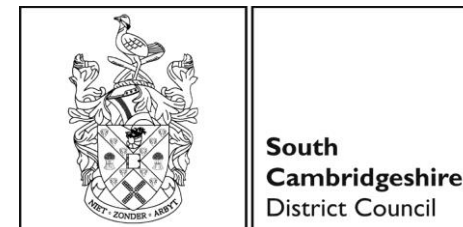


Notice of Key and Non-Key Decisions

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

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

**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 August 2023

| Decision to be made | Description of Decision | Decision Maker | Date of Meeting | Reason for Report being considered in Private | Lead Cabinet Members and Contact Officer | Documents submitted to the decision maker |
|--|---|-----------------------|------------------------|--|--|---|
| 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 August 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. | | | | Communities Linda Gallagher, Development 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 | | 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 August 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>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>Commercially sensitive</p> | <p>Lead Cabinet Member for Communities</p> <p>Anne Ainsworth, Chief Operating Officer</p> | <p>General Exception Notice</p> |
| <p>Strategic Risks Report</p> | <p>Review the Strategic Risks</p> | <p>Cabinet</p> | <p>26 September 2023</p> | | <p>Lead Cabinet member for Resources</p> | <p>Cabinet report publication expected on 18</p> |

Key and non-key decisions expected to be made from 1 August 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 | | | | | Kevin Ledger, Senior Policy and Performance Officer | September 2023 |
| Modern slavery statement Non-Key | Approval for the Modern Slavery Statement | Cabinet | Not before 26 September 2023 | | Leader of Council Peter Campbell, Head of Housing, Kate Yerbury, Policy & Performance Officer, Kevin Ledger, Senior Policy and Performance Officer | Cabinet report publication expected on 18 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 | To approve the policy for how the Council carries out mutual | 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 August 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 | exchanges in terms of its council properties | | | | Julie Fletcher, Service Manager – Housing Strategy | September 2023 |
| Damp and mould policy Key | Members to approve a Damp & Mould Policy relating to council owned properties | Cabinet | 26 September 2023 | | Lead Cabinet member for Housing Julie Fletcher, Service Manager – Housing Strategy | Cabinet report publication expected on 18 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 | To agree an update to the Greater Cambridge Local Development Scheme. | Cabinet | Not before 26 September 2023 | | Lead Cabinet member for Planning | Cabinet report publication expected on 18 September 2023 |

Key and non-key decisions expected to be made from 1 August 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 | | | | | Caroline Hunt, Strategy and Economy Manager, Jonathan Dixon, Planning Policy Manager | |
| 2023/2024 Revenue and Capital Budget Monitoring (Quarter 1) Non-Key | Consider the monitoring data and trends in respect of the 2023/24 budgets and issues. | Cabinet | 26 September 2023 | | Lead Cabinet member for Resources Peter Maddock, Head of Finance | Report publication 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 |

Key and non-key decisions expected to be made from 1 August 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 |
|--|---|----------------|-------------------|---|--|--|
| 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 |
| 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 |

Key and non-key decisions expected to be made from 1 August 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 |
|--|--|------------------------|--|---|--|---|
| 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 |
| 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 |

Key and non-key decisions expected to be made from 1 August 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 |
|---|--|------------------------|--|---|---|--|
| 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, Head of Finance | Report publication expected on 29 January 2024 |
| 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 | Consider a refreshed version of the | Cabinet | 06 February 2024 | | Lead Cabinet member for | Report publication expected on 29 |

Key and non-key decisions expected to be made from 1 August 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 | Strategy for adoption by the Council. | Council | 27 February 2024 | | Resources Peter Maddock, Head of Finance | January 2024 |
| Treasury Management 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 |
| 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 | Report publication expected on 29 January 2024 |

Key and non-key decisions expected to be made from 1 August 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 | |
| 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 Peter Maddock, Head of Finance | Report publication expected on 29 January 2024 |
| 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 |
| | | | | | | |

Key and non-key decisions expected to be made from 1 August 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 |
|--|--|-----------------------|------------------------|--|--|---|
| 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 |
| 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 |