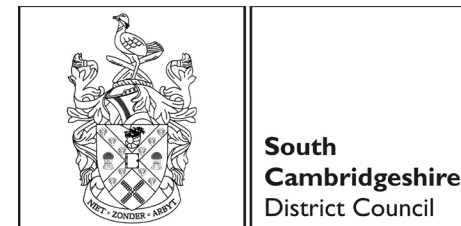


## NOTICE OF KEY AND NON KEY DECISIONS

### To be taken under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 from 1 February 2020



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, 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](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 Tumi Hawkins  
Councillor Hazel Smith  
Councillor Bill Handley  
Councillor John Williams

Leader of the Council  
Deputy Leader  
Deputy Leader (non-statutory)  
Planning  
Housing  
Environmental Services and licensing  
Finance

**Key and non-key decisions expected to be made from 1 February 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
<p>Potential Property Investment Decision</p> <p>Key</p>	<p>Potential decision on potential Investment Strategy acquisition.</p>	<p>Cabinet</p> <p>Cabinet</p> <p>Cabinet</p> <p>Cabinet</p>	<p>05 February 2020</p> <p>04 March 2020</p> <p>01 April 2020</p> <p>06 May 2020</p>	<p>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</p>	<p>Leader of Council</p> <p>Trevor Roff, Interim Director of Finance</p>	<p>Report (publication expected 28 January 2020)</p> <p>Report (publication expected 25 February 2020)</p> <p>Report (publication expected 24 March 2020)</p> <p>Report (publication expected 27 April 2020)</p>
<p>Potential property acquisition decision</p> <p>Key</p>	<p>Provisional decision item relating to acquisition of property.</p>	<p>Cabinet</p> <p>Cabinet</p> <p>Cabinet</p>	<p>05 February 2020</p> <p>04 March 2020</p> <p>01 April 2020</p>	<p>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</p>	<p>Lead Cabinet member for Housing</p> <p>Kirstin Donaldson, Head of New Build</p>	<p>Report (publication expected 28 January 2020)</p> <p>Report (publication expected 25 February 2020)</p> <p>Report (publication expected 24 March 2020)</p>

**Key and non-key decisions expected to be made from 1 February 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
		Cabinet	06 May 2020			Report (publication expected 27 April 2020)
Communal Room Review - Future use of The Limes/Limes Close Sheltered Communal Room  Non-Key	Part of a review of communal rooms. Consultation has taken place with sheltered residents of The Limes/Limes Close, Bassingbourn, who no longer wish to use the building as their communal room. The Parish Council is keen to take on the long lease on the building and to invest in the interior to make it a useable village hall.	Cabinet	05 February 2020		Lead Cabinet member for Housing  Kate Swan, Leasehold Services Co-ordinator	Report (publication expected 28 January 2020)
Business Plan 2020-25  Key	To recommend a revised Business Plan action grid. The Council reassesses its 5 year Business Plan annually. A set of	Cabinet  Council	05 February 2020  20 February 2020		Deputy Leader (non statutory)  Gareth Bell, Communications Manager, Kevin Ledger, Senior	Report (publication expected 28 January 2020)  Report (publication expected 12 February 2020)

**Key and non-key decisions expected to be made from 1 February 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
	themes was agreed as part of the Business Plan for 2019-24. The action plan beneath this has been updated and prioritised for 2020-25.				Policy and Performance Officer	
Greening of South Cambridgeshire Hall  Key	The project seeks to undertake work to ensure that the South Cambs Hall site becomes an example of best practice in energy efficiency and green energy generation/storage/sharing. It aims to minimise emissions through low carbon energy generation and energy efficiency measures, increase energy self-sufficiency and generate income and savings for the Council.	Cabinet	05 February 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	Deputy Leader (non statutory)  Philip Bird, Corporate Programme Manager	Report (publication expected 28 January 2020)
Capital Strategy  Key	To undertake the annual review of the Council's Capital Strategy.	Cabinet	05 February 2020		Lead Cabinet member for Finance  Trevor Roff, Interim Director of Finance	Report (publication expected 28 January 2020)

**Key and non-key decisions expected to be made from 1 February 2020**

<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>Council Tax Arrangements 2020/2021: Localised Council Tax Reduction Scheme</p> <p>Non-Key</p>	<p>To consider revisions to the Council Tax Reduction Scheme.</p>	<p>Cabinet</p> <p>Council</p>	<p>05 February 2020</p> <p>20 February 2020</p>		<p>Lead Cabinet member for Finance</p> <p>Trevor Roff, Interim Director of Finance</p>	<p>Report (publication expected 28 January 2020)</p> <p>Report (publication expected 12 February 2020)</p>
<p>Capital Investment Programme</p> <p>Key</p>	<p>To determine, for recommendation to Council, the Council's Capital Programme to 2024/20205 together with the Council's proposed Prudential Indicators.</p>	<p>Cabinet</p>	<p>05 February 2020</p>		<p>Lead Cabinet member for Finance</p> <p>Trevor Roff, Interim Director of Finance</p>	<p>Report (publication expected 28 January 2020)</p>
<p>General Fund Budget 2020/2021</p> <p>Key</p>	<p>To consider the General Fund Budget for 2020/2021 and to recommend the Budget to Council.</p>	<p>Cabinet</p>	<p>05 February 2020</p>		<p>Lead Cabinet member for Finance</p> <p>Trevor Roff, Interim Director of Finance</p>	<p>Report (publication expected 28 January 2020)</p>
<p>Housing Revenue Account (HRA) Budget 2020/2021</p>	<p>To consider the Housing Revenue Account Budget for</p>	<p>Cabinet</p>	<p>05 February 2020</p>	<p>Part or all of the report may be exempt by virtue of</p>	<p>Lead Cabinet member for Finance</p>	<p>Report (publication expected 28 January 2020)</p>

**Key and non-key decisions expected to be made from 1 February 2020**

<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>
Key	2020/2021 and to recommend the Budget to Council.			paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972	Trevor Roff, Interim Director of Finance	
Treasury Management Strategy Key	To undertake the annual review of the Treasury Management Strategy.	Cabinet	05 February 2020		Lead Cabinet member for Finance  Trevor Roff, Interim Director of Finance	Report (publication expected 28 January 2020)
Reserves and Provisions Key	To review the level of Reserves and Provisions.	Cabinet	05 February 2020		Lead Cabinet member for Finance  Trevor Roff, Interim Director of Finance	Report (publication expected 28 January 2020)
Proposed fees and charges: April 2020 Non-Key	To undertake the annual review of non-regulatory fees and charges.	Cabinet	05 February 2020		Lead Cabinet member for Finance  Trevor Roff, Interim Director of Finance	Report (publication expected 28 January 2020)
Ermine Street Housing Business Plan	The Board of South Cambs Ltd trading as Ermine Street	Cabinet	05 February 2020	Part or all of the report may be exempt by virtue of	Lead Cabinet member for Finance	Report (publication expected 28 January 2020)

**Key and non-key decisions expected to be made from 1 February 2020**

<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>
Non-Key	Housing, has agreed a revised Business Plan for 2019/20-2027/28 and the plan is presented to the Cabinet/Council for acknowledgement.	Council	20 February 2020	paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972	Duncan Vessey, New Business Initiatives Manager (Housing)	Report (publication expected 12 February 2020)
Council Tax Resolution 2020/21 Non-Key	To formal approve the Council Tax, including the requirements of precepting organisations.	Council	20 February 2020		Lead Cabinet member for Finance Trevor Roff, Interim Director of Finance	Report (publication expected 12 February 2020)
Annual Pay Policy Statement Non-Key		Council	20 February 2020		Liz Watts, Chief Executive	Report (publication expected 12 February 2020)
Town Centre Development Northstowe Phases 1&2 Key	To outline arrangements for the design and build of three community buildings in Northstowe as required by planning obligations and the Council role in the process.	Cabinet	04 March 2020		Deputy Leader (non statutory) Chief Executive	Report (publication expected 24 February 2020)



**Key and non-key decisions expected to be made from 1 February 2020**

<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>
Health and Wellbeing Strategy  Non-Key	To approve a district wide Health and Wellbeing Strategy for public consultation.	Cabinet	01 April 2020		Lead Cabinet member for Housing  Lesley McFarlane, Development Officer - Health Specialist	Report (publication expected 23 March 2020)
Policy for the allocation of Faith/Community Land at Northstowe  Key	To create a policy for the allocation of Faith/Community Land at Northstowe and apply this policy to all growth sites.	Cabinet	04 March 2020		Lead Cabinet member for Planning  Clare Gibbons, Northstowe Healthy New Town Programme Lead	Report (publication expected 28 January 2020)
Investment Partnerships - Members agreements  Key	To consider membership agreements with framework suppliers.	Cabinet  Council	04 March 2020  02 April 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	Leader of Council  David Ousby, Head of Commercial Development & Investment	Report (publication expected 24 February 2020)
Revenue Budget	To consider the	Cabinet	04 March 2020		Lead Cabinet	Report (publication

**Key and non-key decisions expected to be made from 1 February 2020**

<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>
Monitoring Key	latest trends in respect of the 2019/2020 revenue budget (Q3) and emerging budget issues.				member for Finance Peter Maddock, Head of Finance	expected 25 February 2020)
Quarterly Performance Report (Quarter 3) Non-Key		Cabinet	04 March 2020		Lead Cabinet member for Customer Service and Business Improvement, Lead Cabinet member for Finance  Peter Maddock, Head of Finance	Report (publication expected 25 February 2020)
Shared Services Business Plans Key	To seek approval of the Shared Services Business Plans.	Cabinet	01 April 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	Leader of Council Chief Executive	Report (publication expected 24 March 2020)
Review of barriers to procurement from SMEs	To review the outcomes of the work undertaken as	Cabinet	01 April 2020		Sean Missin, Procurement Officer	Report (publication expected 24 March 2020)

**Key and non-key decisions expected to be made from 1 February 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	a result of Cabinet's approval of recommendations from the Scrutiny task and finish group which reviewed the barriers to procurement from SMEs.				Johanna Davies, Economic Development Officer	
Medium Term Financial Plan  Key	To report an updated Medium Term Financial Plan following the outcome of a mid-year review of financial forecasts and projected changes in service spending.	Cabinet	01 April 2020		Lead Cabinet member for Finance  Peter Maddock, Head of Finance	Report (publication expected 24 March 2020)
Making of the Cottenham Neighbourhood Plan  Non-Key	Following a succesful referendum the Council will be required to make (adopt) the Cottenham Plan.	Council	02 April 2020		Lead Cabinet member for Planning  Alison Talkington, Senior Planning Policy Officer	Report (publication expected 23 March 2020)
Resident	To approve the final	Cabinet	06 May 2020		Lead Cabinet	Report (publication

**Key and non-key decisions expected to be made from 1 February 2020**

<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>
Involvement Strategy  Key	Resident Involvement Strategy.				member for Housing  Jennifer Perry, Residents Involvement Team Leader	expected 27 April 2020)
Council Write-Offs  Non-Key	Annual report to Council regarding debts written off in the previous financial year.	Council	21 May 2020		Lead Cabinet member for Finance  Katie Kelly, Revenues Manager	Report (publication expected 13 May 2020)
South Cambs Ltd trading as Ermine Street Housing: Review of Business Direction  Non-Key	To consider the future direction and business objectives of Ermine Street Housing from 2021/2022.	Cabinet	June 2020		Leader of Council, Lead Cabinet member for Finance  Peter Maddock, Head of Finance	Report (publication date tbc)
Proposed extension to the Shared Services Business Plans  Non-Key	To consider an extension of the original Shared Services Agreement for Legal, Building Control and ICT	Cabinet	July 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	Lead Cabinet member for Customer Service and Business Improvement  Liz Watts, Chief	Report (publication expected 25 February 2020)

**Key and non-key decisions expected to be made from 1 February 2020**

<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>
	services beyond the expiry date of 30 September 2020.			1972	Executive	
Housing Revenue Account (HRA) Revenue and Capital Budget Provisional Outturn 2019/2020  Non-Key	To receive the HRA revenue and capital outturn position for the financial year 2019/2020.	Cabinet	July 2020		Lead Cabinet member for Finance  Peter Maddock, Head of Finance	Report (publication date tbc)
Consultation on draft Biodiversity Supplementary Planning Document  Non-Key		Cabinet	July 2020		Deputy Leader of the Council  Caroline Hunt, Strategy and Economy Manager	Report (publication date tbc)
North East Cambridge Area Action Plan  Key	To approve the draft Plan report for public consultation. This is a joint AAP with Cambridge City Council for North East Cambridge. The issues and options consultation took place in Spring	Cabinet	July 2020		Deputy Leader of the Council  Julian Sykes, Urban Extensions Project Manager	Report (publication date tbc)

**Key and non-key decisions expected to be made from 1 February 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
	2019. The draft plan report will outline the Councils' proposed planning policy framework for the development of the area.					
Refreshed New Build Strategy  Key	To approve a refreshed New Build Strategy.	Cabinet	August 2020		Kirstin Donaldson, Head of New Build	Report (publication date tbc)