The Council is required to give 28 days’ notice when Key Decisions are to be made, and when an executive meeting is to be held in private. The Notice has been drafted to comply with that requirement. It is available for inspection on the Council’s website as well as at South Lakeland House, Kendal and sets out the following:-

(1) the matters which the Executive (also known as the Cabinet) believes fall within the definition of a Key Decision (see definition below) to be taken by the Executive or a Senior Officer of the Council;

(2) details of any private meeting (see definition below) of the Executive; and

(3) proposals for the recommendation to Council of any plan, strategy or budget that forms part of the Council’s Budget and Policy Framework, and its timetable and arrangements for consultation. The policies which make up the Budget and Policy Framework can be found in Article 4, Part 2 of the Council’s Constitution, viewable on the Council’s website www.southlakeland.gov.uk

(Budget and Policy Framework Decisions are not Key Decisions (i.e. they are not Executive decisions but are decided by the Full Council; although the Executive may make recommendations to Council about them). In the spirit of openness and transparency the Council has decided to publicise the decision making process for such matters in the same manner as for Key Decisions.)

Documentation

Reports, as well as any background information, will be available for public inspection five working days before the date of the meeting at which the decision is going to made. However, some of the reports may contain confidential information and, in that case, will not be available to the public.

When the Executive is going to consider a confidential report, at least 28 days’ notice will be given of the intention to hold the meeting in private. A Notice to this effect will be published on the Council’s website.

Background Information

If you wish to inspect background information, which will inform the decision-making process, contact the Lead Officer identified in the Notice as dealing with that matter. When the agenda for the meeting is published on the Council’s website, normally at least 5 working days before the meeting, these documents will also be made available via the website. However, you will not be allowed to access any papers which contain exempt or confidential information.

Representations (views you wish to make)

If you wish to make a representation, either about one of the Key Decisions listed (where the meeting is to be held in private), or that an Executive meeting should be open to the public, you must write to the Lead Officer identified as dealing with that decision with your reasons why the meeting should not be held in private. This must be received at least five clear working days before the date of the meeting.
Decision Notice

A Decision Notice for each Key Decision, or other Executive decision, will be produced as soon as practicable after the decision has been taken. These Decision Notices will be available for inspection at South Lakeland House, Kendal and on the Council’s website.

Urgent Decisions

The Law and the Council’s Constitution provide for urgent decisions to be made provided certain criteria are met and relevant Notices published accordingly. None of the decisions detailed in this Notice are deemed to be Urgent Decisions - unless expressly stated.

Key Decision

This definition was adopted by Council on Thursday, 17 December 2015 and is as follows :-

“An executive decision which, in relation to an executive function, has a significant effect on communities in two or more Wards of the Council (or one Ward in respect of two Member Wards) and/or is likely to result in the Authority incurring expenditure or making savings above £100,000.”

Private Meetings

In regard to this Notice, private meetings are meetings of the Executive, or part of a meeting, during which the public are excluded as a result of confidential or exempt information being discussed. A reason will be given why it is felt that there is a need for the public to be excluded. If you wish to make a representation regarding the intention to hold the meeting in private, you must follow the procedure shown above under “Representations”.

The District Council’s Executive Members are:-

Cllr Giles Archibald – Leader and Finance Portfolio Holder
Cllr Jonathan Brook – Deputy Leader and Housing and Innovation Portfolio Holder
Cllr Brenda Gray – Council Organisation and People Portfolio Holder
Cllr Matt Severn – Culture, Media and Leisure Portfolio Holder
Cllr Graham Vincent – Economy and Assets Portfolio Holder
Cllr David Fletcher – Environment Portfolio Holder
Cllr Philip Dixon – Public Health and Wellbeing Portfolio Holder

The District Council’s Chief Officers are:-

Lawrence Conway – Chief Executive
Debbie Storr – Director of Policy and Resources (Monitoring Officer)
David Sykes – Director People and Places
Shelagh McGregor – Assistant Director (Resources) and Chief Finance Officer

The District Council’s Assistant Directors are:-

Ian Hassall – Assistant Director Strategic Development
Simon McVey – Assistant Director Performance and Innovation
Simon Rowley – Assistant Director of Neighbourhood Services
## Non-Key Budget and Policy Framework Decision - South Cumbria Community Safety Partnership Plan 2018/19 *NEW*

To comment on the draft South Cumbria Community Safety Partnership Plan 2018/19.

**Proposed Decision Maker (Decision Date):** Council (28 Mar 2018)

Also considered by/to be considered by: Cabinet (21 Mar 2018)

Date notice first published: 27 March 2018

*(If Key or Private, decision cannot be until after 24 April 2018)*

**Open/Exempt:** Open

**Relevant reports/background papers which are/will be available:**

None

**Lead Officer:** Simon Blyth, Principal Partnerships and Communities Officer  
s.blyth@southlakeland.gov.uk

**Assistant Director:** Simon McVey, Assistant Director Performance and Innovation  
s.mcvey@southlakeland.gov.uk

**Portfolio Holder:** Public Health and Wellbeing Portfolio Holder (Cllr Philip Dixon)

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## Key Decision - Ulverston Leisure Site Masterplan

To consider the outcome of the second stage feasibility study and to consider options for proceeding to detailed design.

**Proposed Decision Maker (Decision Date):** Cabinet (25 Apr 2018)

Date notice first published: 28 April 2017

*(If Key or Private, decision cannot be until after 26 May 2017)*

**Open/Exempt:** Part exempt

**Reasons for Exemption:**

*Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information)*

**Relevant reports/background papers which are/will be available:**

Previous report to Cabinet July 2016

**Lead Officer:** David Sykes, Director People and Places  
d.sykes@southlakeland.gov.uk

**Portfolio Holder:** Culture, Media and Leisure Portfolio Holder (Cllr Matt Severn)
**Key Decision - East of Milnthorpe Road, Holme - Draft Development Brief**

South Lakeland Local Plan: Phase 3b Development Brief: East of Milnthorpe Road, Holme (within Burton and Holme Ward), close to Arnside and Beetham Ward. Seeking Cabinet approval to adopt Development Brief as a Supplementary Planning Document.

<table>
<thead>
<tr>
<th>Proposed Decision Maker (Decision Date):</th>
<th>Cabinet (25 Apr 2018)</th>
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<tr>
<td>Date notice first published:</td>
<td>20 February 2018</td>
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*(If Key or Private, decision cannot be until after 20 March 2018)*

**Open/Exempt:** Open

**Relevant reports/background papers which are/will be available:**
- Report - Phase 3b Development Brief at East of Milnthorpe Road, Holme (including Appendices to Report - Development Brief for East of Milnthorpe Road, Holme; Equalities Impact Analysis; Health, Social, Economic and Environmental Impact Assessment)
- Consultation Statement (will be available via Website)

**Lead Officer:** Damian Law, Principal Development Plans Officer d.law@southlakeland.gov.uk

**Assistant Director:** Ian Hassall, Assistant Director Strategic Development ian.hassall@southlakeland.gov.uk

**Portfolio Holder:** Housing and Innovation Portfolio Holder (Cllr Jonathan Brook)