

NOTICE OF KEY AND NON KEY DECISIONS

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



Notice is hereby given of:

- Key and Non-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:

- 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
- to be significant in terms of its effects on communities living or working in an area comprising two or more wards

For the purposes of (i) above, a decision to:

- incur expenditure or savings in excess of £200,000; or
- 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.

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 Tumi Hawkins
Councillor Hazel Smith
Councillor Bill Handley
Councillor John Williams
Councillor Brian Milnes
Councillor Peter McDonald

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 July 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>Refreshed New Build Council Housing Strategy</p> <p>Key</p>	<p>To agree the approach to achieving the Council Housing New Build ambitions for the next 5 years. The Council's previous New Build Strategy for Council Housing has been updated to take account of national and local changes in policy, funding and context.</p>	<p>Council</p>	<p>14 July 2020</p>		<p>Lead Cabinet member for Housing</p> <p>Peter Campbell, Head of Housing</p>	<p>Report (publication expected 6 July 2020)</p>
<p>Joint Development Control Committee Terms of Reference</p> <p>Key</p>	<p>To review the Terms of Reference of the Joint Development Control Committee.</p>	<p>Council</p>	<p>14 July 2020</p>		<p>Lead Cabinet member for Planning</p> <p>Stephen Kelly, Joint Director of Planning and Economic Development</p>	<p>Report (publication expected 6 July 2020)</p>

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Investment Partnerships - Members agreements Key	To consider membership agreements with framework suppliers.	Council	14 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	Leader of Council David Ousby, Head of Commercial Development & Investment	Report (publication expected 6 July 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.	Audit and Corporate Governance Committee Council	28 July 2020 24 September 2020		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 20 July 2020) Report (publication expected 16 September 2020)
Potential Property Investment Decision Key	Potential decision on potential Investment Strategy acquisition where in line with the	Cabinet Cabinet	02 September 2020 19 October 2020	Part or all of the report may be exempt by virtue of paragraph 3 of Part 1 of Schedule 12A of	Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 21 August 2020) Report

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	Council's Constitution the level of investment requires Cabinet agreement. If no such decisions are needed, this item will be withdrawn.			the Local Government Act 1972		(publication expected 9 October 2020)
Potential property acquisition decision Key	Potential decision items relating to decisions to acquire property where in line with the Council's Constitution, the level of investment requires Cabinet agreement (acquisitions in excess of £2m). If no such decisions are needed, this item will be withdrawn.	Cabinet Cabinet	02 September 2020 19 October 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 Housing Peter Campbell, Head of Housing	Report (publication expected 21 August 2020) Report (publication expected 9 October 2020)
Housing Revenue Account (HRA),	To receive the HRA, General	Cabinet	02 September 2020		Lead Cabinet member for	Report (publication

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General Fund, Revenue and Capital Budget Provisional Outturn 2019/2020 Non-Key	Fund, Revenue and Capital Budget outturn position for the financial year 2019/2020.				Finance Peter Maddock, Head of Finance	expected 21 August 2020)
Asset Register Non-Key	To review and publish the Council's updated Asset Register.	Cabinet	02 September 2020		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 21 August 2020)
2020/2021 Revenue and Capital Budget Monitoring Non-Key	To consider the latest monitoring data in respect of the 2020/2021 revenue and capital budgets (Q1) and emerging budget issues.	Cabinet	02 September 2020		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 21 August 2020)
South Cambs Ltd trading as Ermine Street Housing:	To consider the future direction and business	Cabinet	02 September 2020	Part or all of the report may be exempt by virtue	Leader of Council, Lead Cabinet member for	Report (publication expected 21

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Review of Business Direction Non-Key	objectives of Ermine Street Housing from 2021/2022.			of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972	Finance Peter Maddock, Head of Finance, Peter Campbell, Head of Housing	August 2020)
Shared Services Agreements 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	02 September 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 expected 21 August 2020)
Treasury Management Annual Report 2019/2020 Non-Key	To report on the treasury management activities and performance for the financial year 2019/20.	Audit and Corporate Governance Committee	29 September 2020		Lead Cabinet Member for Finance Peter Maddock, Head of Finance	Report (publication expected 21 September 2020)
Capital	To consider the	Cabinet	19 October 2020		Lead Cabinet	Report

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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
Programme Update and New Bids Key	performance of the Council's Capital Programme during 2019/2020 and to consider new capital scheme bids from 2021/2022.				member for Finance Peter Maddock, Head of Finance	(publication expected 9 October 2020)
Consultation on draft Biodiversity Supplementary Planning Document Non-Key		Cabinet	19 October 2020		Deputy Leader of the Council Jane Green, Built and Natural Environment Manager	Report (publication expected 9 October 2020)
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	19 October 2020		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 9 October 2020)
Green Energy	Potential decision	Cabinet	19 October 2020	Part or all of the	Lead Cabinet	Report

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Investment Decision Key	on potential Investment Strategy Stream 2 green energy investment. If no such decision is needed, this item will be withdrawn.			report may be exempt by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972	member for Finance Peter Maddock, Head of Finance	(publication expected 9 October 2020)
Mid-Year Treasury Management Report 2020/21 Non-Key	To report the mid-year treasury management activities and performance.	Audit and Corporate Governance Committee	24 November 2020		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 16 November 2020)
2020/2021 Revenue and Capital Budget Monitoring Non-Key	To consider the latest monitoring data in respect of the 2020/2021 revenue and capital budgets (Q2) and emerging budget issues.	Cabinet	7 December 2020		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 27 November 2020)
Review of Reserves and	To review the level of Council's	Cabinet	03 February 2021		Lead Cabinet member for	Report (publication

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Provisions Non-Key	Reserves and Provisions as part of the 2021/2022 budget setting process.				Finance Peter Maddock, Head of Finance	expected 26 January 2020)
Treasury Management Strategy Key	To undertake the annual review of the Treasury Management Strategy.	Cabinet	03 February 2021		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 26 January 2021)
Proposed Fees & Charges 2021/2022 Key	To undertake the annual review and to determine non-regulatory fees and charges to be set by the Council for the provision of services from April 2020 (unless otherwise stated).	Cabinet	03 February 2021		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 26 January 2021)
Council Tax Arrangements 2021/2022: Proposed Council Tax Reduction Scheme	To consider revisions to the Council Tax Reduction Scheme.	Cabinet	03 February 2021		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 26 January 2021)

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Key						
Capital Strategy Key	To undertake the annual review of the Council's Capital Strategy.	Cabinet Council	03 February 2021 February 2021		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 26 January 2020)
Capital Investment Programme Key	To determine, for recommendation to Council, the Council's Capital Programme for 2021/2022, 2022/2023 and 2023/2024 together with the Council's proposed Prudential Indicators.	Cabinet Council	03 February 2021 February 2021		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 26 January 2021)
General Fund Budget 2021/2022 Key	To consider the summary General Fund Budget for 2021/2022 and to recommend the	Cabinet Council	03 February 2021 February 2021		Lead Cabinet member for Finance Peter Maddock,	Report (publication expected 26 January 2021)

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	Budget to Council.				Head of Finance	
Housing Revenue Account Budget 2021/2022 Key	To consider the Housing Revenue Account Budget for 2021/2022 and to recommend the Budget to Council.	Cabinet Council	03 February 2021 February 2021		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 26 January 2021)
NNDR Discretionary Rates Relief Policy Update Key	Adoption of updated policy following changes to reliefs by central Government. Government frequently introduces new/changes to rates and expects this to be delivered via the Council's discretionary powers, negating the need for legislative changes.	Cabinet	03 February 2021		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 26 January 2021)
2020/2021	To consider the					

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Revenue and Capital Budget Monitoring	latest monitoring data in respect of the 2020/2021 revenue and capital budgets (Q3) and emerging budget issues.	Cabinet	22 March 2021		Lead Cabinet member for Finance Peter Maddock, Head of Finance	
Making of the Cottenham Neighbourhood Plan Non-Key	Following a successful referendum the Council will be required to make (adopt) the Cottenham Plan.	Council	June/July 2021		Lead Cabinet member for Planning Alison Talkington, Senior Planning Policy Officer	
Making of the Histon and Impington Neighbourhood Plan Key	The making (adoption) of the Histon & Impington Neighbourhood Plan. Once made this plan will become part of the statutory development plan for the district.	Council	June/July 2021		Lead Cabinet member for Planning Alison Talkington, Senior Planning Policy Officer	