 57 councillors, sitting as the full Council.

Contact Information

To contact an officer, send an e-mail to forename.surname@scams.gov.uk or call 08450 450 500 and ask to speak to that officer.



Key and other decisions expected to made, and issues to be considered during the four months from 1 January 2007

Issue Key Decision?	Decision Maker	Timetable	Consultations	Costs or Savings	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
Fees and Charges - Electoral Registration Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder	January 2007			Resources, Staffing, Information and Customer Services Portfolio Holder Laura Lock, Electoral Services Manager	Report of Electoral Services Manager
Fees and Charges - Local Land Charges 2007/08 Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder	January 2007			Resources, Staffing, Information and Customer Services Portfolio Holder Devi Ramlall, Land Charges Officer	Report of Land Charges Officer
Fees and Charges - Sale of Agendas and Minutes 2007/08 Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder	January 2007			Resources, Staffing, Information and Customer Services Portfolio Holder Maggie Jennings, Democratic Services Officer	Report of Democratic Services Officer

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Race Equality Impact Assessments Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder	January 2007	Resources, Staffing, Information & Customer Services Portfolio Holder		Resources, Staffing, Information and Customer Services Portfolio Holder Tim Wetherfield, Head of Policy and Communication	Reports to Resources, Staffing, Information and Customer Services Portfolio Holder and to Cabinet
Quarterly Monitoring Report including Budgetary Control and Prudential Indicators: Third Quarter 2006/07 Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder Cabinet - Information Item	January 2007 11 January 2007			Resources, Staffing, Information and Customer Services Portfolio Holder Resources, Staffing, Information and Customer Services Portfolio Holder Graham Smith, Best Value and Management Accountant Graham Smith, Best Value and Management Accountant	Report (for information only)
Direct Labour Organisation (DLO)	Cabinet	11 January 2007	The action plan was designed following		Housing Portfolio Holder	Report to HPF Holder of DLO

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Recovery / Responsive Repairs Service Review Key			consultation with the Tenants Participation Group and the DLO workforce, with input from partner organisations. The implementation core group includes tenant and staff representatives.		Brent O'Halloran, Property Services Manager	Working Business Plan 8 November 2006, 08/11/2006 Housing Portfolio Holder Meeting
Extension of Hours to Post D.2.32 Non-Key	Cabinet	11 January 2007	Strategic Officer Group	Cost	Planning and Economic Development Portfolio Holder Gareth Jones, Corporate Manager for Planning & Sustainable Communities	Report
Performance Management (Milestones and Performance Indicators) Quarterly Report 2006/07 - 6 Month Report Non-Key	Cabinet	11 January 2007		Potential costs or virement of resources to achieve targets.	Resources, Staffing, Information and Customer Services Portfolio Holder Ian Salter, Performance Improvement Officer	Report

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Planning Obligations and Provision for Open Spaces and Community Facilities in New Developments Key	Cabinet	11 January 2007	Planning and Legal Officers of the Council	Substantial resources will be made available to the growth area villages.	Planning and Economic Development Portfolio Holder Jane Thompson, Cultural Services Manager	Report Draft Policy Document to be developed into a Supplementary Planning Policy to support the Local Development Framework
Closed Churchyard Maintenance and Management Policy Key	Cabinet	11 January 2007 or 08 February 2007			Conservation, Sustainability and Community Planning Portfolio Holder Nick Grimshaw, Conservation and Design Manager	Closed churchyard, Willingham, 07/11/2006 Conservation and Design Advisory Group Appendix - Protocol on receiving notice from parish councils under ss.215(2) and 215(3) LGA, 1972, 07/11/2006 Conservation and Design Advisory Group
HISTON: Future of Public Car Park, High Street Non-Key	Cabinet	11 January 2007 or 08 February 2007	Housing Portfolio Holder Histon Parish Council	Savings: maintenance costs and payment of annual National Non-Domestic Rates	Housing Portfolio Holder Jenny Clark, Lands Officer	Update on Histon & Sawston Car Parks, 13/04/2006 Cabinet Report with recommendation from the Housing

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						Portfolio Holder, 08/06/2006 Cabinet
Housing Stock Options Appraisal Key	Cabinet	11 January 2007 or 08 February 2007	<ul style="list-style-type: none"> • Initial tenant road shows September 2004 • Working Group with tenant representatives 		Housing Portfolio Holder Steve Hampson, Executive Director	Housing Options - Report
Cambridge East Sustainable Transport Study Key	Planning and Economic Development Portfolio Holder - Following recommendations from Planning Policy Advisory Group and local members for Cambridge East.	18 January 2007	Cambridge East Member Reference Group , 28 November 2006 Planning Policy Advisory Group and local members for Cambridge East, 18 January 2007		Planning and Economic Development Portfolio Holder Jonathan Dixon, Principal Planning Officer (Transport)	Cambridge East Sustainable Transport Strategy - Report, 28/11/2006 Cambridge East Member Reference Group Cambridge East Sustainable Transport Strategy - Appendix 1 - Draft Strategy, 28/11/2006 Cambridge East Member Reference Group
Cambridgeshire Waste Collection / Disposal Partnering Agreement Key	Cabinet Council	11 January 2007 25 January 2007	Cambridgeshire waste collection and waste disposal authorities		Environmental Health Portfolio Holder Dale Robinson, Corporate Manager	Report Partnership Agreement

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					for Health & Environmental Services	
Discretionary Rate Relief Key	Cabinet Council	11 January 2007 25 January 2007			Resources, Staffing, Information and Customer Services Portfolio Holder Lee Phanco, Head of Revenues	Policy for the Award of Discretionary Relief from Non- Domestic Rates other than for Charitable Organisations (Cabinet 11 January 2007)
Discretionary Compensation Regulations Non-Key	Cabinet Council	11 January 2007 22 March 2007			Resources, Staffing, Information and Customer Services Portfolio Holder Susan Gardner Craig, Human Resources Manager, Greg Harlock, Chief Executive	None.
Dog Control Service - Future Options Key	Environmental Health Portfolio Holder	25 January 2007		Savings	Environmental Health Portfolio Holder Paul Quigley, Environmental Services Manager,	Report

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					Dale Robinson, Corporate Manager for Health & Environmental Services	
Proposed Air Quality Management Area Key	Environmental Health Portfolio Holder	25 January 2007			Environmental Health Portfolio Holder Susan Walford, Environmental Health Officer (Scientific)	Report Detailed Assessment Dispersion Modelling
Appointment of Leader Non-Key	Council	25 January 2007			Richard May, Democratic Services Manager	Nominations from political groups (reported orally)
Procedure for Local Investigation of Referred Complaints Key	Council	25 January 2007	Standards Committee Constitution Review Working Party		Fiona McMillan, Assistant Solicitor	Report on Local Investigations Procedures, 08/11/2006 Standards Committee
Procedure for Local Standards Hearings Key	Council	25 January 2007	Standards Committee Constitution Review Working Party		Fiona McMillan, Assistant Solicitor	Report on Local Standards Hearings, 08/11/2006 Standards Committee

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Programme of Council Meetings for the 2007-2008 Civic Year Non-Key	Council - Confirmation of Meeting Dates for July and October 2007	25 January 2007	Leader and Management Team	Cost neutral	Resources, Staffing, Information and Customer Services Portfolio Holder Richard May, Democratic Services Manager	Item included on agenda page only
Proposed Changes to Standing Orders Non-Key	Council	25 January 2007			Resources, Staffing, Information and Customer Services Portfolio Holder Richard May, Democratic Services Manager	Council Standing Orders - proposed amendments, 18/12/2006 Senior Management Team
Members' Allowances 2007-08 Non-Key	Council	25 January 2007 or 22 February 2007	Special Responsibility Allowance holders and group leaders	Included in 2007/08 budget	Resources, Staffing, Information and Customer Services Portfolio Holder Maggie Jennings, Democratic Services Officer	Report to Independent Review Panel Recommendations to Council of the Independent Review Panel
Private Sector Housing Renewal	Environmental Health Portfolio	25 January 2007	Environmental Health Portfolio		Environmental Health Portfolio	Report and Strategy

Issue Key Decision?	Decision Maker	Timetable	Consultations	Costs or Savings	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
Strategy Key	Holder Cabinet	08 February 2007	Holder During February and March 2006 consultation took place with: <ul style="list-style-type: none"> • Housing associations and Registered Social Landlords • Voluntary Sector involved with housing and homelessness issues • Private landlords that the Council is aware of • Tenants of private landlords • South Cambridgeshire Primary Care Trust • GO East • CAB and other advice agencies • MP's • Kevin Reynolds (Strategic Lead on Community Living, SCDC Sheltered Housing) 		Holder Dale Robinson, Corporate Manager for Health & Environmental Services, Rosemary Simpson, Environmental Health Officer (Food Control & Health & Safety)	Private Sector Housing Renewal Strategy - Consultation Draft
Protocol for Local Consultation on	Housing Portfolio Holder - Pre-	06 February 2007	All Parish Councils and Local	Not applicable	Housing Portfolio Holder	Draft Protocol

Issue Key Decision?	Decision Maker	Timetable	Consultations	Costs or Savings	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
Housing Issues Key	Consultation Draft Housing Portfolio Holder - Final Draft	April 2007	Members		Denise Lewis, Head of Strategic Housing	
ARBURY PARK: Sustainable Lettings Policy Key	Housing Portfolio Holder Cabinet	06 February 2007 08 March 2007	Registered Social Landlord (RSL) Consortium Cambridge City Council Histon and Impington Parish Councils	Not applicable	Housing Portfolio Holder Denise Lewis, Head of Strategic Housing	Report Draft Sustainable Lettings Policy and Nominations Agreement
Cambridge Southern Fringe Landscape and Open Space Strategy Non-Key	Cabinet	08 February 2007	To date no specific consultation has taken place by SCDC on the strategy. However, given the location of the site the City Council undertook broad consultation in respect of the summary plans of Trumpington Meadows Country Park and Hobson's Brook Open Space throughout 2006.		Conservation, Sustainability and Community Planning Portfolio Holder Nick Grimshaw, Conservation and Design Manager	Draft Southern Fringe Landscape and Open Space Strategy, 07/11/2006 Conservation and Design Advisory Group
Combined Community and Cultural Strategy	Cabinet	08 February 2007			Community Development Portfolio Holder	Report and Strategy

Issue Key Decision?	Decision Maker	Timetable	Consultations	Costs or Savings	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
Key					Simon McIntosh, Corporate Manager for Policy, Performance and Partnerships	
COTTENHAM: Dual Use Sports Facilities Key	Cabinet	08 February 2007	Local members, including those of feeder villages.	Capital grant	Community Development Portfolio Holder Jane Lampshire, Sports Development Officer	Report and Presentation
South Cambridgeshire Community Strategy 2007-2010 Key	Cabinet	08 February 2007	<ul style="list-style-type: none"> • Public Consultations • Postal Survey • Workshops with neighbourhoods • Councillor workshops 		Conservation, Sustainability and Community Planning Portfolio Holder Paul Swift, Policy and Performance Review Manager, Simon McIntosh, Corporate Manager for Policy, Performance and Partnerships	Community Strategy 2007-2010 Results of Quality of Life Survey - June 06, 13/06/2006 South Cambridgeshire Local Strategic Partnership Board & 14/09/2006 Cabinet
Traveller Issues: Priorities and Resources	Cabinet	08 February 2007	Strategic Officer Group		Leader of Council Strategic Officer	Travellers Issues - Update on Spending,

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Non-Key					Group on Traveller Issues	13/04/2006 Cabinet Report, 08/02/2007 Cabinet
Capital and Revenue Estimates, Council Tax and Prudential Indicators 2007/08 Key	Cabinet Council	08 February 2007 22 February 2007	All Portfolio Holders during January 2007 Leader of Council, Resources, Staffing, Information and Customer Services Portfolio Holder, Scrutiny and Overview Committee Chairman, Scrutiny and Overview Committee Vice- Chairman Acting as Scrutiny Panel during February 2007		Resources, Staffing, Information and Customer Services Portfolio Holder Adrian Burns, Head of Accountancy	Report
Housing Rents and Service Charges Key	Cabinet Council	08 February 2007 22 February 2007			Housing Portfolio Holder, Resources, Staffing, Information and Customer Services Portfolio Holder Adrian Burns, Head of Accountancy	Report

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Increase in Charges to Hostel Residents Non-Key	Cabinet Council	08 February 2007 22 February 2007			Housing Portfolio Holder Steve Hampson, Executive Director	Report
Member Mentoring Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder	14 February 2007	Member Training Advisory Group		Resources, Staffing, Information and Customer Services Portfolio Holder Guy Moody, Democratic Services Officer	None.
Remit and Membership of Parish Council Standards Sub- Committee Non-Key	Standards Committee	22 February 2007			Holly Adams, Democratic Services Officer	Report to Standards Committee, 22/02/2007
SWAVESEY Byeways Rate Key	Council	22 February 2007	Swavesey Byeways Advisory Group		Environmental Health Portfolio Holder Pat Matthews, Drainage Manager	Recommendation from the Swavesey Byeways Advisory Group
Private Hire and	Environmental	February 2007			Environmental	Report

Issue Key Decision?	Decision Maker	Timetable	Consultations	Costs or Savings	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
Hackney Carriage Applications: Driver Guidelines Key	Health Portfolio Holder Licensing Committee Cabinet	February 2007 08 March 2007			Health Portfolio Holder Myles Bebbington, Licensing Officer	
Private Hire and Hackney Carriage Drivers: Amendments to Conditions Key	Environmental Health Portfolio Holder Licensing Committee Cabinet	February 2007 February 2007 08 March 2007			Environmental Health Portfolio Holder Myles Bebbington, Licensing Officer	Report
Private Hire and Taxi Drivers: Driving Tests Key	Environmental Health Portfolio Holder Licensing Committee Cabinet	February 2007 February 2007 08 March 2007	Private Hire and taxi operators		Environmental Health Portfolio Holder Myles Bebbington, Licensing Officer	Report
Citizens' Advice Bureau Grants Non-Key	Community Development Portfolio Holder Cabinet	February 2007 08 March 2007 or 12 April 2007		Costs	Community Development Portfolio Holder Tricia Pope, Community Development Manager	Report

Issue Key Decision?	Decision Maker	Timetable	Consultations	Costs or Savings	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
<p>Disposal of Land to Papworth Trust</p> <p>Key</p>	<p>Cabinet - Nether Grove, Longstanton and Queens Close, Over</p>	<p>08 March 2007</p>	<p>Local consultation on the individual proposals for affordable housing as part of the planning application process. In most cases there has also been local consultation as part of the development of the proposals. Housing Services have been consulted on and support each of the proposals for these sites. Where proposals directly affect existing residents they have also been consulted as part of the development of proposals, e.g., Queens Close, Over.</p>		<p>Housing Portfolio Holder</p> <p>Denise Lewis, Head of Strategic Housing</p>	<p>Papworth - Disposal of Land to the Trust, 08/06/2006 Cabinet</p> <p>Papworth - Disposal of Land to the Trust - Appendix A - Nether Grove, Longstanton, 08/06/2006 Cabinet</p> <p>Papworth - Disposal of Land to the Trust - Appendix C - Queens Close, Over, 08/06/2006 Cabinet</p>
<p>Fees and Charges 2007/08</p> <p>Non-Key</p>	<p>Cabinet</p>	<p>08 March 2007</p>	<p>Resources, Staffing, Information & Customer Services Portfolio Holder</p>	<p>Potential savings</p>	<p>Resources, Staffing, Information and Customer Services Portfolio Holder</p>	<p>Report</p>

Issue Key Decision?	Decision Maker	Timetable	Consultations	Costs or Savings	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
					John Garnham, Finance Project Officer	
Performance Management (Milestones and Performance Indicators) Quarterly Report 2006/07 - 9 Month Report Non-Key	Cabinet	08 March 2007	Senior Management Team on 17 January or 7 February 2007	Potential costs or virement of resources to achieve targets.	Resources, Staffing, Information and Customer Services Portfolio Holder Ian Salter, Performance Improvement Officer	Report
Investment Strategy Non-Key	Cabinet Council	08 March 2007 22 March 2007			Resources, Staffing, Information and Customer Services Portfolio Holder Adrian Burns, Head of Accountancy	Report and Strategy
Cambridge Challenge: Affordable Housing Delivery Key	Cabinet - Outcome	08 March 2007 or 12 April 2007	Leader, Housing and Planning and Economic Development Portfolio Holders Cambridge City Council Cambridgeshire Horizons	Not applicable	Housing Portfolio Holder, Planning and Economic Development Portfolio Holder Denise Lewis, Head of Strategic Housing	Cambridge Challenge - Affordable Housing, 09/11/2006 Cabinet Report following conclusion of the project prior to approval of any

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			English Partnerships Developers / Landowners Registered Social Landlords			preferred lead development partner for the three strategic sites included in the scope of the project
Regional Spatial Strategy Modifications Key	Cabinet	08 March 2007 or 12 April 2007	Planning and Economic Development Portfolio Holder on 15 December 2006 12-week public consultation to follow publication of the modifications on 19 December 2006 Planning Committee		Planning and Economic Development Portfolio Holder Keith Miles, Planning Policy Manager	Report
Capital Strategy and Asset Management Plan 2007/08 Key	Resources, Staffing, Information and Customer Services Portfolio Holder	March 2007			Resources, Staffing, Information and Customer Services Portfolio Holder Graham Smith, Best Value and Management Accountant	Capital Strategy and Asset Management Plan 2007/08
Private Hire and Taxi Driver Testing: Certificate of	Environmental Health Portfolio Holder	March 2007	Trade organisations Operators and vehicle owners		Environmental Health Portfolio Holder	Report Tender Documents

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Compliance Key	Licensing Committee Cabinet	March 2007 12 April 2007			Myles Bebbington, Licensing Officer	
Mutual Exchanges and s106 Agreements Key	Cabinet	12 April 2007	Legal Section Cambridge Housing Society Registered Social Landlords Parish Councils		Housing Portfolio Holder Susan Carter, Housing Advice and Options Manager	Mutual Exchanges and Section 106 Agreements, 20/07/2006 Housing Portfolio Holder Meeting Mutual Exchanges and s106 Restrictions - Consultation Letter
Service Plans 2007/08 Key	Cabinet	12 April 2007	Portfolio Holders during January 2007		Resources, Staffing, Information and Customer Services Portfolio Holder Paul Swift, Policy and Performance Review Manager	Service Plans 2007/08
Quarterly Monitoring Report including Budgetary Control and Prudential Indicators: Fourth	Cabinet - Information Item Resources, Staffing, Information and Customer	12 April 2007 April 2007			Resources, Staffing, Information and Customer Services Portfolio Holder	Report (for information only)

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Quarter 2006/07 Non-Key	Services Portfolio Holder				Graham Smith, Best Value and Management Accountant	
Risk Register - Six- Monthly Monitoring Report (to March 2007) Non-Key	Cabinet - Six- Monthly Update (Scrutiny and Overview Committee - Six- Monthly Update)	12 April 2007 (19 April 2007)	Risk Management Group		Resources, Staffing, Information and Customer Services Portfolio Holder John Garnham, Finance Project Officer	Risk Register Six- Monthly Report - to March 2007
Northstowe Development Trust / Local Management Organisation for Northstowe Non-Key	Cabinet	12 April 2007 or 10 May 2007			Community Development Portfolio Holder Jane Thompson, Cultural Services Manager	Report, spring 2007 Cabinet
Use of Balances and Reserves Unused for over Two Years Key	Cabinet Council	12 April 2007 26 April 2007		Savings	Resources, Staffing, Information and Customer Services Portfolio Holder Adrian Burns, Head of Accountancy	Report

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Nottingham Declaration 2 Non-Key	Council	26 April 2007			Conservation, Sustainability and Community Planning Portfolio Holder	Report
Criminal Records Bureau (CRB) Checks Policy for Employees Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder	Before 30 April 2007			Resources, Staffing, Information and Customer Services Portfolio Holder Jill Mellors, Human Resources Officer	Report to Resources, Staffing, Information and Customer Services Portfolio Holder
Disciplinary Policy Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder	Before 30 April 2007	Unison and GMB		Resources, Staffing, Information and Customer Services Portfolio Holder Susan Gardner Craig, Human Resources Manager	None.
Equal Pay Audit Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder	Before 30 April 2007			Resources, Staffing, Information and Customer Services Portfolio Holder	Report to Resources, Staffing, Information and Customer Services Portfolio Holder

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					Jill Mellors, Human Resources Officer	
Grievance Procedure Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder Employment Committee – for information	Before 30 April 2007 Before 30 April 2007	Unison and GMB		Resources, Staffing, Information and Customer Services Portfolio Holder Susan Gardner Craig, Human Resources Manager	Grievance and procedure policy, 06/09/2006 Management Team
Management of Attendance Capability Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder	Before 30 April 2007			Resources, Staffing, Information and Customer Services Portfolio Holder Jill Mellors, Human Resources Officer	Report to Resources, Staffing, Information and Customer Services Portfolio Holder
Performance Plan 2007-2008 Key	Resources, Staffing, Information and Customer Services Portfolio Holder Cabinet Council	Before 30 April 2007 June 2007 19 July 2007			Resources, Staffing, Information and Customer Services Portfolio Holder Ian Salter, Performance Improvement Officer	Performance Plan 2007-08

Issue Key Decision?	Decision Maker	Timetable	Consultations	Costs or Savings	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
Premier Division: Benchmarking Comparison and Comparative Costs Non-Key	Cabinet Planning Committee	Before 30 April 2007 Before 30 April 2007			Planning and Economic Development Portfolio Holder Gareth Jones, Corporate Manager for Planning & Sustainable Communities	Premier Division Comparative Costs, spring 2007 Cabinet Premier Division Benchmarking Comparison, spring 2007 Planning Committee
Employee Subsistence Allowances 2007/08 Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder	June 2007			Resources, Staffing, Information and Customer Services Portfolio Holder Janine Shepherd, Payroll Officer	Update report from Human Resources Manager
Fuel Reimbursement for Contract Hire Users 2007/08 Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder	June 2007			Resources, Staffing, Information and Customer Services Portfolio Holder Janine Shepherd, Payroll Officer	Update from Human Resources Manager - Rates
Staff Mileage Rates 2007/08	Resources, Staffing, Information and Customer	June 2007			Resources, Staffing, Information and Customer	Update on NJC Mileage Rates

Issue Key Decision?	Decision Maker	Timetable	Consultations	Costs or Savings	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
Non-Key	Services Portfolio Holder				Services Portfolio Holder Janine Shepherd, Payroll Officer	
Unspent Budget Rollovers from 2006/07 to 2007/08 Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder	June 2007			Resources, Staffing, Information and Customer Services Portfolio Holder Peter Harris, Principal Accountant (General Fund and Costing)	Report of Principal Accountant (General Fund and Costing)
Single Status Agreement Key	Cabinet - Dependent upon outcome of Equal Pay Audit Council	June 2007 19 July 2007	UNISON GMB		Resources, Staffing, Information and Customer Services Portfolio Holder Jill Mellors, Human Resources Officer	Report and Agreement
Pay Award 2007/08 Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder (Date is dependent upon national negotiation;	Summer 2007			Resources, Staffing, Information and Customer Services Portfolio Holder Susan Gardner	Pay Award 2007/08 Report

Issue Key Decision?	Decision Maker	Timetable	Consultations	Costs or Savings	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
	indications are that the settlement will not be early.)				Craig, Human Resources Manager	
Christmas Closing Arrangements 2007/08 Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder	September 2007			Resources, Staffing, Information and Customer Services Portfolio Holder	Verbal report
Risk Register - Six- Monthly Monitoring Report (to September 2007) Non-Key	Cabinet (Scrutiny and Overview Committee)	October 2007 (October 2007)	Risk Management Group		Resources, Staffing, Information and Customer Services Portfolio Holder John Garnham, Finance Project Officer	Risk Register - Six- Monthly Monitoring Report (to September 2007)
Deferred Items						
ARBURY CAMPS: Section 106 Agreement Non-Key	Cabinet Council	12 October 2006 26 October 2006	Cambridge City Council		Resources, Staffing, Information and Customer Services Portfolio Holder Adrian Burns, Head of Accountancy	S.106 Agreement Arbury Camps, 12/10/2006 Cabinet

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BLACKWELL and WHADDON Travellers' Site: Service Charges Key	Community Development Portfolio Holder Cabinet	15 March 2006 13 April 2006	Councillors NN Cathcart and DC McCraith, Local Members for Bassingbourn Ward Councillors Mrs HM Smith and RT Summerfield, Local Members for Milton Ward		Community Development Portfolio Holder Simon McIntosh, Corporate Manager for Policy, Performance and Partnerships	Report to Community Development Portfolio Holder
Consultation Strategy 2007-2010 Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder Cabinet	01 February 2007 08 February 2007			Resources, Staffing, Information and Customer Services Portfolio Holder Paul Swift, Policy and Performance Review Manager	Update on Consultation Strategy 2003-2006
Disabled Facilities Grants: Child Adaptations (Not Main Residence) Key	Cabinet Cabinet	09 February 2006 09 March 2006			Environmental Health Portfolio Holder Dale Robinson, Corporate Manager for Health & Environmental Services	Confidential Report to Cabinet, 9 February 2006
Move to Four-Yearly District	Council	27 October 2005	Public consultation undertaken via		Resources, Staffing, Information	Proposed Move to Four Yearly All Out

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Council Elections Key	Council - Results of Public Consultation Council	28 September 2006 25 October 2007	South Cambs Magazine Spring 2006 Edition and on the Council's website, with a deadline for responses of 28 April 2006. Members of the public could respond via: <ul style="list-style-type: none"> • the Council's website; • by e-mail; • by telephone; or • in writing. 		and Customer Services Portfolio Holder Tim Wetherfield, Head of Policy and Communication	District Council Elections Have your say on local elections (South Cambs Magazine, Spring 2006 Edition) Electoral Arrangements - Report, 28/09/2006 Council Electoral Arrangements - Appendix A, 28/09/2006 Council Electoral Arrangements - Appendix B, 28/09/2006 Council
OVER: Elm Court - Water Charges Non-Key	Housing Portfolio Holder	22 September 2005			Housing Portfolio Holder	Report to Housing Portfolio Holder
Revisions to the Constitution Non-Key	Council	22 February 2007	Constitution Review Working Party		Chairman of Council Richard May, Democratic Services Manager	Textual Revisions to Constitution, 27/07/2006 Council Revisions to Constitution -

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						Standards Committee, 27/07/2006 Council Substantive Revisions to Constitution, 27/07/2006 Council SCDC Constitution April 2006 Article 09 - The Standards Committee
STAPLEFORD Parish Council: Community Hall Project Non-Key	Cabinet	13 April 2006	Local Councillors have been consulted.		Community Development Portfolio Holder Jane Lampshire, Sports Development Officer	Grant Application Report to decide level of funding (Cabinet, 13 April 2006)
Trade Waste Business Plan Key	Cabinet	14 December 2006	Senior Management Team Resources, Staffing, Information & Customer Services and Environmental Health Portfolio Holders	Savings	Environmental Health Portfolio Holder Stuart Harwood- Clark, Environment Operations Manager, Dale Robinson, Corporate Manager	Trade Waste Expansion - Confidential Report, 14/12/2006 Cabinet Trade Waste Expansion - Confidential Appendix, 14/12/2006 Cabinet

Issue Key Decision?	Decision Maker	Timetable	Consultations	Costs or Savings	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
					for Health & Environmental Services	Trade Waste Expansion - Confidential Business Plan, 14/12/2006 Cabinet