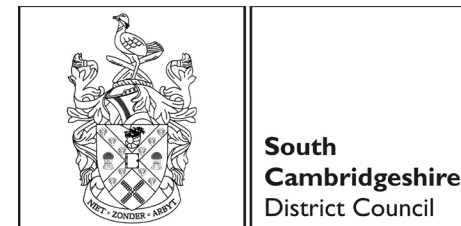


NOTICE OF KEY AND NON KEY DECISIONS

To be taken under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 from 3 March 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.scamb.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@scamb.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 3 March 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>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 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>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>Lead Cabinet member for Housing</p> <p>Kirstin Donaldson, Head of New Build</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>Communal Room Review - Future use of The Limes/Limes</p>	<p>Part of a review of communal rooms. Consultation has</p>	<p>Cabinet</p>	<p>04 March 2020</p>		<p>Lead Cabinet member for Housing</p>	<p>Report (publication expected 24 March 2020)</p>

Key and non-key decisions expected to be made from 3 March 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
Close Sheltered Communal Room Non-Key	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.				Kate Swan, Leasehold Services Co-ordinator	
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)	Report (publication expected 24 February 2020)
Policy for the allocation of Faith/Community Land at Northstowe	To create a policy for the allocation of Faith/Community Land at Northstowe	Cabinet	04 March 2020		Lead Cabinet member for Planning	Report (publication expected 24 February 2020)

Key and non-key decisions expected to be made from 3 March 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
Key	and apply this policy to all growth sites.				Clare Gibbons, Northstowe Healthy New Town Programme Lead	
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 Monitoring 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 Peter Maddock, Head of Finance	Report (publication 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	Report (publication expected 25 February 2020)

Key and non-key decisions expected to be made from 3 March 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
					Peter Maddock, Head of Finance	
<p>NNDR Discretionary Rates Relief Policy Update</p> <p>Key</p>	<p>Adoption of updated policy following changes to reliefs by central Government. Government frequently introduces new/changes to rates and expect this to be delivered via the Council's discretionary powers, negating the need for legislative changes.</p>	Cabinet	01 April 2020		<p>Lead Cabinet member for Finance</p> <p>Katie Kelly, Revenues Manager</p>	Report (publication date tbc)
<p>Shared Services Business Plans</p> <p>Key</p>	<p>To seek approval of the Shared Services Business Plans.</p>	Cabinet	01 April 2020	<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>Chief Executive</p>	Report (publication expected 24 March 2020)
Review of barriers	To review the	Cabinet	01 April 2020		Sean Missin,	Report (publication

Key and non-key decisions expected to be made from 3 March 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
to procurement from SMEs Non-Key	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 SMEs.				Procurement Officer Johanna Davies, Economic Development Officer	expected 24 March 2020)
Transfer of Community Assets Policy Non-Key	To determine a policy for the potential transfer of community assets to relevant third-party organisations.	Cabinet	01 April 2020		Lead Cabinet member for Finance Liz Watts, Chief Executive	Report (publication expected 24 March 2020)
Council Tax Discretionary Reductions Policy Non-Key		Cabinet	01 April 2020		Lead Cabinet member for Finance Katie Kelly, Revenues Manager	Report (publication expected 24 March 2020)
Making of the Cottenham Neighbourhood Plan	Following a successful referendum the Council will be required to make	Council	02 April 2020		Lead Cabinet member for Planning Alison Talkington,	Report (publication expected 23 March 2020)

Key and non-key decisions expected to be made from 3 March 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	(adopt) the Cottenham Plan.				Senior Planning Policy Officer	
Northstowe Phase One Provision Key		Council	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, Lead Cabinet member for Finance Chief Executive	Report (publication expected 23 March 2020)
Resident Involvement Strategy Key	To approve the final Resident Involvement Strategy.	Cabinet	06 May 2020		Lead Cabinet member for Housing Jennifer Perry, Residents Involvement Team Leader	Report (publication expected 27 April 2020)
Health and Wellbeing Strategy Non-Key	To approve a district wide Health and Wellbeing Strategy for public consultation.	Cabinet	06 May 2020		Lead Cabinet member for Housing Lesley McFarlane, Development Officer - Health	Report (publication expected 23 March 2020)

Key and non-key decisions expected to be made from 3 March 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
					Specialist	
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	06 May 2020		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication 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)
Financial Procedure Rules Non-Key	To review the existing Financial Regulations to ensure that they remain sound for the purpose of ensuring the proper administration of the Council's financial affairs.	Cabinet	In month of June 2020		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication date tbc)

Key and non-key decisions expected to be made from 3 March 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
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 services beyond the expiry date of 30 September 2020.	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 1972	Lead Cabinet member for Customer Service and Business Improvement Liz Watts, Chief Executive	Report (publication date tbc)
Housing Revenue Account (HRA), General Fund, Revenue and Capital Budget Provisional Outturn 2019/2020 Non-Key	To receive the HRA, General Fund, Revenue and Capital Budget 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	To approve the draft Plan report for	Cabinet	July 2020		Deputy Leader of the Council	Report (publication date tbc)

Key and non-key decisions expected to be made from 3 March 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
Action Plan Key	public consultation. This is a joint AAP with Cambridge City Council for North East Cambridge. The issues and options consultation took place in Spring 2019. The draft plan report will outline the Councils' proposed planning policy framework for the development of the area.				Julian Sykes, Urban Extensions Project Manager	
Asset Register Non-Key	To review and publish the Council's updated Asset Register.	Cabinet	July 2020		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication date tbc)
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)
South Cambs Ltd trading as Ermine Street Housing:	To consider the future direction and business objectives	Cabinet	September 2020		Leader of Council, Lead Cabinet member for Finance	Report (publication date tbc)

Key and non-key decisions expected to be made from 3 March 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
Review of Business Direction Non-Key	of Ermine Street Housing from 2021/2022.				Peter Maddock, Head of Finance, Liz Bisset, Interim Head of Housing	