

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 8 December 2020



South
Cambridgeshire
District Council

Notice is hereby given of:

- Key and Non 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 by the Cabinet, or an individual Cabinet Member or officer, which is likely to either incur significant* expenditure or make significant savings, or to have a significant impact on those living or working in 2 or more wards.

*A decision to:

1. Incur expenditure or savings in excess of £200,000; or
2. Acquire or dispose of land or property with a value in excess of £1,000,000 shall be treated as significant for these purposes. However, a decision to invite a tender or award a contract shall not be treated as a key decision where the purpose of the contract is to fulfil the intention of any policy or scheme included in the policy framework or budget or involves a continuation of an existing policy or service standard.

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

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*

**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	Leader of the Council
Councillor Aidan Van der Weyer	Deputy Leader (statutory), Strategic Planning and Transport
Councillor Neil Gough	Deputy Leader (non-statutory), Transformation and Projects
Councillor Bill Handley	Community Resilience
Councillor Tumi Hawkins	Planning Policy and Delivery
Councillor Peter McDonald	Business Recovery
Councillor Brian Milnes	Environmental Services and Licensing
Councillor Hazel Smith	Housing
Councillor John Williams	Finance

Key and non-key decisions expected to be made from 8 December 2020

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
Potential Property Investment Decision Key	Potential decision on potential Investment Strategy acquisition where in line with the Council's Constitution, the level of investment requires Cabinet agreement.	Cabinet	18 January 2021	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 Finance Peter Maddock, Head of Finance	Report (publication expected 13 January 2021)
Potential property acquisition decision Key	Potential decision items relating to decisions to acquire property where in line with the Council's Constitution, the level of investment requires Cabinet agreement (acquisitions in excess of £2m). If no such decisions are needed, this item will be withdrawn.	Cabinet Cabinet	18 January 2021 03 February 2021	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 Peter Campbell, Head of Housing	Report (publication expected 13 January 2021) Report (publication expected 26 January 2021)
Potential Property Investment	Potential decision on potential	Cabinet	03 February 2021	Part or all of the report may be	Lead Cabinet member for Finance	Report (publication expected 26

Key and non-key decisions expected to be made from 8 December 2020

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
Decision Key	Investment Strategy acquisition where in line with the Council's Constitution the level of investment requires Cabinet agreement. If no such decisions are needed, this item will be withdrawn.			exempt by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972	Peter Maddock, Head of Finance	January 2021)
Update on Health and Wellbeing Strategy Non-Key	To provide an update on the Council's Health and Wellbeing Strategy.	Cabinet	18 January 2021		Lead Cabinet Member for Community Resilience and Health & Wellbeing Lesley McFarlane, Development Officer - Health Specialist	Report (publication expected 13 January 2021)
Cambridge City Council and South Cambridgeshire District Council - Authority Monitoring Report for Greater Cambridge Non-Key	To agree that the Greater Cambridge Authority Monitoring Report is published.	Cabinet	18 January 2021		Lead Cabinet member for Planning Joint Director for Planning and Economic Development	Report (publication expected 13 January 2021)

Key and non-key decisions expected to be made from 8 December 2020

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
Green Energy Investment Decision Key	Potential decision on potential Investment Strategy Stream 2 green energy investment. If no such decision is needed, this item will be withdrawn.	Cabinet	18 January 2021	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 Finance Peter Maddock, Head of Finance	Report (publication expected 13 January 2021)
Empty Homes Strategy Non-Key		Cabinet	18 January 2021		Lead Cabinet member for Housing Peter Campbell, Head of Housing	Report (publication expected 13 January 2021)
Update on Cambridge Ice Rink Non-Key		Cabinet	18 January 2021	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 Finance Peter Maddock, Head of Finance	Report (publication expected 13 January 2021)
Doubling Nature Strategy		Cabinet	03 February 2021		Siobhan Mellon,	Report (publication expected 26 January 2021)

Key and non-key decisions expected to be made from 8 December 2020

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					Development Officer - Climate and Environment	
Review of Reserves and Provisions Non-Key	To review the level of Council's Reserves and Provisions as part of the 2021/2022 budget setting process.	Cabinet	03 February 2021		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 26 January 2020)
Treasury Management Strategy Key	To undertake the annual review of the Treasury Management Strategy.	Cabinet	03 February 2021		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 26 January 2021)
Proposed Fees & Charges 2021/2022 Key	To undertake the annual review and to determine non-regulatory fees and charges to be set by the Council for the provision of services from April 2020 (unless otherwise stated).	Cabinet	03 February 2021		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 26 January 2021)
Council Tax Arrangements 2021/2022:	To consider revisions to the Council Tax	Cabinet	03 February 2021		Lead Cabinet member for Finance	Report (publication expected 26 January 2021)

Key and non-key decisions expected to be made from 8 December 2020

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
Proposed Council Tax Reduction Scheme Key	Reduction Scheme.				Peter Maddock, Head of Finance	
Capital Strategy Key	To undertake the annual review of the Council's Capital Strategy.	Cabinet Council	03 February 2021 23 February 2021		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 26 January 2020) Report (publication expected 15 February 2021)
Capital Investment Programme Key	To determine, for recommendation to Council, the Council's Capital Programme for 2021/2022, 2022/2023 and 2023/2024 together with the Council's proposed Prudential Indicators.	Cabinet Council	03 February 2021 23 February 2021		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 26 January 2021) Report (publication expected 15 February 2021)
General Fund Budget 2021/2022 Key	To consider the summary General Fund Budget for 2021/2022 and to recommend the Budget to Council.	Cabinet Council	03 February 2021 23 February 2021		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 26 January 2021) Report (publication expected 15 February 2021)

Key and non-key decisions expected to be made from 8 December 2020

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
Housing Revenue Account Budget 2021/2022 Key	To consider the Housing Revenue Account Budget for 2021/2022 and to recommend the Budget to Council.	Cabinet Council	03 February 2021 23 February 2021		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 26 January 2021) Report (publication expected 15 February 2021)
NNDR Discretionary Rates Relief Policy Update Key	Adoption of updated policy following changes to reliefs by central Government. Government frequently introduces new/changes to rates and expects this to be delivered via the Council's discretionary powers, negating the need for legislative changes.	Cabinet	03 February 2021		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 26 January 2021)
Localised Council Tax Support Scheme Key		Cabinet Council	03 February 2021 23 February 2021		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 26 January 2021) Report (publication expected 15 February 2021)

Key and non-key decisions expected to be made from 8 December 2020

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
Review of the Business Plan Key		Cabinet	03 February 2021		Leader of Council Anne Ainsworth, Chief Operating Officer	Report (publication expected 26 January 2021) Report (publication expected 15 February 2021)
Greater Cambridge Housing Strategy Annexes Key	Approval of draft policies for public consultation for Build to Rent, Affordable Housing Clustering and Affordable Rent setting as annexes to the Greater Cambridge Housing Strategy.	Cabinet	03 February 2021		Lead Cabinet Member for Business Recovery Julie Fletcher, Head of Housing Strategy	Report (publication expected 26 January 2021)
Financial Procedure Rules Non-Key	To review existing financial regulations to ensure that they remain sound for the purpose of ensuring proper administration of the Council's financial matters.	Council	23 February 2021		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 15 February 2021)
2020/2021 Revenue and Capital Budget	To consider the latest monitoring data in respect of	Cabinet	22 March 2021		Lead Cabinet member for Finance	Report (publication expected 12 March 2021)

Key and non-key decisions expected to be made from 8 December 2020

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
Monitoring Non-Key	the 2020/2021 revenue and capital budgets (Q3) and emerging budget issues.				Peter Maddock, Head of Finance	
Quarter 3 Performance Non-Key	To review performance against KPIs and progress against Business Plan objectives as at end of Q3.	Cabinet	22 March 2021		Cllr Neil Gough Kevin Ledger, Senior Policy and Performance Officer	Report (publication expected 12 March 2020)
Pay Policy Statement Non-Key		Cabinet	22 March 2021		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 12 March 2021) Report (publication expected 7 April 2021)