

**LICHFIELD DISTRICT
COUNCIL**

FORWARD PLAN

Updated: 15.03.2019

Effective for the Period 1 April 2019 –
31 July 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) ^{(1)(*)}	CONFIDENTIAL YES(EXEMPT)/ NO(OPEN) ⁽⁸⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DECISION TO BE TAKEN BY AND DATE ⁽³⁾⁽⁶⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
*Housing Assistance Policy	Open	To approve the updated policy	Cabinet Member Decisions 9 Apr 2019	Compiled in consultation with officers and partners	Housing Assistance Policy	<p>OFFICER: Gareth Davies, Head of Regulatory Services, Housing and Wellbeing Tel: 01543 308741</p> <p>CABINET MEMBER: Cabinet Member for Regulatory Services,</p>

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						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.	OFFICER: Claire Hines, Principal Conservation & Design Officer Tel: 01543 308188 CABINET MEMBER: 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, Lichfield to facilitate re-development plans.	Cabinet 9 Apr 2019	The EGED (O&S) Committee Birmingham Road Task Group has been informed of the intention to demolish buildings as part of the re-development plans.	Submission and evaluation documents relating to the procurement.	OFFICER: Craig Jordan, Head of Economic Growth Tel: 01543 308202 CABINET MEMBER: Deputy Leader and Cabinet Member for Economic Growth and Development Services

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Statement of Community Involvement (SCI)	Open	Approve the Statement of Community Involvement for adoption	Cabinet 9 Apr 2019	<p>Consultation on Draft Statement of Community Involvement was carried out between January – February 2019.</p> <p>Representations received in response to Draft Statement of Community Involvement were considered by Economic Growth, Environment and Development (Overview and Scrutiny) Committee in March 2019.</p>	Statement of Community Involvement	<p>OFFICER: Sarah Matile, Spatial Policy and Delivery Officer Tel: 01543 308152</p> <p>CABINET MEMBER: Deputy Leader and Cabinet Member for Economic Growth and Development Services</p>
*Sustainable Design SPD Appendix A Update	Open	Adoption of the updated Appendix A of the Sustainable Design SPD	Cabinet 9 Apr 2019 Council 16 Apr 2019	Economic Growth, Environment & Development (Overview & Scrutiny) Committee	Adopted Sustainable Design SPD (December 2015)	<p>OFFICER: Jon Allinson, Principal Planning Officer Tel: 01543 308195</p> <p>CABINET MEMBER: Deputy Leader and Cabinet Member for Economic Growth and Development Services</p>

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*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	OFFICER: Nigel Harris, General Manager of Joint Waste Services Tel: 01543 687549 CABINET MEMBER: 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	OFFICER: Pat Leybourne, Head of Revenues, Benefits and Customer Services Tel: 01543 308921 CABINET MEMBER: Cabinet Member for Corporate and Customer Service, Revenues and Benefits

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*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.	<p>OFFICER: Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012</p> <p>CABINET MEMBER: Cabinet Member for Finance and Democratic Services</p>
*Discretionary Housing Payment Policy	Open	Approve policy	Cabinet 9 Jul 2019	Consultation with Leadership Team	Existing policy	<p>OFFICER: Pat Leybourne, Head of Revenues, Benefits and Customer Services Tel: 01543 308921</p> <p>CABINET MEMBER: Cabinet Member for Corporate and Customer Service, Revenues and Benefits</p>

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Revenues and Benefits Fit for the Future fundamental review	Open	Approve the future direction of the service.	Cabinet 9 Jul 2019	Leadership Team Overview and Scrutiny 24 June 2019	Consultants report	<p>OFFICER: Pat Leybourne, Head of Revenues, Benefits and Customer Services Tel: 01543 308921</p> <p>CABINET MEMBER: Cabinet Member for Corporate and Customer Service, Revenues and Benefits</p>
*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	<p>OFFICER: Jeff Upton, Interim Head of Development Services Tel: 01543 308199</p> <p>CABINET MEMBER: Deputy Leader and Cabinet Member for Economic Growth and Development Services</p>

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

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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.	OFFICER: Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012 CABINET MEMBER: 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.	OFFICER: Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012 CABINET MEMBER: 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.	OFFICER: Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012 CABINET MEMBER: 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.	OFFICER: Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012 CABINET MEMBER: 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