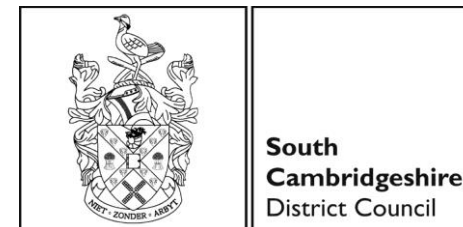


## Notice of Key and Non-Key Decisions

### To be taken under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 from 1 June 2023



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.

Where two meetings (for example, Cabinet and Council) are listed for a particular item, the first will be making a recommendation to the second, which will then make a final decision.

If you have any queries relating to this Notice, please contact  
Ian Senior on 01954 713028 or by e-mailing [ian.senior@scambs.gov.uk](mailto:ian.senior@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 Brian Milnes	Deputy Leader
Councillor Henry Batchelor	Environment
Councillor John Batchelor	Housing
Councillor Bill Handley	Communities
Councillor Tumi Hawkins	Planning
Councillor Peter McDonald	Economic Development
Councillor Brian Milnes	Environment
Councillor John Williams	Resources

**Key and non-key decisions expected to be made from 1 June 2023**

<b>Decision to be made</b>	<b>Description of Decision</b>	<b>Decision Maker</b>	<b>Date of Meeting</b>	<b>Reason for Report being considered in Private</b>	<b>Lead Cabinet Members and Contact Officer</b>	<b>Documents submitted to the decision maker</b>
Annual Equality Scheme Update and Progress Report  Key		Cabinet	27 June 2023		Lead Cabinet member for Resources  Kevin Ledger, Senior Policy and Performance Officer	Report publication expected on 19 June 2023
Response to Huntingdonshire Local Plan Issues consultation  Non-Key	To agree the Council's response to the Huntingdonshire Local Plan Issues consultation as part of a joint response with Cambridge City Council.	Cabinet	27 June 2023		Lead Cabinet member for Planning  Caroline Hunt, Strategy and Economy Manager	Cabinet report publication expected on 19 June 2023
Adopted Cambridge and South Cambridgeshire Local Plans 2018: Five year review of Strategic Policies  Key	To agree the findings of a review of the adopted South Cambridgeshire Local Plan policies, confirming whether the strategic policies within the plan remain up to date and their associated weight in planning decisions.	Cabinet	27 June 2023		Lead Cabinet member for Planning  Caroline Hunt, Strategy and Economy Manager	Cabinet report publication expected on 19 June 2023
South Cambs Community Safety	The CSP produces an annual Action Plan to	Cabinet	27 June 2023		Lead Cabinet Member for	Cabinet report publication

**Key and non-key decisions expected to be made from 1 June 2023**

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Lead Cabinet Members and Contact Officer	Documents submitted to the decision maker
Partnership - Action Plan  Non-Key	deliver the statutory requirements and identifying projects / themes of work to add value to the work of individual agencies. As the accountable body and in committing resources to it, SCDC must have oversight of and be in agreement with the Plan.	Council	13 July 2023		Communities  Linda Gallagher, Project Officer	expected on 19 June 2023. Council report expected 5 July 2023
Quarter 4 Performance  Non-Key	To review Council performance	Cabinet	27 June 2023		Deputy Leader  Kevin Ledger, Senior Policy and Performance Officer	Report publication expected on 19 June 2023
Acquisition of 10no. Affordable Homes in Cottenham  Key	To consider a confidential report.	Cabinet	27 June 2023	Report contains commercially-sensitive information	Lead Cabinet member for Housing  Kirstin Donaldson, Service Manager - Acquisitions and Development, Peter Campbell, Head of Housing	Cabinet report publication expected on 19 June. A General Exception Notice will be issued in accordance with Rule 15 of the Access to Information Rules General Exception Notice

**Key and non-key decisions expected to be made from 1 June 2023**

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Lead Cabinet Members and Contact Officer	Documents submitted to the decision maker
<p>Acquisition of 13no. Affordable Homes in Barrington</p> <p>Key</p>	<p>To consider a confidential report</p>	<p>Cabinet</p>	<p>27 June 2023</p>	<p>Report contains commercially-sensitive information</p>	<p>Lead Cabinet member for Housing</p> <p>Peter Campbell, Head of Housing, Kirstin Donaldson, Service Manager - Acquisitions and Development</p>	<p>Cabinet report publication expected on 19 June. A General Exception Notice has been issued in accordance with Rule 15 of the Access to Information Rules General Exception Notice</p>
<p>Acquisition of Western Park Sports Pitches in Northstowe and procurement of an external operator (General Exception Notice published 30/6/23 - follow this link)</p> <p>Key</p>	<p>Urgent key decision to be taken by the CEO, having consulted with the Leader: acceptance of a land transfer at nil consideration; the red book valuation (recently received) requires a key decision (not previously considered necessary), in order to proceed with the operational management and maintenance of the facilities.</p>	<p>Chief Executive</p>	<p>Not before 10 July 2023</p>	<p>Issue relates to commercially sensitive information</p>	<p>Lead Cabinet Member for Communities</p> <p>Anne Ainsworth, Chief Operating Officer</p>	<p>General Exception Notice</p>
<p>Modern slavery statement</p>	<p>Approval for the Modern Slavery Statement</p>	<p>Cabinet</p>	<p>Not before 26 September 2023</p>		<p>Leader of Council</p> <p>Peter Campbell,</p>	<p>Cabinet report publication expected on 18</p>

**Key and non-key decisions expected to be made from 1 June 2023**

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Lead Cabinet Members and Contact Officer	Documents submitted to the decision maker
Non-Key					Head of Housing, Kate Yerbury, Policy & Performance Officer, Kevin Ledger, Senior Policy and Performance Officer	September 2023
Rural Shared Prosperity Fund  Non-Key	Review, approve or amend the policy, application criteria and determination process for the Rural Shared Prosperity grant scheme	Cabinet	Not before 26 September 2023		Lead Cabinet Member for Economic Development  Katherine Southwood, Business Support Projects Team Leader	Report publication expected five clear working days before the meeting
Mutual Exchange Policy  Key	To approve the policy for how the Council carries out mutual exchanges in terms of its council properties	Cabinet	26 September 2023		Lead Cabinet member for Housing  Julie Fletcher, Service Manager – Housing Strategy	Cabinet report publication expected on 18 September 2023
Damp and mould policy	Members to approve a Damp & Mould Policy relating to	Cabinet	26 September 2023		Lead Cabinet member for Housing	Cabinet report publication expected on 18

**Key and non-key decisions expected to be made from 1 June 2023**

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Lead Cabinet Members and Contact Officer	Documents submitted to the decision maker
Key	council owned properties				Julie Fletcher, Service Manager – Housing Strategy	September 2023
Northstowe Enterprise Zone - Option Agreement on Parcel 5  Key	Option Agreement on Parcel 5	Cabinet  Council	26 September 2023  05 October 2023		Lead Cabinet Member for Communities  Anne Ainsworth, Chief Operating Officer, Kate Swan, Project Officer - Commercial Development & Investment	Cabinet report publication expected 18 September 2023
Greater Cambridge Local Development Scheme review  Key	To agree an update to the Greater Cambridge Local Development Scheme.	Cabinet	Not before 26 September 2023		Lead Cabinet member for Planning  Caroline Hunt, Strategy and Economy Manager, Jonathan Dixon, Planning Policy Manager	Cabinet report publication expected on 18 September 2023
2023/2024		Cabinet	26 September 2023		Lead Cabinet	Report publication

**Key and non-key decisions expected to be made from 1 June 2023**

<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>Lead Cabinet Members and Contact Officer</b>	<b>Documents submitted to the decision maker</b>
Revenue and Capital Budget Monitoring (Quarter 1)  Non-Key	Consider the monitoring data and trends in respect of the 2023/24 budgets and issues.				member for Resources  Peter Maddock, Head of Finance	expected on 18 September 2024
2022/23 Provisional General Fund Revenue and Capital Outturn  Non-Key	2022/23 Provisional General Fund Revenue and Capital Outturn	Cabinet  Council	26 September 2023  05 October 2023		Lead Cabinet member for Resources  Peter Maddock, Head of Finance	Report publication expected on 18 September 2024
2022/23 Provisional Housing Revenue Account (HRA) Outturn  Non-Key	Reports the HRA outturn position for the financial year 2022/23	Cabinet	26 September 2023		Lead Cabinet member for Resources  Peter Maddock, Head of Finance	Report publication expected on 18 September 2023
Medium Term Financial Strategy (First Submission)  Non-Key	Review and ensure that Council is aware of the financial challenges over the medium-term.	Cabinet	26 September 2023		Lead Cabinet member for Resources  Peter Maddock, Head of Finance	Report publication expected on 18 September 2023



**Key and non-key decisions expected to be made from 1 June 2023**

<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>Lead Cabinet Members and Contact Officer</b>	<b>Documents submitted to the decision maker</b>
Quarter 1 Performance report Key	To review Council performance for the months of April, May and June 2023	Cabinet	26 September 2023		Lead Cabinet member for Resources  Kevin Ledger, Senior Policy and Performance Officer	Cabinet report publication expected on 18 September 2023
Fees & Charges Key	Annual review and determination of fees and charges to be set by the Council from April 24.	Cabinet	07 November 2023		Lead Cabinet member for Resources  Peter Maddock, Head of Finance	Report publication expected on 30 October 2023
2023/2024 Revenue and Capital Budget Monitoring (Quarter 2) Non-Key	Consider the monitoring data and trends in respect of the 2023/24 budgets and issues.	Cabinet	05 December 2023		Lead Cabinet member for Resources  Peter Maddock, Head of Finance	Report publication expected on 27 November 2023
Capital programme Update & New Bids Non-Key	Report Council's Capital Programme and new Capital bids from 2024/25	Cabinet	05 December 2023		Lead Cabinet member for Resources  Peter Maddock, Head of Finance	Report publication expected on 27 November 2023

**Key and non-key decisions expected to be made from 1 June 2023**

<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>Lead Cabinet Members and Contact Officer</b>	<b>Documents submitted to the decision maker</b>
Bids and Savings  Non-Key	Consider new Revenue bids and savings for 2024/2025.	Cabinet	05 December 2023		Lead Cabinet member for Resources  Peter Maddock, Head of Finance	Report publication expected on 27 November 2023
Quarter 2 Performance report  Key	To consider Council performance during July, August and September 2023	Cabinet	05 December 2023		Lead Cabinet member for Resources  Kevin Ledger, Senior Policy and Performance Officer	Cabinet report publication expected on 27 November 2023
General Fund Budget 2024/25  Non-Key	Consider the General Fund Revenue Budget for 2024/25	Cabinet  Council	06 February 2024  27 February 2024		Lead Cabinet member for Resources  Peter Maddock, Head of Finance	Report publication expected on 29 January 2024
Review of Revenue Reserves and Provisions  Key	Review the Council's Revenue Reserves and Provisions as part of the 2024/2025 budget setting process.	Cabinet  Council	06 February 2024  27 February 2024		Lead Cabinet member for Resources  Peter Maddock,	Report publication expected on 29 January 2024

**Key and non-key decisions expected to be made from 1 June 2023**

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Lead Cabinet Members and Contact Officer	Documents submitted to the decision maker
					Head of Finance	
Medium Term Financial Strategy 2024-29  Non-Key	Review and ensure that Council is aware of the financial challenges over the medium-term	Cabinet  Council	06 February 2024  27 February 2024		Lead Cabinet member for Resources   Peter Maddock, Head of Finance	Report publication expected on 29 January 2024
Local Council Tax Support  Non-Key	Review the Localised Council Tax Support (LCTS) scheme for 2023/24 and agree the LCTS scheme for 2024/25	Cabinet  Council	06 February 2024  27 February 2024		Lead Cabinet member for Resources   Peter Maddock, Head of Finance	Report publication expected on 29 January 2024
Capital Strategy  Non-Key	Consider a refreshed version of the Strategy for adoption by the Council.	Cabinet  Council	06 February 2024  27 February 2024		Lead Cabinet member for Resources   Peter Maddock, Head of Finance	Report publication expected on 29 January 2024
Treasury	Consider a refreshed	Cabinet	06 February 2024		Lead Cabinet	Report publication

**Key and non-key decisions expected to be made from 1 June 2023**

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Lead Cabinet Members and Contact Officer	Documents submitted to the decision maker
Management Strategy  Non-Key	version of the Strategy for adoption by the Council.	Council	27 February 2024		member for Resources  Peter Maddock, Head of Finance	expected on 29 January 2024
Capital Programme 2024/25 - 2028/29  Non-Key	Consider the Council's Capital Programme	Cabinet  Council	06 February 2024  27 February 2024		Lead Cabinet member for Resources  Peter Maddock, Head of Finance	Report publication expected on 29 January 2024
Housing Revenue Account Budget 2024/25  Non-Key	Consider the Housing Revenue Account Budget for 2024/25	Cabinet  Council	06 February 2024  27 February 2024		Lead Cabinet member for Resources  Peter Maddock, Head of Finance	Report publication expected on 29 January 2024
Council Tax Resolution 2024-25  Non-Key	Consider the Council Tax Resolution for 2024/25	Cabinet  Council	06 February 2024  27 February 2024		Lead Cabinet member for Resources	Report publication expected on 29 January 2024

**Key and non-key decisions expected to be made from 1 June 2023**

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Lead Cabinet Members and Contact Officer	Documents submitted to the decision maker
					Peter Maddock, Head of Finance	
Pay Policy Statement  Key		Council	27 February 2024		Lead Cabinet member for Resources  Jeff Membery, Head of Transformation, HR and Corporate Services	Report publication expected on 19 February 2024
2023/2024 Revenue and Capital Budget Monitoring (Quarter 3)  Non-Key	Consider the monitoring data and trends in respect of the 2023/24 budgets and issues.	Cabinet	12 March 2024		Lead Cabinet member for Resources  Peter Maddock, Head of Finance	Report publication expected on 4 March 2024
Annual Equality Scheme Update and Progress Report  Key	To consider an update	Cabinet	12 March 2024		Lead Cabinet member for Resources  Kevin Ledger, Senior Policy and Performance Officer	Cabinet report publication expected on 4 March 2024

**Key and non-key decisions expected to be made from 1 June 2023**

<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>Lead Cabinet Members and Contact Officer</b>	<b>Documents submitted to the decision maker</b>
Quarter 3 Performance report  Key	To consider Council performance during October, November and December 2023	Cabinet	12 March 2024		Lead Cabinet member for Resources  Kevin Ledger, Senior Policy and Performance Officer	Cabinet report publication expected on 4 March 2024