

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 3 July 2019



Notice is hereby given of:

- Key decisions that will be taken by Cabinet, individual Portfolio Holders 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

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
Councillor Aidan Van der Weyer
Councillor Neil Gough
Councillor Bill Handley
Councillor Tumi Hawkins
Councillor Hazel Smith
Councillor Philippa Hart
Councillor John Williams

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

Key and non-key decisions expected to be made from 3 July 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
Quarterly Performance Report (Quarter 1) Non-Key		Cabinet	04 September 2019		Lead Cabinet member for Customer Service and Business Improvement, Lead Cabinet member for Finance	Report (publication expected 27 August 2019)
Local Transport Plan Non-Key	To agree the Council's response to the Local Transport Plan consultation prepared by the Combined Authority.	Cabinet	04 September 2019		Deputy Leader of the Council Joint Director for Planning and Economic Development	Report (publication expected 27 August 2019)
Service Modernisation Proposals: Guiding Principles Non-Key	To consider guiding principles in respect of the formulation of service modernisation proposals. To establish the framework for identification of	Cabinet	04 September 2019		Leader of Council, Lead Cabinet member for Finance Trevor Roff, Interim Director of Finance	Report (publication expected 27 August 2019)

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	proposals to transform service quality, improve productivity and customer services.					
General Fund Budget Provisional Outturn 2018/19 Key	To receive the General Fund Budget Outturn for the financial year 2018/19.	Cabinet	04 September 2019		Lead Cabinet member for Finance Trevor Roff, Interim Director of Finance	Report (publication expected 27 August 2019)
Capital Budget Provisional Outturn 2018/2019 Key	To receive the Capital Budget Outturn for the financial year 2018/19.	Cabinet	04 September 2019		Lead Cabinet member for Finance Trevor Roff, Interim Director of Finance	Report (publication expected 27 August 2019)
Housing Revenue Account (HRA) Provisional Outturn 2018/19 Key	To receive the HRA Outturn for the financial year 2018/19.	Cabinet	04 September 2019		Lead Cabinet member for Finance Trevor Roff, Interim Director of Finance	Report (publication expected 27 August 2019)
Capital Programme Update and New Bids	To consider the performance of the Council's Capital Programme during	Cabinet	04 September 2019		Lead Cabinet member for Finance Trevor Roff, Interim	Report (publication expected 27 August 2019)

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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	2018/19 and to consider new capital scheme bids for public consultation.				Director of Finance	
Service Plans Key	To consider Service Plans for key areas of service, including the service vision, objectives, targets and milestones.	Cabinet	04 September 2019		Leader of Council Interim Chief Executive	Report (publication expected 27 August 2019)
Economic Growth Plan Key	To consider and adopt the Economic Growth Plan 2019-2024 and the level of resources relevant to the Business Plan priority.	Cabinet	04 September 2019		Leader of Council Interim Chief Executive	Report (publication expected 27 August 2019)
Business Plan 2019-2024 Non-Key	To consider the Business Plan 2019-2024 Outturn Position.	Cabinet	04 September 2019		Leader of Council Interim Chief Executive	Report (publication expected 27 August 2019)
Service Transformation: Savings Proposals	To consider savings proposals for the next four year	Cabinet	04 September 2019		Lead Cabinet member for Finance	Report (publication expected 27 August 2019)

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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	period for consultation.	Cabinet	06 November 2019		Trevor Roff, Interim Director of Finance	Report (publication expected 29 October 2019)
Value for Money Strategy Non-Key	To consider the adoption of a Value for Money Strategy for the Council.	Cabinet	04 September 2019		Lead Cabinet member for Finance Trevor Roff, Interim Director of Finance	Report (publication expected 27 August 2019)
Revenue Budget Trends Key	To consider the latest trends in respect of the 2019/20 revenue budget (Q1) and emerging budget issues.	Cabinet	02 October 2019		Lead Cabinet member for Finance Trevor Roff, Interim Director of Finance	Report (publication expected 24 September 2019)
Investment Partnerships - Members agreements Key	To consider membership agreements with framework suppliers.	Cabinet	06 November 2019	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 Liz Irvine, Housing Advice and Homelessness Team Leader	Report (publication expected 29 October 2019)

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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	06 November 2019		Lead Cabinet member for Customer Service and Business Improvement Trevor Roff, Interim Director of Finance	Report (publication expected 29 October 2019)
Medium Term Financial Strategy Key	To consider the Council's Medium Term Financial Strategy.	Cabinet Cabinet	06 November 2019 05 February 2020		Lead Cabinet member for Finance Trevor Roff, Interim Director of Finance	Report (publication expected 29 October 2019) Report (publication expected 28 January 2020)
Reserves and Provisions Key	To review the level of Reserves and Provisions.	Cabinet	06 November 2019		Lead Cabinet member for Finance Trevor Roff, Interim Director of Finance	Report (publication expected 29 October 2019)
Treasury Management Annual Report	To receive the annual report on Treasury Management for	Cabinet	06 November 2019		Lead Cabinet member for Finance Trevor Roff, Interim	Report (publication expected 29 October 2019)

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Key	2018/19.				Director of Finance	
Fees and Charges Key	To consider the Council's non-regulatory fees and charges from January to April 2020.	Cabinet	06 November 2019		Lead Cabinet member for Finance Trevor Roff, Interim Director of Finance	Report (publication expected 29 October 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)
Revenue Budget Trends (Quarter 2) Key	To consider the latest trends in respect of the 2019/20 revenue budget (Q2) and emerging budget issues.	Cabinet	04 December 2019		Lead Cabinet member for Finance Trevor Roff, Interim Director of Finance	Report (publication expected 26 November 2019)
Irrecoverable Debt	To consider the	Cabinet	04 December 2019		Lead Cabinet	Report (publication

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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	write off of individual bad debts in excess of £10,000 in accordance with the Council's Constitution.				member for Finance Trevor Roff, Interim Director of Finance	expected 26 November 2019)
Community Lifelines Non-Key	To seek approval to proceed with a joint model for the community lifeline service. Work is underway with County and City Councils to establish whether it would be beneficial to combine the South Cambs and City Lifeline services with the County Council's, to enable a single point of access for these services.	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		Report (publication expected 23 December 2019)
Council Tax Arrangements 2020/2021:	To determine precept dates for all precepting bodies.	Cabinet	08 January 2020		Lead Cabinet member for Finance	Report (publication expected 23 December 2019)

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Schedule of Precept Dates Key					Trevor Roff, Interim Director of Finance	
Council Tax Arrangements 2020/2021: Proposed Council Tax base Key	To set out the proposed Tax base for the financial year 2020/2021 in accordance with the requirements of the Local Government Finance Act 1992.	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: Proposed Council Tax Reduction Scheme Key	To consider revisions to the Council Tax Reduction Scheme.	Cabinet	08 January 2020		Lead Cabinet member for Finance Trevor Roff, Interim Director of Finance	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)

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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
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)
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 Key	To consider the General Fund 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)
Housing Revenue Account (HRA) Budget 2020/2021	To consider the Housing Revenue Account Budget for	Cabinet	05 February 2020		Lead Cabinet member for Finance	Report (publication expected 28 January 2020)

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Key	2020/2021 and to recommend the Budget to Council.				Trevor Roff, Interim Director of Finance	
Treasury Management Arrangements Key	To review Treasury Management Operations, Treasury Management Strategy and Treasury Management Practices.	Cabinet	05 February 2020		Lead Cabinet member for Finance Trevor Roff, Interim Director of Finance	Report (publication expected 28 January 2020)
Asset Management Plan Key	To consider update(s) to the Asset Management Plan and supporting Action Plan.	Cabinet	05 February 2020		Lead Cabinet member for Finance Trevor Roff, Interim Director of Finance	Report (publication expected 28 January 2020)
Revenue Budget Trends 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		Cabinet	04 March 2020		Lead Cabinet	Report (publication

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Performance Report (Quarter 3) Non-Key					member for Customer Service and Business Improvement, Lead Cabinet member for Finance	expected 25 February 2020)
Resident Involvement Strategy Key	To approve the final Resident Involvement Strategy.	Lead Cabinet member for Housing	04 March 2020		Lead Cabinet member for Housing Peter Moston, Resident 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	Cabinet	04 March 2020		Johanna Davies, Economic Development Officer	Report (publication expected 25 February 2020)

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	SMEs.					
Refreshed New Build Strategy Key	To approve a refreshed New Build Strategy.	Cabinet	Date to be confirmed		Lead Cabinet Member for Housing Mike Hill, Interim Director of Housing	Report (publication date tbc)