

## 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 6 January 2021



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](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 Peter McDonald  
Councillor Brian Milnes  
Councillor Hazel Smith  
Councillor John Williams

Leader of the Council  
Deputy Leader (statutory), Strategic Planning and Transport  
Deputy Leader (non-statutory), Transformation and Projects  
Community Resilience  
Planning Policy and Delivery  
Business Recovery  
Environmental Services and Licensing  
Housing  
Finance

**Key and non-key decisions expected to be made from 6 January 2021**

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 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. If no such decisions are needed, this item will be withdrawn.	Cabinet	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 Finance  Peter Maddock, Head of Finance	Report (publication expected 26 January 2021)
Potential property acquisition decision  Key	Potential decision items relating to decisions to acquire property where in line with the	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	Lead Cabinet member for Housing  Peter Campbell,	Report (publication expected 13 January 2021)  Report (publication

**Key and non-key decisions expected to be made from 6 January 2021**

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
	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.			Schedule 12A of the Local Government Act 1972	Head of Housing	expected 26 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 6 January 2021**

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)
Update on Cambridge Ice Rink  Non-Key		Cabinet	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 Finance  Peter Maddock, Head of Finance	Report (publication expected 26 January 2021)
Doubling Nature Strategy  Non-Key		Cabinet	03 February 2021		Siobhan Mellon, Development Officer - Climate and Environment	Report (publication expected 26 January 2021)
Review of Reserves	To review the level	Cabinet	03 February 2021		Lead Cabinet	Report (publication

**Key and non-key decisions expected to be made from 6 January 2021**

<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>
and Provisions Non-Key	of Council's Reserves and Provisions as part of the 2021/2022 budget setting process.				member for Finance Peter Maddock, Head of Finance	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: Proposed Council Tax Reduction Scheme Key	To consider revisions to the Council Tax Reduction Scheme.	Cabinet	03 February 2021		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 26 January 2021)

**Key and non-key decisions expected to be made from 6 January 2021**

<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	03 February 2021		Lead Cabinet member for Finance  Peter Maddock, Head of Finance	Report (publication expected 26 January 2020)
		Council	23 February 2021			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	03 February 2021		Lead Cabinet member for Finance  Peter Maddock, Head of Finance	Report (publication expected 26 January 2021)
		Council	23 February 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	03 February 2021		Lead Cabinet member for Finance  Peter Maddock, Head of Finance	Report (publication expected 26 January 2021)
		Council	23 February 2021			Report (publication expected 15 February 2021)
Housing Revenue Account Budget 2021/2022	To consider the Housing Revenue Account Budget for	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 6 January 2021**

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	2021/2022 and to recommend the Budget to Council.	Council	23 February 2021		Peter Maddock, Head of Finance	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)
Greater Cambridge Housing Strategy	Approval of draft policies for public	Cabinet	03 February 2021		Lead Cabinet member for	Report (publication expected 26



**Key and non-key decisions expected to be made from 6 January 2021**

<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>
Annexes Key	consultation for Build to Rent, Affordable Housing Clustering and Affordable Rent setting as annexes to the Greater Cambridge Housing Strategy.				Housing  Julie Fletcher, Head of Housing Strategy	January 2021)
Response to NATS consultation Key	To agree a joint response to the NATS (National Air Traffic Services) consultation, which ends on 5 <sup>th</sup> February 2021.	Deputy Leader of the Council (Statutory)	Decision to agree consultation response to be taken in February 2020.		Deputy Leader  Joint Director for Planning and Economic Development	
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)
Review of the Business Plan Key	To review the Council's Business Plan.	Cabinet  Council	22 March 2021  15 April 2021		Leader of Council  Anne Ainsworth, Chief Operating Officer	Report (publication expected 12 March 2021)  Report (publication expected 7 April

**Key and non-key decisions expected to be made from 6 January 2021**

<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>
						2021)
2020/2021 Revenue and Capital Budget Monitoring  Non-Key	To consider the latest monitoring data in respect of the 2020/2021 revenue and capital budgets (Q3) and emerging budget issues.	Cabinet	22 March 2021		Lead Cabinet member for Finance  Peter Maddock, Head of Finance	Report (publication expected 12 March 2021)
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)
East West Rail Bedford to Cambridge route alignments and station locations consultation	To confirm the Council's response (potentially including joint responses) to East West Rail Bedford	Cabinet	22 March 2021		Deputy Leader  Joint Director for Planning and Economic Development	Report (publication expected 12 March 2021)

**Key and non-key decisions expected to be made from 6 January 2021**

<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>
<p>response</p> <p>Non-Key</p>	<p>to Cambridge route alignments and station locations consultation. The Council previously provided responses to broad route options for a new railway between Bedford and Cambridge. Following determination of a preferred broad route option, the forthcoming consultation will relate to detailed route alignments and station location options within Cambourne.</p>					