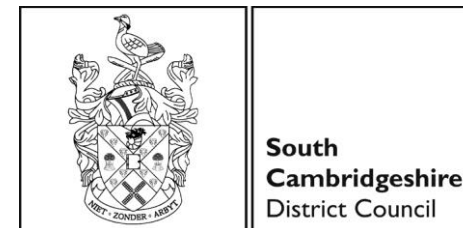


## NOTICE OF KEY AND NON KEY DECISIONS

**To be taken under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 from 07 November 2019**



Notice is hereby given of:

- Non Key decisions that will be taken by Cabinet or individual Lead Cabinet Members
- Key decisions that will be taken by Cabinet, individual Lead Cabinet Members 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 Bridget Smith  
Councillor Aidan Van der Weyer  
Councillor Neil Gough  
Councillor Bill Handley  
Councillor Tumi Hawkins  
Councillor Hazel Smith  
Councillor John Williams

Leader of the Council  
Deputy Leader  
Deputy Leader (Non-Statutory)  
Environmental Services and Licensing  
Planning  
Housing  
Finance

**Key and non-key decisions expected to be made from 7 November 2019**

<b>Decision to be made</b>	<b>Description of Decision</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>
Senior Management Restructure  Key	To consider the review of the senior management structure.	Cabinet	18 November 2019	Part or all of the report may be exempt by virtue of paragraphs 1,2 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972	Leader of Council  Chief Executive	Report (publication expected 8 November 2019)
Hackney Carriage/Private Hire Licensing Policy  Non-Key	To approve a new Hackney Carriage and Private Hire Licensing Policy.	Lead Cabinet member for Environmental Services and Licensing  Licensing Committee  Council	November 2019  11 November 2019  28 November 2019		Lead Cabinet member for Environmental Services and Licensing  Mike Hill, Director of Housing and Environmental Services	Report (publication expected 1 November 2019)  Report (publication expected 20 November 2019)
Potential Property Investment Decision	Potential decision on potential Investment Strategy	Cabinet	04 December 2019	Part or all of the report may be exempt by virtue of	Leader of Council  Trevor Roff, Interim	Report (publication expected 26 November 2019)

**Key and non-key decisions expected to be made from 7 November 2019**

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
Key	acquisition.	Cabinet  Cabinet	08 January 2020  05 February 2020	paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972	Director of Finance	Report (publication expected 23 December 2019)  Report (publication expected 28 January 2020)
Potential property acquisition decision  Key	Provisional decision item relating to acquisition of property.	Cabinet  Cabinet  Cabinet	04 December 2019  08 January 2020  05 February 2020	Part or all of the report may be exempt by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972	Lead Cabinet member for Housing  Kirstin Donaldson, Head of New Build	Report (publication expected 26 November 2019)  Report (publication expected 23 December 2019)  Report (publication expected 28 January 2020)
Investment Strategy  Key	To consider amendments to the Investment Strategy.	Council	28 November 2019		Lead Cabinet member for Finance  David Ousby, Head of Commercial Development & Investment,  Trevor Roff, Interim Director of Finance	Report (publication expected 20 November 2019)

### Key and non-key decisions expected to be made from 7 November 2019

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
Communal Room Review - Future use of The Limes/Limes Close Sheltered Communal Room  Non-Key	Part of a review of communal rooms. Consultation has taken place with sheltered residents of The Limes/Limes Close, Bassingbourn, who no longer wish to use the building as their communal room. The Parish Council is keen to take on the long lease on the building and to invest in the interior to make it a useable village hall.	Cabinet	04 December 2019		Lead Cabinet member for Housing  Kate Swan, Leasehold Services Co-ordinator	Report (publication expected 26 November 2019)
Service Transformation: Savings proposals  Key	To consider savings proposals for the next four year period for consultation.	Cabinet	04 December 2019		Lead Cabinet member for Finance  Liz Watts, Chief Executive	Report (publication expected 26 November 2019)
Housing Revenue Account Capital Programme Update	To provide an update on the HRA Capital Programme	Cabinet	04 December 2019		Lead Cabinet member for Finance	Report (publication expected 26 November 2019)

**Key and non-key decisions expected to be made from 7 November 2019**

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
Non-Key					Trevor Roff, Interim Director of Finance	
Medium Term Financial Strategy  Key	To consider the Council's Medium Term Financial Strategy.	Cabinet  Cabinet	04 December 2019  05 February 2020		Lead Cabinet member for Finance  Trevor Roff, Interim Director of Finance	Report (publication expected 26 November 2019)  Report (publication expected 28 January 2020)
Shared Payroll Service Performance  Non-Key	To provide an update on the performance of the shared Cambridge City Council and South Cambridgeshire District Council payroll service.	Cabinet	04 December 2019		Lead Cabinet member for Finance  Susan Gardner Craig, Interim Director of Corporate Services	Report (publication expected 26 November 2019)
Quarterly Performance Report (Quarter 2)  Non-Key		Cabinet	04 December 2019		Lead Cabinet member for Customer Service and Business Improvement, Lead Cabinet member for Finance	Report (publication expected 26 November 2019)

**Key and non-key decisions expected to be made from 7 November 2019**

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
Street lighting Policy and LED upgrade program  Key	To consider a policy for the Council's street lighting service, including LED upgrades.	Cabinet	04 December 2019		Lead Cabinet member for Environmental Services and Licensing  Trevor Nicoll, Interim Assistant Director for Waste Resources & Special Projects	Report (publication expected 26 November 2019)
Health and Wellbeing Strategy  Non-Key	To approve a district wide Health and Wellbeing Strategy for public consultation.	Cabinet	08 January 2020		Lead Cabinet member for Housing  Lesley McFarlane, Development Officer - Health Specialist	Report (publication expected 23 December 2019)
New Business Support Service  Key	To approve the Greater Cambridge Economic Action Plan which is being prepared jointly by South Cambs District Council,	Cabinet	08 January 2020		Leader of Council  Stephen Kelly, Joint Director of Planning and Economic Development, Johanna Davies,	Report (publication expected 23 December 2019)

**Key and non-key decisions expected to be made from 7 November 2019**

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
	Cambridge City Council and the Greater Cambridge Partnership. It will capture the economic development plans for all 3 organisations, drawn together under the Government's 5 foundations of productivity: Place, People, Ideas, Business Environment & Infrastructure.				Economic Development Officer	
Adoption of the Greater Cambridge Sustainable Design and Construction Supplementary Planning Document  Key	The SPD provides guidance on the implementation of policies related to climate change and sustainable design and construction within the 2018 South Cambridgeshire and Cambridge City Local Plans. Cabinet will be	Cabinet	08 January 2020		Lead Cabinet member for Planning  Emma Davies, Senior Sustainability Officer	Report (publication expected 23 December 2019)



**Key and non-key decisions expected to be made from 7 November 2019**

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
	asked to agree responses to representations received during public consultation and any subsequent amendments to the SPD, and to approve its adoption.					
Investment Partnerships - Members agreements  Key	To consider membership agreements with framework suppliers.	Cabinet	08 January 2020	Part or all of the report may be exempt by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972	Leader of Council  David Ousby, Head of Commercial Development & Investment	Report (publication expected 23 December 2019)
North East Cambridge Area Action Plan  Key	To approve the draft Plan report for public consultation. This is a joint AAP with Cambridge City Council for North East Cambridge. The issues and options consultation took place in Spring	Cabinet	08 January 2020		Deputy Leader of the Council  Julian Sykes, Urban Extensions Project Manager	Report (publication expected 23 December 2019)

**Key and non-key decisions expected to be made from 7 November 2019**

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
	2019. The draft plan report will outline the Councils' proposed planning policy framework for the development of the area.					
Greening of South Cambridgeshire Hall  Key	The project seeks to undertake work to ensure that the South Cambs Hall site becomes an example of best practice in energy efficiency and green energy generation/storage/sharing. It aims to minimise emissions through low carbon energy generation and energy efficiency measures, increase energy self-sufficiency and generate income and savings for the Council.	Cabinet	08 January 2020		Deputy Leader (non statutory)  Philip Bird, Corporate Programme Manager	Report (publication expected 23 December 2019)
Collection Fund - Estimated Council Tax Surplus  Key	To determine the estimated Collection Fund surplus as at 31 March 2020.	Cabinet	08 January 2020		Lead Cabinet member for Finance  Trevor Roff, Interim Director of Finance	Report (publication expected 23 December 2019)

**Key and non-key decisions expected to be made from 7 November 2019**

<b>Decision to be made</b>	<b>Description of Decision</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>
Capital Strategy  Key	To undertake the annual review of the Council's Capital Strategy.	Cabinet	08 January 2020		Lead Cabinet member for Finance  Trevor Roff, Interim Director of Finance	Report (publication expected 23 December 2019)
Council Tax Arrangements 2020/2021: Localised Council Tax Reduction Scheme  Non-Key	To consider revisions to the Council Tax Reduction Scheme.	Cabinet  Council	05 February 2020  20 February 2020		Lead Cabinet member for Finance  Trevor Roff, Interim Director of Finance	Report (publication expected 28 January 2020)  Report (publication expected 12 February 2020)
Capital Investment Programme  Key	To determine, for recommendation to Council, the Council's Capital Programme for 2020/2021, 2021/2022 and 2022/2023 together with the Council's proposed Prudential Indicators.	Cabinet	05 February 2020		Lead Cabinet member for Finance  Trevor Roff, Interim Director of Finance	Report (publication expected 28 January 2020)
General Fund Budget 2020/2021	To consider the General Fund Budget for	Cabinet	05 February 2020		Lead Cabinet member for Finance	Report (publication expected 28 January 2020)

**Key and non-key decisions expected to be made from 7 November 2019**

<b>Decision to be made</b>	<b>Description of Decision</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>
Key	2020/2021 and to recommend the Budget to Council.				Trevor Roff, Interim Director of Finance	
Housing Revenue Account (HRA) Budget 2020/2021 Key	To consider the Housing Revenue Account Budget for 2020/2021 and to recommend the Budget to Council.	Cabinet	05 February 2020		Lead Cabinet member for Finance  Trevor Roff, Interim Director of Finance	Report (publication expected 28 January 2020)
Treasury Management Arrangements and Annual Report Key	To review Treasury Management operations, strategy and practices and to receive the 2019/20 Treasury Management Annual Report.	Cabinet	05 February 2020		Lead Cabinet member for Finance  Trevor Roff, Interim Director of Finance	Report (publication expected 29 October 2019)
Reserves and Provisions Key	To review the level of Reserves and Provisions.	Cabinet	05 February 2020		Lead Cabinet member for Finance  Trevor Roff, Interim Director of Finance	Report (publication expected 28 January 2020)
Annual Pay Policy Statement Non-Key		Council	20 February 2020		Liz Watts, Chief Executive	Report (publication expected 12 February 2020)

**Key and non-key decisions expected to be made from 7 November 2019**

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
Shared Services: Update  Key	To consider an extension of the original Shared Services Agreement for Legal, Building Control and ICT services beyond the expiry date of 30 September 2020.	Cabinet	04 March 2020	Part or all of the report may be exempt by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972	Lead Cabinet member for Customer Service and Business Improvement  Liz Watts, Chief Executive	Report (publication expected 25 February 2020)
Revenue Budget Monitoring  Key	To consider the latest trends in respect of the 2019/2020 revenue budget (Q3) and emerging budget issues.	Cabinet	04 March 2020		Lead Cabinet member for Finance  Trevor Roff, Interim Director of Finance	Report (publication expected 25 February 2020)
Quarterly Performance Report (Quarter 3)  Non-Key		Cabinet	04 March 2020		Lead Cabinet member for Customer Service and Business Improvement, Lead Cabinet member for Finance  Peter Maddock, Head of Finance	Report (publication expected 25 February 2020)

**Key and non-key decisions expected to be made from 7 November 2019**

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
Resident Involvement Strategy  Key	To approve the final Resident Involvement Strategy.	Lead Cabinet member for Housing	04 March 2020		Lead Cabinet member for Housing  Jennifer Perry, Residents Involvement Team Leader	Report (publication expected 25 February 2020)
Review of barriers to procurement from SMEs  Non-Key	To review the outcomes of the work undertaken as a result of Cabinet's approval of recommendations from the Scrutiny task and finish group which reviewed the barriers to procurement from SMEs.	Cabinet	04 March 2020		Johanna Davies, Economic Development Officer	Report (publication expected 25 February 2020)
Consultation on draft Biodiversity Supplementary Planning Document  Non-Key		Cabinet	01 April 2020		Deputy Leader of the Council  Caroline Hunt, Strategy and Economy Manager	Report (publication expected 24 March 2019)

**Key and non-key decisions expected to be made from 7 November 2019**

<b>Decision to be made</b>	<b>Description of Decision</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>
Refreshed New Build Strategy  Key	To approve a refreshed New Build Strategy.	Cabinet	August 2020		Kirstin Donaldson, Head of New Build	Report (publication date tbc)