

## NOTICE OF KEY DECISIONS

**To be taken under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 from 17 January 2017**



Notice is hereby given of:

- Key decisions that will be taken by Cabinet, individual Portfolio Holders or Officers
- Confidential or exempt executive decisions that will be taken in a meeting from which the public will be excluded (for whole or part)

A Key Decision is a decision, which is likely:

- (1) (a) to result in the authority incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or  
(b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards
- (2) In determining the meaning of 'significant' for the purposes of the above, the Council must have regard to any guidance for the time being issued by the Secretary of State in accordance with section 9Q of the 2000 Act (guidance).

A notice / agenda, together with reports and supporting documents for each meeting will be published at least five working days before the date of the meeting. In order to enquire about the availability of documents and subject to any restriction on their disclosure, copies may be requested from Democratic Services, South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA. Agenda and documents may be accessed electronically at [www.scambs.gov.uk](http://www.scambs.gov.uk)

Formal notice is hereby given under the above Regulations that, where indicated (in column 4), part of the meetings listed in this notice may be held in private because the agenda and reports for the meeting will contain confidential or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. See overleaf for the relevant paragraphs.

*If you have any queries relating to this Notice, please contact  
Victoria Wallace on 01954 713026 or by e-mailing [victoria.wallace@scambs.gov.uk](mailto:victoria.wallace@scambs.gov.uk)*

**Paragraphs of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended)  
(Reason for a report to be considered in private)**

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
6. Information which reveals that the authority proposes:
  - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - (b) to make an Order or Direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

**The Decision Makers referred to in this document are as follows:**

**Cabinet**

Councillor Peter Topping  
Councillor Nick Wright  
Councillor Francis Burkitt  
Councillor Simon Edwards  
Councillor Robert Turner  
Councillor Lynda Harford  
Councillor Mark Howell  
Councillor Tim Wotherspoon

Leader of the Council  
Deputy Leader and Corporate and Customer Services  
Greater Cambridge City Deal  
Finance and Staffing  
Planning  
Housing  
Environmental Services  
Strategic Planning

**Key and non-key decisions expected to be made from 17 January 2017**

<b>Decision to be made</b>	<b>Decision Maker</b>	<b>Date of Meeting</b>	<b>Reason for Report to be considered in Private</b>	<b>Portfolio Holder and Contact Officer</b>	<b>Documents submitted to the decision maker</b>
Non Domestic Rates Discretionary Rate Relief Policy  Key	Finance and Staffing Portfolio Holder	17 January 2017		Finance and Staffing Portfolio Holder  Katie Brown, Revenues Manager	Report (publication expected 09 January 2017)
Write Offs  Key	Finance and Staffing Portfolio Holder  Finance and Staffing Portfolio Holder	17 January 2017  18 April 2017		Finance and Staffing Portfolio Holder  Sally Smart, Principal Accountant Financial & Systems	Report (publication expected 09 January 2017)  Report (publication expected 10 April 2017)
Treasury Management Quarterly Investment Review  Non-Key	Finance and Staffing Portfolio Holder  Finance and Staffing Portfolio Holder	17 January 2017  18 April 2017		Finance and Staffing Portfolio Holder  Sally Smart, Principal Accountant Financial & Systems, Caroline Ryba, Head of Finance  Alex Colyer, Interim Chief Executive	Report (publication expected 09 January 2017)  Report (publication expected 10 April 2017)
Revenues and Benefits Quarterly Performance	Finance and Staffing Portfolio Holder	17 January 2017		Finance and Staffing Portfolio Holder	Report (publication expected 09 January 2017)

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Report Non-Key	Finance and Staffing Portfolio Holder	18 April 2017		Katie Brown, Revenues Manager	2017) Report (publication expected 10 April 2017)
LGA Peer Review Non-Key	Cabinet	19 January 2017		Leader of Council  Richard May, Policy and Performance Manager	Report (publication expected 11 January 2017)
Local Government Finance Settlement Update Non-Key	Cabinet	19 January 2017		Finance and Staffing Portfolio Holder  Caroline Ryba, Head of Finance	Report (publication expected 11 January 2017)
Review of procedures for neighbourhood planning Non-Key	Cabinet	19 January 2017		Planning Portfolio Holder  Alison Talkington, Senior Planning Policy Officer	Report (publication expected 11 January 2017)
Internal Audit Shared Service Non-Key	Cabinet	19 January 2017		Corporate and Customer Services Portfolio Holder	Report (publication expected 11 January 2017)

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				Mike Hill, Health and Environmental Services Director	
Localised Council Tax Support Scheme  Non-Key	Council	26 January 2017		Finance and Staffing Portfolio Holder  Dawn Graham, Benefits Manager	Report (publication expected 18 January 2017)
Annual Pay Policy Statement  Non-Key	Council	26 January 2017		Leader of Council  Susan Gardner Craig, Human Resources Manager	Report (publication expected 18 January 2017)
Action Plan for Housing Delivery  Non-Key	Cabinet	09 February 2017		Planning Portfolio Holder  Caroline Hunt, Planning Policy Manager,  Julie Baird, Head of Development Management	Report (publication expected 01 February 2017)
Strategic Risk Register	Cabinet	09 February 2017		Corporate and Customer Services	Report (publication expected 01 February)

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Non-Key				Portfolio Holder  Suzy Brandes, Principal Accountant (General Fund & Projects)	2017)
Medium Term Financial Strategy (General Fund Budget 2017/18 including Council Tax setting), Housing Revenue Account (including Housing rents), Capital Programme and Treasury Management Strategy  Key	Cabinet  Council	09 February 2017  23 February 2017		Finance and Staffing Portfolio Holder  Caroline Ryba, Head of Finance, Suzy Brandes, Principal Accountant (General Fund & Projects)	Report (publication expected 01 February 2017)  Report (publication expected 15 February 2017)
Corporate Plan Priorities 2017-2022  Key	Cabinet  Council	09 February 2017  23 February 2017		Corporate and Customer Services Portfolio Holder  Richard May, Policy and Performance Manager  Suzy Brandes, Principal Accountant (General	Report (publication expected 01 February 2017)  Report (publication expected 15 February 2017)

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				Fund & Projects)	
Quarterly Position Statement on Finance, Performance and Risk  Non-Key	Cabinet  Cabinet	09 February 2017  July 2017		Finance and Staffing Portfolio Holder  Richard May, Policy and Performance Manager,  Suzy Brandes, Principal Accountant (General Fund & Projects)	Report (publication expected 01 February 2017)
Swavesey Byways Rate  Non-Key	Council	23 February 2017		Environmental Services Portfolio Holder  Rob Mungovan, Ecology Consultancy Officer and Awarded Watercourses Supervisor	Report (publication expected 15 February 2017)
Pay and Reward Review  Key	Finance and Staffing Portfolio Holder	18 April 2017		Finance and Staffing Portfolio Holder  Susan Gardner Craig, Human Resources Manager	Report (publication expected 10 April 2017)

**Key and non-key decisions expected to be made from 17 January 2017**

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Planning Shared Service  Non-Key	Cabinet	20 April 2017		Planning Portfolio Holder  Stephen Kelly, Joint Director for Planning and Economic Development	Report (publication expected 12 April 2017)