

**LICHFIELD DISTRICT  
COUNCIL**

**FORWARD PLAN**

Published: 15.11.2018

Effective for the Period 1 December  
2019 – 31 March 2020

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>
*Discretionary Housing Payment Policy	Open	Approve policy	Cabinet 12 Nov 2019	Consultation with Leadership Team	Existing policy	<b>OFFICER:</b> Pat Leybourne, Head of Revenues, Benefits and Customer Services Tel: 01543 308921  <b>CABINET MEMBER:</b> Cabinet Member for Customer Services &

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						Innovation
*Revised Hackney Carriage Fares	Open	Approve revised fares, subject to outcome of the consultation	Cabinet 12 Nov 2019	Community, Housing & Health (O&S) Committee on 17 October.  Proposals will be advertised (newspaper and website) at least 14 days before the fares are due to become effective. If no objections are received they will then become effective.		<b>OFFICER:</b> Gareth Davies, Head of Regulatory Services, Housing and Wellbeing Tel: 01543 308741  <b>CABINET MEMBER:</b> Cabinet Member for Legal & Regulatory
*Options for Legal Services	Open	To consider options for legal service provision for LDC	Cabinet 12 Nov 2019		Options for legal services - advantages and disadvantages	<b>OFFICER:</b> Neil Turner, Director of Transformation & Resources Tel: 01543 308761, Christie Tims, Head of Corporate Services Tel: 01543 308100  <b>CABINET MEMBER:</b> Cabinet Member for Legal & Regulatory

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*Local Plan Review - Preferred Options consultation*	Open	Approve the Local Plan Review Preferred Options and supporting documents for a period of six weeks public consultation.	Cabinet 12 Nov 2019	Approve the Local Plan Review Preferred Options and supporting documents for a period of six weeks public consultation.	Local Plan Review Preferred Options  Sustainability Appraisal  Habitat Regulations Assessment	<b>OFFICER:</b> Ashley Baldwin, Spatial Policy and Delivery Manager Tel: 01543 308147  <b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Investment, Economic Growth & Tourism
*Strategic Plan 2020 - 2024	Open	First draft of Strategic Plan 2020 - 2024	Cabinet 12 Nov 2019	Strategic O&S, also public focus groups also internal focus groups.		<b>OFFICER:</b> Christie Tims, Head of Corporate Services Tel: 01543 308100  <b>CABINET MEMBER:</b> Cabinet Member for Customer Services & Innovation
*Removal of Cash Boxes at Frog Lane and Burntwood	Open	Approve the removal of cash payment boxes and the	Cabinet 12 Nov 2019	Heads of Services and Managers. Cabinet Members for Recycling	Cabinet report	<b>OFFICER:</b> Pat Leybourne, Head of Revenues, Benefits

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Library		alternative arrangements		and Leisure/ Customer Services and Innovation.		and Customer Services Tel: 01543 308921  <b>CABINET MEMBER:</b> Cabinet Member for Customer Services & Innovation
*Development of a Community Lottery	Open	Should the Council set up a Community Lottery to support the Community and Voluntary Sector (CV's)	Cabinet 12 Nov 2019	Community Health & Housing (O&S) Committee - 17 <sup>th</sup> October 2019 and CV's representatives	Report	<b>OFFICER:</b> Gareth Davies, Head of Regulatory Services, Housing and Wellbeing Tel: 01543 308741  <b>CABINET MEMBER:</b> Cabinet Member for Communities & Housing
*Review of the Joint Waste Service	Open	Future direction of the Joint Waste Service in partnership with Tamworth Borough Council.	Cabinet 3 Dec 2019	Leisure, Parks and Waste Management (Overview and Scrutiny) Committee on 18 <sup>th</sup> November 2019. Joint Waste Committee	Service delivery and service options report produced by Frith Resource	<b>OFFICER:</b> Nigel Harris, General Manager of Joint Waste Services Tel: 01543 687549

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				on 5 <sup>th</sup> November 2019.	Management.	<b>CABINET MEMBER:</b> Cabinet Member for Recycling & Leisure
*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 Procurement
*Homelessness and Rough Sleeping	Open	Approval of the Homelessness and Rough Sleeping sections of the Draft Housing,	Cabinet 3 Dec 2019	All key stakeholders including Registered Providers. Homelessness Forum 11 <sup>th</sup> September 2019.	Homelessness and Rough Sleeping sections.	<b>OFFICER:</b> Lucy Robinson, Housing & Wellbeing Manager Tel: 01543 308710

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		Homelessness and Rough Sleeping Strategy 2019-2024		Community, Housing and Health Overview and Scrutiny Committee 17 <sup>th</sup> October 2019	Community, Housing and Health Overview and Scrutiny Committee report 17 <sup>th</sup> October 2019	<b>CABINET MEMBER:</b> Cabinet Member for Communities & Housing
*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
*Update to the Property Investment Strategy	Open	Suggested amendments to the Property Investment Strategy following a review of current delivery as well as the changing regulatory and	Cabinet 3 Dec 2019			<b>OFFICER:</b> Billy Webster, Assistant Chief Executive Tel: 01543 308225 <b>CABINET MEMBER:</b> Deputy Leader and

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		legislative landscape.				Cabinet Member for Investment, Economic Growth & Tourism
Report on performance against our Delivery Plan – half year 2019/20	Open	Progress against the delivery plan as at September 2019	Cabinet 3 Dec 2019	Strategic O&S	Principles of managing our delivery plan	<p><b>OFFICER:</b> Colin Cooke, Performance and Efficiency Improvement Officer Tel: 01543 308121</p> <p><b>CABINET MEMBER:</b> Cabinet Member for Customer Services &amp; Innovation</p>
*Revenues and Benefits Fit for Future Fundamental Review	Open	Approve the future direction of the service.	Cabinet 3 Dec 2019	Strategic O&S 21st Nov 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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*Commercial Property Acquisition - IRPL	Fully exempt	To approve the property investment outlined within the report	Cabinet 3 Dec 2019	Strategic O&S Committee	<ul style="list-style-type: none"> <li>•Property Investment Strategy</li> <li>•Delivering the Property Investment Strategy</li> </ul>	<p><b>OFFICER:</b> Billy Webster, Assistant Chief Executive Tel: 01543 308225</p> <p><b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Investment, Economic Growth &amp; Tourism</p>
*Amendments to the list of Buildings of Local Architectural and Historic Interest	Open	That Cabinet notes the resolution of the Economic Growth, Environment and Development (Overview and Scrutiny) and supports the final proposed amendments to the Council's List of Buildings of Local Architectural and Historic and	3 Dec 2019 Council 10 Dec 2019	The report was considered by EGE&D (O&S) on 18th September 2019. Prior to this a 6 week public consultation period ran from 28/6/19 to 11/08/19 during which the owner/occupier of every property was written to, ward members and parish/town clerks were written to. The responses have been considered	EDE&D (O&S) Committee agenda papers from 18/09/19 include the results of the consultation and the full report	<p><b>OFFICER:</b> Claire Hines, Principal Conservation &amp; Design Officer Tel: 01543 308188</p> <p><b>CABINET MEMBER:</b> Cabinet Member for Legal &amp; Regulatory</p>

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		recommends them to be submitted to Full Council for final ratification.		and the proposals amended accordingly.		
*The Future Strategic Direction of the Council's Financial Information System	Open	To approve the preferred option.	Cabinet 14 Jan 2020	Consultation with Leadership Team and other Service Areas.	Full Option Appraisal	<b>OFFICER:</b> Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Procurement
*Review of Lichfield's Trade Waste Services	Open	Future direction of Lichfield's Trade Waste Services.	Cabinet 14 Jan 2020	Leisure, Parks and Waste Management (Overview and Scrutiny) Committee on 18 <sup>th</sup> November 2019.  Joint Waste Committee on 5 <sup>th</sup> November 2019.	Business Case produced by Frith Resource Management.	<b>OFFICER:</b> Nigel Harris, General Manager of Joint Waste Services Tel: 01543 687549  <b>CABINET MEMBER:</b> Cabinet Member for Recycling & Leisure
Decision Statement	Open	To progress the	Cabinet	Consultation has been		<b>OFFICER:</b>

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regarding Burntwood Neighbourhood Plan proceeding to Referendum		Burntwood Neighbourhood Plan to referendum stage and agree to proposed modifications where appropriate as set out within the Decision Statement subject to the Independent Examiners recommendations.	11 Feb 2020	undertaken on the emerging Plan.  Neighbourhood Plan progress reported to Overview & Scrutiny Committee on regular basis – most recently September 2019.	Burntwood Neighbourhood Plan;  Burntwood Neighbourhood Plan Examination Report;  Decision Statement regarding Burntwood Neighbourhood Plan Proceeding to Referendum	Patrick Jervis, Principal Spatial Policy and Delivery Officer Tel: 01543 308196  <b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Investment, Economic Growth & Tourism
**Changes to the Housing Options service	Open	To approve new arrangements for the administration of the housing register and allocation scheme for social housing	Cabinet 11 Feb 2020	Community, Housing and Health Overview and scrutiny committee 12 <sup>th</sup> September 2018 and 17 <sup>th</sup> October 2019	Community, Housing and Health Overview and scrutiny committee report 17 <sup>th</sup> October 2019  Cabinet report on the Allocations Scheme 9 <sup>th</sup>	<b>OFFICER:</b> Lucy Robinson, Housing & Wellbeing Manager Tel: 01543 308710  <b>CABINET MEMBER:</b> Cabinet Member for Communities & Housing

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					October 2018	
*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 Procurement
**Housing, Homelessness and Rough Sleeping Strategy 2019-2024	Open	Approval of the Housing, Homelessness and Rough Sleeping Strategy 2019-2024	Cabinet 11 Feb 2020	All key stakeholders including Registered Providers. Homelessness Forum 11 <sup>th</sup> September 2019.  Community, Housing and Health Overview and Scrutiny Committee 17 <sup>th</sup> October 2019	Draft Housing, Homelessness and Rough Sleeping Strategy 2019-2024	<b>OFFICER:</b> Lucy Robinson, Housing & Wellbeing Manager Tel: 01543 308710  <b>CABINET MEMBER:</b> Cabinet Member for Communities & Housing

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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**