

**LICHFIELD DISTRICT  
COUNCIL**

**FORWARD PLAN**

Published: 02.05.2018

Effective for the Period 1 June 2019 –  
30 September 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>
*Business rates - retail discount	Open	Approve retail discount award in line with MHCLG guidance.	Cabinet 13 Jun 2019	Consultation with Leadership Team	Business rates information letter 1/2019	<p><b>OFFICER:</b> Pat Leybourne, Head of Revenues, Benefits and Customer Services Tel: 01543 308921</p> <p><b>CABINET MEMBER:</b> Cabinet Member for Cabinet Member for</p>

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						Customer Services & Innovation
*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 13 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 Procurement
*Delivery Plan outturn report 2018/19	Open	To note the report and the issues raised on this.	Cabinet 13 Jun 2019	Strategic (Overview & Scrutiny) Committee	Delivery Plan	<b>OFFICER:</b> Christie Tims, Head of Corporate Services Tel: 01543 308100  <b>CABINET MEMBER:</b> Cabinet Member for Cabinet Member for Customer Services & Innovation
*Discretionary	Open	Approve policy	Cabinet	Consultation with		<b>OFFICER:</b>

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Housing Payment Policy			9 Jul 2019	Leadership Team	Existing policy	Pat Leybourne, Head of Revenues, Benefits and Customer Services Tel: 01543 308921  <b>CABINET MEMBER:</b> Cabinet Member for Customer Services & Innovation
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	<b>OFFICER:</b> Pat Leybourne, Head of Revenues, Benefits and Customer Services Tel: 01543 308921  <b>CABINET MEMBER:</b> Cabinet Member for Customer Services & Innovation
*Contract for the provision of Garden	Fully exempt	Award of contract following evaluation	Cabinet 9 Jul 2019	No consultation as bids are strictly evaluated in	Summary of tender evaluations	<b>OFFICER:</b> Nigel Harris, General

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Waste Stickers & Supporting Services		of the bids		accordance with the criteria specified in the tender documents		Manager of Joint Waste Services Tel: 01543 687549  <b>CABINET MEMBER:</b> Cabinet Member for Recycling & Leisure
New Strategic Plan Process and Timeline	Open	Timeframe and process for compiling the new Strategic Plan 2020 - 2024	Cabinet 9 Jul 2019	Strategic Overview & Scrutiny (24 June) also public focus groups also internal focus groups for all Members and Officers.		<b>OFFICER:</b> Elizabeth Barton, Corporate Communications & Performance Manager Tel: 01543 308781, Colin Cooke, Performance and Efficiency Improvement Officer Tel: 01543 308121, Christie Tims, Head of Corporate Services Tel: 01543 308100, Neil Turner, Director of Transformation & Resources Tel: 01543 308761  <b>CABINET MEMBER:</b> Cabinet Member for

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						Cabinet Member for Customer Services & Innovation
End of Funding Agreement for Jigsaw (Community Hub)	Open	End of funding requirement	Cabinet 9 Jul 2019	Community Housing & Health (Overview & Scrutiny)	Review summary	<b>OFFICER:</b> Gareth Davies, Head of Regulatory Services, Housing and Wellbeing Tel: 01543 308741  <b>CABINET MEMBER:</b> Cabinet Member for Communities & Housing
*Friary Grange Leisure Centre	Fully exempt	To consider revised operating arrangements.	Cabinet 9 Jul 2019 Council 16 Jul 2019	Leisure, Parks and Waste (Overview & Scrutiny) Committee	Letter from Staffordshire County Council dated 12 April 2019.	<b>OFFICER:</b> Richard King, Director of Place and Community Tel: 01543 308060  <b>CABINET MEMBER:</b> Cabinet Member for Recycling & Leisure

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*Adoption of Lichfield District Local Plan Allocations	Open	Adopt the Local Plan Allocations and supporting documents.	9 Jul 2019 Council 16 Jul 2019	Updated provided to Economic Growth, Environment and Development (Overview and Scrutiny) Committee on a regular basis.  Public consultation on the Local Plan Allocations was undertaken at statutory stages.  Local Plan Allocations was subject to an Examination in Public in September 2018.	Local Plan Allocations  Inspectors Report  Infrastructure Delivery Plan  Sustainability Appraisal  Habitat Regulations Assessment	<b>OFFICER:</b> Ashley Baldwin, Spatial Policy and Delivery Manager Tel: 01543 308147, Craig Jordan, Head of Economic Growth Tel: 01543 308202  <b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Investment, Economic Growth & Tourism
*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 9 July 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 Investment, Economic Growth & Tourism

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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 Procurement
*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.	<b>OFFICER:</b> Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Procurement
*Strategic Plan 2020	Open	First draft of Strategic	Cabinet	Strategic O&S, also		<b>OFFICER:</b>

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- 2024		Plan 2020 - 2024	8 Oct 2019	public focus groups also internal focus groups.		<p>Elizabeth Barton, Corporate Communications &amp; Performance Manager Tel: 01543 308781, Colin Cooke, Performance and Efficiency Improvement Officer Tel: 01543 308121, Christie Tims, Head of Corporate Services Tel: 01543 308100, Neil Turner, Director of Transformation &amp; Resources Tel: 01543 308761</p> <p><b>CABINET MEMBER:</b> Cabinet Member for Cabinet Member for Customer Services &amp; Innovation</p>
*Calculation of Business Rates 2020/21, Council Tax Base for 2020/21 and the projected	Open	To approve the calculation of the Council Taxbase for 2020/21. To delegate authority	Cabinet 3 Dec 2019	No consultation statutory calculations.	Local Government Acts 1988, 1992 and 2003. Local Authorities	<p><b>OFFICER:</b> Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012</p>

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Collection Funded Surplus/Deficit for 2019/20		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.			(Calculation of Council Taxbase) Regulations 1992. Money Matters Reports.	<b>CABINET MEMBER:</b> Cabinet Member for Finance and Procurement
*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 Procurement
*Medium Term Financial Strategy (Revenue and	Open	To approve and recommend to the Council:	Cabinet 11 Feb 2020	Strategic (Overview & Scrutiny) Committee 28 January 2020.	Medium Term Financial Strategy 2018-2023.	<b>OFFICER:</b> Anthony Thomas, Head of Finance and

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Capital) 2018-23		The MTFs including the Revenue Budget and Capital Programme. The MRP Policy. Treasury Management Strategy. Prudential Indicators.		Audit and Member Standards Committee 5 February 2020.	Money Matters Report for 3, 6 and 8 Months.	Procurement Tel: 01543 308012  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Procurement
*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 Procurement

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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**