

**SOUTH LAKELAND DISTRICT COUNCIL  
NOTICE OF FORTHCOMING KEY DECISIONS, PRIVATE EXECUTIVE MEETINGS AND  
BUDGET AND POLICY FRAMEWORK DECISIONS  
AS PUBLISHED ON 7 JANUARY 2020**

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](http://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 be 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 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 Promoting South Lakeland Portfolio Holder  
Cllr Jonathan Brook – Deputy Leader and Housing and Innovation Portfolio Holder  
Cllr Robin Ashcroft – Economy, Culture and Leisure Portfolio Holder  
Cllr Dyan Jones – Climate Emergency and Localism Portfolio Holder  
Cllr Andrew Jarvis – Finance and Resources Portfolio Holder  
Cllr Eric Morrell – Customer and Commercial Services and People Portfolio Holder  
Cllr Suzie Pye – Health, Wellbeing and Financial Resilience Portfolio Holder

## **The District Council's Chief and Statutory Officers:-**

Lawrence Conway – Chief Executive  
Simon Rowley – Director Customer and Commercial Services  
David Sykes – Director of Strategy, Innovation and Resources  
Linda Fisher – Legal, Governance and Democracy Lead Specialist (Monitoring Officer)  
Helen Smith – Finance Lead Specialist (Section 151 Officer)

**Key Decision - Affordable House Price Review \* NEW \***

An annual review of the affordable discounted sale house prices.

**Proposed Decision Maker (Decision Date): Cabinet (05 Feb 2020)**

Date notice first published: 7 January 2020

*(If Key or Private, decision cannot be until after 4 February 2020)*

**Open/Exempt:** Open

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

South Lakeland District Council Housing Strategy 2016 - 2025

**Lead Officer:** Julie Jackson, Principal Housing Strategy Officer

j.jackson@southlakeland.gov.uk

**Chief/Statutory Officer:** Director of Customer and Commercial Services

**Portfolio Holder:** Deputy Leader of the Council (Cllr Jonathan Brook)

**Key Decision - Council Tax Reduction Scheme \* NEW \***

The Local Government Finance Act 1992, as amended, places an obligation on local authorities to review and renew its Council Tax Reduction Scheme each year. This report will renew South Lakeland District Council's Council Tax Reduction Scheme for 2020/21.

**Proposed Decision Maker (Decision Date): Cabinet (05 Feb 2020)**

Date notice first published: 7 January 2020

*(If Key or Private, decision cannot be until after 4 February 2020)*

**Open/Exempt:** Open

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

Confirmation of Council Tax Reduction Scheme for 2020/21 report.

**Lead Officer:** Helen Smith, Finance Lead Specialist (Section 151 Officer)

h.smith@southlakeland.gov.uk

**Chief/Statutory Officer:** Section 151 Officer

**Portfolio Holder:** Finance and Resources Portfolio Holder (Cllr Andrew Jarvis)

**Key Decision - Ulverston Business Improvement District Renewal**

To give support in the renewal of Ulverston Business Improvement District Limited (BID) and to hold a ballot in June/July 2020. If successful, it would continue for a further five-year term from 3rd September 2020.

Ulverston BID would then seek to carry out the activity as set out in its 2020-2025 Business Plan, acting in the interest of Ulverston businesses to create a well-promoted, economically viable, attractive and vibrant town.

**Proposed Decision Maker (Decision Date): Cabinet (05 Feb 2020)**

Date notice first published: 24 December 2019

*(If Key or Private, decision cannot be until after 21 January 2020)*

**Open/Exempt:** Open

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

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**Lead Officer:** Anna Brisley, Project Officer, Economic Development  
a.brisley@southlakeland.gov.uk, Matthew Williams, Economic Development Project Officer  
matthew.williams@southlakeland.gov.uk

**Chief/Statutory Officer:** Director of Customer and Commercial Services

**Portfolio Holder:** Economy, Culture and Leisure Portfolio Holder (Cllr Robin Ashcroft)

**Non-Key Budget and Policy Framework Decision - Budget 2020/21 to 2024/25 (including capital programme and fees and charges)**

To set the 2020/21 - 2024/25 capital and revenue budgets, the level of Council tax increase, to apply from 1 April 2020, the level of reserves and the level of fees and charges.

**Proposed Decision Maker (Decision Date): Council (25 Feb 2020)**

Also considered by/to be considered by: Lake Administration Committee (fees & charges) 4 October 2019

Licensing Committee (fees and charges) 4 November 2019

First draft budgets - Cabinet 20 December 2019

Budget update - Council 17 December 2019

Overview and Scrutiny Committee 17 January 2020

Planning Committee 30 January 2020

Licensing Committee 20 January 2020

Lake Administration Committee 24 January 2020

Cabinet 5 February 2020

Date notice first published: 1 October 2019

*(If Key or Private, decision cannot be until after 29 October 2019)*

**Open/Exempt:** Open

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

Medium Term Financial Plan 2019/20 - 2024/25

**Lead Officer:** Helen Smith, Finance Lead Specialist (Section 151 Officer)  
h.smith@southlakeland.gov.uk

**Chief/Statutory Officer:** Section 151 Officer

**Portfolio Holder:** Finance and Resources Portfolio Holder (Cllr Andrew Jarvis)

**Non-Key Budget and Policy Framework Decision - Procurement Schedule 2019/20 and 2020/21**

To set out the Council's plans for procurement exercises during 2020/21 and to update plans for 2019/20 including the decision route for each procurement.

**Proposed Decision Maker (Decision Date): Council (25 Feb 2020)**

Also considered by/to be considered by: Overview and Scrutiny Committee 17 January 2020  
Cabinet 5 February 2020

Date notice first published: 1 October 2019

*(If Key or Private, decision cannot be until after 29 October 2019)*

**Open/Exempt:** Open

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

Budget report 2020/21 to 2024/25 to be reported to same Committees

**Lead Officer:** Helen Smith, Finance Lead Specialist (Section 151 Officer)  
h.smith@southlakeland.gov.uk

**Chief/Statutory Officer:** Section 151 Officer

**Portfolio Holder:** Finance and Resources Portfolio Holder (Cllr Andrew Jarvis)

**Non-Key Budget and Policy Framework Decision - Treasury Management Framework 2020/21 to 2024/25**

To set the 2020/21 Prudential Indicators, Treasury Management Strategy, Treasury Management Policy and MRP statement which controls the Council's capital financing, borrowing and investment activities.

To approve the 2020/21 to 2024/25 Capital Strategy.

**Proposed Decision Maker (Decision Date): Council (25 Feb 2020)**

Also considered by/to be considered by: Overview and Scrutiny Committee 17 January 2020  
Cabinet 5 February 2020

Date notice first published: 1 October 2019

*(If Key or Private, decision cannot be until after 29 October 2019)*

**Open/Exempt:** Open

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

Medium Term Financial Plan 2019/20 - 2024/25

Budget report 2020/21 to 2024/25 to be reported to same Committees

**Lead Officer:** Helen Smith, Finance Lead Specialist (Section 151 Officer)  
h.smith@southlakeland.gov.uk

**Chief/Statutory Officer:** Section 151 Officer

**Portfolio Holder:** Finance and Resources Portfolio Holder (Cllr Andrew Jarvis)