

**LICHFIELD DISTRICT  
COUNCIL**

**FORWARD PLAN**

Published: 10.06.2019

Effective for the Period 1 July 2019 –  
31 October 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.	3 Jun 2019 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 Customer Services &amp; Innovation</p>

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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.	22 May 2019 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.	22 May 2019 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 Customer Services & Innovation
*Discretionary Housing Payment Policy	Open	Approve policy	27 Jun 2019 Cabinet 9 Jul 2019	Consultation with Leadership Team	Existing policy	<b>OFFICER:</b> Pat Leybourne, Head of Revenues, Benefits and Customer Services Tel: 01543

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						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.	27 Jun 2019 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 Waste Stickers & Supporting Services	Fully exempt	Award of contract following evaluation of the bids	22 May 2019 Cabinet 9 Jul 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

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						Recycling & Leisure
New Strategic Plan Process and Timeline	Open	Timeframe and process for compiling the new Strategic Plan 2020 - 2024	27 Jun 2019 Cabinet 9 Jul 2019	Strategic Overview & Scrutiny (24 June) also public focus groups also internal focus groups for all Members and Officers.		<p><b>OFFICER:</b> 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 Customer Services &amp; Innovation</p>

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End of Funding Agreement for Jigsaw (Community Hub)	Open	End of funding requirement	27 Jun 2019 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
Approval to fund Replacement Combined Heat and Power Unit	Open	To approve funding	27 Jun 2019 Cabinet 9 Jul 2019		Burntwood Leisure Centre CHP Proposal	<b>OFFICER:</b> Richard King, Director of Place and Community Tel: 01543 308060  <b>CABINET MEMBER:</b> Cabinet Member for Recycling & Leisure
*Friary Grange Leisure Centre	Fully exempt	To consider revised operating arrangements.	4 Jul 2019 9 Jul 2019 Council 16 Jul 2019	Leisure, Parks and Waste (Overview & Scrutiny) Committee	Letter from Staffordshire County Council	<b>OFFICER:</b> Richard King, Director of Place and Community Tel: 01543

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					dated 12 April 2019.	308060 <b>CABINET MEMBER:</b> Cabinet Member for Recycling & Leisure
*Adoption of Lichfield District Local Plan Allocations	Open	Adopt the Local Plan Allocations and supporting documents.	4 Jul 2019 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	4 Jul 2019 4 Jun 2019 Council		High Speed Rail (West Midlands -	<b>OFFICER:</b> Jeff Upton, Interim Head of Development

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		the Council to determine all planning matters submitted under the Planning Conditions Schedule	16 Jul 2019		Crewe) Draft Environmental Minimum Requirements Annex 2: Draft Planning Memorandum	Services Tel: 01543 308199  <b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Investment, Economic Growth & Tourism
*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	<b>OFFICER:</b> Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Procurement
*Options for Legal Services	Open	To consider options for legal service provision for LDC	29 Aug 2019 Cabinet 10 Sep 2019			<b>OFFICER:</b> Christie Tims, Head of Corporate Services Tel: 01543 308100, Neil Turner, Director of Transformation &

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						Resources Tel: 01543 308761  <b>CABINET MEMBER:</b> Cabinet Member for Legal & Regulatory
*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.	26 Sep 2019 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 - 2024	Open	First draft of Strategic Plan 2020 - 2024	26 Sep 2019 Cabinet 12 Nov 2019	Strategic O&S, also public focus groups also internal focus groups.		<b>OFFICER:</b> Elizabeth Barton, Corporate Communications & Performance Manager Tel: 01543 308781, Colin Cooke,

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						<p>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 Customer Services &amp; Innovation</p>
<p>*Calculation of Business Rates 2020/21, Council Tax Base for 2020/21 and the projected Collection Funded Surplus/Deficit for 2019/20</p>	<p>Open</p>	<p>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.</p>	<p>21 Nov 2019 Cabinet 3 Dec 2019</p>	<p>No consultation statutory calculations.</p>	<p>Local Government Acts 1988, 1992 and 2003. Local Authorities (Calculation of Council Taxbase) Regulations 1992. Money Matters Reports.</p>	<p><b>OFFICER:</b> Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012</p> <p><b>CABINET MEMBER:</b> Cabinet Member for Finance and Procurement</p>

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		To note the projected Council Tax and Business Rates Collection Fund surplus or deficit for 2019/20.				
*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.	21 Nov 2019 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 Capital) 2018-23	Open	To approve and recommend to the Council:  The MTFs including the Revenue Budget and Capital Programme. The MRP Policy. Treasury	30 Jan 2020 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 Procurement

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		Management Strategy. Prudential Indicators.				
*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.	30 Jan 2020 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 Investment, Economic Growth, Environment and Tourism**

**Cabinet Member for Finance and Procurement**

**Cabinet Member for Customer Services and Innovation**

**Cabinet Member for Recycling and Leisure**

**Cabinet Member for Legal and Regulatory Services**

**Cabinet Member for Communities and Housing**

**Councillor D. Pullen**

**Councillor I. Eadie**

**Councillor R. Strachan**

**Councillor A. Smith**

**Councillor E. Little**

**Councillor A. Lax**

**Councillor A. Yeates**