

**LICHFIELD DISTRICT  
COUNCIL**

**FORWARD PLAN**

Published: 01.04.2019

Effective for the Period 1 March 2019 –  
30 June 2019

Representations in respect of all the matters shown should be sent in writing to the contact officer indicated at Lichfield District Council, District Council House, Frog Lane, Lichfield, Staffs. WS13 6YU no later than one week before the decision is due to be made.

Copies of documents can also be obtained by contacting the relevant Officer.

Facsimile: 01543 309899; Telephone: 01543 308000

- Key decisions are:
1. A decision made in connection with settling the Council Tax
  2. Expenditure or savings if they exceed £75,000
  3. A decision which significantly affects the community in two more wards

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) <sup>(1)(*)</sup>	CONFIDENTIAL YES(EXEMPT)/ NO(OPEN) <sup>(8)</sup>	DECISION EXPECTED TO UNDERTAKE <sup>(2)</sup>	DECISION TO BE TAKEN BY AND DATE <sup>(3)(6)</sup>	CONSULTATION <sup>(4)</sup> INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE	CONTACT OFFICER/CABINET MEMBER <sup>(7)</sup>
*Expenditure for Planning Support	Open	Cabinet to approve spend exceeding procurement limits.	Cabinet 12 Mar 2019	None	N/A	<p><b>OFFICER:</b> Claire Billings, Planning Development Manager Tel: 01543 308171</p> <p><b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Economic Growth and</p>

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						Development Services
*Multi Refrusbishment	Open	To authorise officers to proceed with an interim refurbishment scheme for the Multi Storey Car Park, Birmingham Road, Lichfield	Cabinet 12 Mar 2019	The scheme will be funded from a dedicated reserve set aside for the purpose. In line with terms and conditions attached to this fund we have consulted with Railway Pension fund in their role as owners of the Three Spires Shopping Centre and they are in agreement	Report to Councillors and recommendations from consulting engineers.	<b>OFFICER:</b> Craig Jordan, Head of Economic Growth Tel: 01543 308202, John Roobottom, Technical Assistant Tel: 01543 687546  <b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Economic Growth and Development Services
Homelessness and Rough Sleeper Pathway proposals and potential use of S106 commuted sums.	Open	To agree Homelessness and Rough Sleeper Pathway proposals and potential use of S106 commuted sums.	Cabinet 12 Mar 2019	Community, Housing and Health Overview and Scrutiny Committee 10 January 2019.		<b>OFFICER:</b> Gareth Davies, Head of Regulatory Services, Housing and Wellbeing Tel: 01543 308741, Lucy Robinson, Housing & Wellbeing Manager Tel: 01543 308710  <b>CABINET MEMBER:</b>

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						Cabinet Member for Regulatory Services, Housing and Wellbeing
*Pension Contributions	Open	To approve the payment of the Council's past service element of Employer Pension Contributions for the three financial years 2020/21, 2021/22 and 2022/23	Cabinet 12 Mar 2019	No specific consultation as alternative options are provided by the Pension Fund Actuary.	The Medium Term Financial Strategy Information provided by the Pension Fund Actuary	<b>OFFICER:</b> Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Democratic Services
*High Speed Rail 2 – Additional Provision (Phase 2a) and Environmental Statement Consultation	Open	Approve officer response to the additional provision.  Approve officer response to the environmental consultation	Cabinet 12 Mar 2019		HS2 Phases 2a Additional Provision  HS2 Environmental Statement consultation	<b>OFFICER:</b> Craig Jordan, Head of Economic Growth Tel: 01543 308202  <b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Economic Growth and Development Services

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*The approval of a brief to commission a planning exercise for the Birmingham Road Site, Lichfield	Open	To approve a commissioning brief for the undertaking of a planning exercise to inform future redevelopment of the Birmingham Road Site, Lichfield.	Cabinet 12 Mar 2019	Preparation of a draft brief is being led by an EGED (O&S) Committee Task Group.	Supporting documentation linked to the brief.	<b>OFFICER:</b> Craig Jordan, Head of Economic Growth Tel: 01543 308202  <b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Economic Growth and Development Services
*Allocation of Strategic Community Infrastructure Levy (£300,000.00) to infrastructure projects.	Open	That Cabinet agree to the recommended allocation of Strategic Community Infrastructure Levy to infrastructure projects set out within the report.	Cabinet 12 Mar 2019	Strategic Infrastructure Group  Joint Members and Officers Group	Cabinet Report	<b>OFFICER:</b> Maxine Turley, Spatial Policy and Delivery Officer Tel: 01543 308206  <b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Economic Growth and Development Services
*Housing Assistance Policy	Open	To approve the updated policy	Cabinet Member Decisions	Compiled in consultation with officers and partners	Housing Assistance Policy	<b>OFFICER:</b> Gareth Davies, Head of Regulatory

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			9 Apr 2019			Services, Housing and Wellbeing Tel: 01543 308741  <b>CABINET MEMBER:</b> Cabinet Member for Regulatory Services, Housing and Wellbeing
Amendments to the council's List of Buildings of Local Architectural and Historic Interest 'Local List'	Open	That the Cabinet approve the draft amendments to the Council's List of Buildings of Local Architectural and Historic Interest 'Local List' for public consultation.	Cabinet 9 Apr 2019	Following Cabinet approval full consultation will take place with residents and stakeholders.	None at present. A list of proposed properties including reasons for proposed designation will be provided in the Cabinet report.	<b>OFFICER:</b> Claire Hines, Principal Conservation & Design Officer Tel: 01543 308188  <b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Economic Growth and Development Services
*The procurement of contractors for demolition works on the Birmingham Road Site, Lichfield	Fully exempt	To confirm the successful bidder for the demolition of buildings on Birmingham Road,	Cabinet 9 Apr 2019	The EGED (O&S) Committee Birmingham Road Task Group has been informed of the intention to demolish	Submission and evaluation documents relating to the	<b>OFFICER:</b> Craig Jordan, Head of Economic Growth Tel: 01543 308202

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		Lichfield to facilitate re-development plans.		buildings as part of the re-development plans.	procurement.	<b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Economic Growth and Development Services
*Contract for the provision of Garden Waste Stickers & Supporting Services	Fully exempt	Award of contract following evaluation of the bids	Cabinet 4 Jun 2019	No consultation as bids are strictly evaluated in accordance with the criteria specified in the tender documents	Summary of tender evaluations	<b>OFFICER:</b> Nigel Harris, General Manager of Joint Waste Services Tel: 01543 687549  <b>CABINET MEMBER:</b> Cabinet Member for Operational Services, Leisure and Waste
*Business rates - retail discount	Open	Approve retail discount award in line with MHCLG guidance.	Cabinet 4 Jun 2019	Consultation with Leadership Team	Business rates information letter 1/2019	<b>OFFICER:</b> Pat Leybourne, Head of Revenues, Benefits and Customer Services Tel: 01543 308921  <b>CABINET MEMBER:</b> Cabinet Member for Corporate and

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						Customer Service, Revenues and Benefits
*Money Matters 2018/19: Review of the Financial Performance against the Financial Strategy April to March 2019	Open	To note the report and the issues raised on this.	Cabinet 4 Jun 2019	Strategic (Overview & Scrutiny) Committee	Money Matters Reports for 3, 6 and 8 Months.	<b>OFFICER:</b> Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Democratic Services
*HS2 – Decision on Qualifying Status for Phase 2a	Open	Whether or not to become a “qualifying authority” – allowing the Council to determine all planning matters submitted under the Planning Conditions Schedule	Cabinet 4 Jun 2019 Council 16 Jul 2019		High Speed Rail (West Midlands - Crewe) Draft Environmental Minimum Requirements Annex 2: Draft Planning Memorandum	<b>OFFICER:</b> Jeff Upton, Interim Head of Development Services Tel: 01543 308199  <b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Economic Growth and Development Services

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*Money Matters 2019/20: Review of the Financial Performance against the Financial Strategy April to June 2018	Open	To note the report and the issues raised on this.	Cabinet 10 Sep 2019	Strategic (Overview & Scrutiny) Committee	Medium Term Financial Strategy 2018-2023	<b>OFFICER:</b> Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Democratic Services
*Medium Term Financial Strategy (Revenue and Capital) 2018-23	Open	To note the progress on the development of the Medium Term Financial Strategy.  To approve the commencement of the Budget Consultation Exercise for 2020/21 to comply with the statutory requirement.	Cabinet 8 Oct 2019		Medium Term Financial Strategy 2018-2023. Money Matters Report for 3 and 6 Months.	<b>OFFICER:</b> Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Democratic Services

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*Calculation of Business Rates 2020/21, Council Tax Base for 2020/21 and the projected Collection Funded Surplus/Deficit for 2019/20	Open	To approve the calculation of the Council Taxbase for 2020/21. To delegate authority to the Cabinet Member and Chief Financial Officer to complete and certify the NNDR1 for 2020/21 on behalf of the Council. To note the projected Council Tax and Business Rates Collection Fund surplus or deficit for 2019/20.	Cabinet 3 Dec 2019	No consultation statutory calculations.	Local Government Acts 1988, 1992 and 2003. Local Authorities (Calculation of Council Taxbase) Regulations 1992. Money Matters Reports.	<b>OFFICER:</b> Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Democratic Services
*Money Matters 2019/20: Review of the Financial Performance against the Financial Strategy April to September 2018	Open	To note the report and the issues raised on this.	Cabinet 3 Dec 2019	Strategic (Overview & Scrutiny) Committee	Medium Term Financial Strategy 2018-2023. Money Matters Report for 3 Months.	<b>OFFICER:</b> Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Democratic Services

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*Medium Term Financial Strategy (Revenue and Capital) 2018-23	Open	To approve and recommend to the Council:  The MTFS including the Revenue Budget and Capital Programme. The MRP Policy. Treasury Management Strategy. Prudential Indicators.	Cabinet 11 Feb 2020	Strategic (Overview & Scrutiny) Committee 28 January 2020. Audit and Member Standards Committee 5 February 2020.	Medium Term Financial Strategy 2018-2023. Money Matters Report for 3, 6 and 8 Months.	<b>OFFICER:</b> Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Democratic Services
*Money Matters 2019/20: Review of the Financial Performance against the Financial Strategy April to November	Open	To note the report and the issues raised on this.	Cabinet 11 Feb 2020	Strategic (Overview & Scrutiny) Committee	Medium Term Financial Strategy 2018-2023. Money Matters Report for 3 and 6 Months.	<b>OFFICER:</b> Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Democratic Services

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1. The matter in respect of which the decision is to be made
  2. What decision the Council will be asked to make
  3. A date on which, or period within which, the decision will be made
  4. What groups of people and/or organisations will be consulted before the decision is made and how the consultation will be carried out.
  5. What background documents will be available to the person or Committee making the decision
  6. Who will make the decision, i.e. the Cabinet, Council a Cabinet Member alone, an Officer under Delegated Powers
  7. The Officer or Member who should be contacted regarding the matter under consideration.
  8. Indicate whether the report will be confidential.
- \* Denotes Key Decision

### MEMBERS OF THE CABINET

**Leader of Cabinet**

**Deputy Leader of Cabinet and**

**Cabinet Member for Economic Growth, Environment & Development Services**

**Cabinet Member for Finance and Democracy**

**Cabinet Member for Corporate and Customer Service, Revenues and Benefits**

**Cabinet Member for Operational Services, Leisure and Waste**

**Cabinet Member for Regulatory Services, Housing and Wellbeing**

**Councillor M. J. Wilcox**

**Councillor I. M. P. Pritchard**

**Councillor C. J. Spruce**

**Councillor Mrs E. A Little**

**Councillor D. J. Leytham**

**Councillor A. Yeates**