

**LICHFIELD DISTRICT  
COUNCIL**

**FORWARD PLAN**

Published: 20.02.2020

Effective for the Period 1 March 2020 –  
30 June 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>
Lichfield City Centre Masterplan	Open	To approve adoption of the Lichfield City Centre Masterplan	Cabinet 8 Apr 2020	Public consultation February 2019. Key Stakeholders and members of EGED events held in September/October 2019. An Analysis, Issues & option report was made public in November 2019.The	Analysis, Issues & Options report November 2019, Draft Lichfield City centre Masterplan December 2019	<p><b>OFFICER:</b> Helen Bielby, Property &amp; Projects Manager Tel: 01543 308252, Craig Jordan, Head of Economic Growth Tel: 01543 308202</p> <p><b>CABINET MEMBER:</b> Deputy Leader and</p>

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				draft Masterplan was then considered by EGED on 17 <sup>th</sup> December 2019 which resolved to issue the draft plan for public consultation from the 6 <sup>th</sup> Jan 2020 to 3 <sup>rd</sup> Feb 2020. Comments received together with any amendments will be considered by EGED on 11 <sup>th</sup> March 2020.		Cabinet Member for Investment, Economic Growth & Tourism
*The Future Strategic Direction of the Council's Financial Information System	Open	To approve the preferred option.	Cabinet 8 Apr 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
Decision Statement regarding Burntwood Neighbourhood Plan	Open	To progress the Burntwood Neighbourhood Plan	Cabinet 8 Apr 2020	Consultation has been undertaken on the emerging Plan.	Burntwood Neighbourhood	<b>OFFICER:</b> Patrick Jervis, Principal Spatial Policy

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proceeding to Referendum		to referendum stage and agree to proposed modifications where appropriate as set out within the Decision Statement subject to the Independent Examiners recommendations.		Neighbourhood Plan progress reported to Overview & Scrutiny Committee on regular basis – most recently September 2019.	Plan;  Burntwood Neighbourhood Plan Examination Report;  Decision Statement regarding Burntwood Neighbourhood Plan Proceeding to Referendum	and Delivery Officer Tel: 01543 308196  <b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Investment, Economic Growth & Tourism
*Review of Lichfield's Trade Waste Services	Open	Future direction of Lichfield's Trade Waste Services.	Cabinet 8 Apr 2020	Leisure, Parks and Waste Management (Overview and Scrutiny) Committee on 18 <sup>th</sup> November 2019.	Trade Waste Services review and 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
**Changes to the	Open	To approve new	Cabinet	Community, Housing and		<b>OFFICER:</b>

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Housing Options service		arrangements for the administration of the housing register and allocation scheme for social housing	12 May 2020	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> October 2018	Lucy Robinson, Housing & Wellbeing Manager Tel: 01543 308710  <b>CABINET MEMBER:</b> Cabinet Member for Communities & Housing
**Housing, Homelessness and Rough Sleeping Strategy 2019-2024	Open	Approval of the Housing, Homelessness and Rough Sleeping Strategy 2019-2024	Cabinet 12 May 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
*Money Matters 2019/20 : Review of the Financial	Open	To note the report and the issues raised on this.	Cabinet 2 Jun 2020	Strategic (Overview and Scrutiny) Committee	Money Matters Reports for 3, 6	<b>OFFICER:</b> Anthony Thomas, Head of Finance and

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Performance against the Financial Strategy April to March 2020					and 8 Months.	Procurement Tel: 01543 308012  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Procurement
Delivery Plan and Corporate Indicators	Open	Details of the Delivery Plan and Corporate Indicators used to achieve the outcomes of the new Strategic Plan 2020 to 2024 - July 2020	Cabinet 2 Jun 2020	Consultation on Strategic Plan and budget undertaken in January 2020	Strategic Plan 2020 to 2024 and MTFS to support it	<b>OFFICER:</b> Colin Cooke, Performance and Efficiency Improvement Officer Tel: 01543 308121, Christie Tims, Head of Corporate Services Tel: 01543 308100  <b>CABINET MEMBER:</b> Cabinet Member for Customer Services & Innovation
Digital Strategy	Open	To approve the Council's Digital Strategy	Cabinet 7 Jul 2020	Strategic (O&S) Committee - 23 June 2020	TBC	<b>OFFICER:</b> Billy Webster, Assistant Chief Executive Tel: 01543

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						308225 <b>CABINET MEMBER:</b> Cabinet Member for Customer Services & Innovation
*Future Options for the District Council House	Open	To approve the redevelopment of the District Council House	7 Jul 2020 Council 14 Jul 2020	Strategic (O&S) Committee - 23 June 2020	TBC	<b>OFFICER:</b> Billy Webster, Assistant Chief Executive Tel: 01543 308225  <b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Investment, Economic Growth & Tourism
*Money Matters 2020/21 : Review of the Financial Performance against the Financial Strategy April to June 2020	Open	To note the report and the issues raised on this.	Cabinet 8 Sep 2020	Strategic (Overview and Scrutiny) Committee	Medium Term Financial Strategy 2019-2024	<b>OFFICER:</b> Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012  <b>CABINET MEMBER:</b> Councillor Rob

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						Strachan
*Medium Term Financial Strategy (Revenue and Capital) 2020- 2025	Open	To note the progress on the development of the Medium Term Financial Strategy	Cabinet 6 Oct 2020	Strategic (Overview and Scrutiny) Committee 19 November 2020	Medium Term Financial Strategy 2019-2024 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> Councillor Rob Strachan
*Money Matters 2020/21 : Review of the Financial Performance against the Financial Strategy April to September 2020	Open	To note the report and the issues raised on this.	Cabinet 1 Dec 2020	Strategic (Overview and Scrutiny) Committee	Medium Term Financial Strategy 2019-2024 Money Matters Report for 3 Months	<b>OFFICER:</b> Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012  <b>CABINET MEMBER:</b> Councillor Rob Strachan
*Calculation of Business Rates 2021/22, Council Tax Base for 2021/22 and	Open	To approve the calculation of the Council Taxbase for 2021/22	Cabinet 1 Dec 2020	No consultation Statutory calculations	• Local Government Acts 1988, 1992 and	<b>OFFICER:</b> Anthony Thomas, Head of Finance and Procurement Tel:

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the projected Collection Funded Surplus/Deficit for 2020/21		<p>To delegate authority to the Cabinet Member and Chief Financial Officer to complete and certify the NNDR1 for 2021/22 on behalf of the Council.</p> <p>To note the projected Council Tax and Business Rates Collection Fund surplus or deficit for 2020/21.</p>			<p>2003.</p> <ul style="list-style-type: none"> <li>Local Authorities (Calculation of Council Taxbase) Regulations 1992.</li> <li>Money Matters Reports.</li> </ul>	<p>01543 308012</p> <p><b>CABINET MEMBER:</b> Councillor Rob Strachan</p>
*Money Matters 2020/21: Review of the Financial Performance against the Financial Strategy April to November 2020	Open	To note the report and the issues raised on this.	Cabinet 9 Feb 2021	Strategic (Overview and Scrutiny) Committee	Medium Term Financial Strategy 2019-2024 Money Matters Report for 3 and 6 Months.	<p><b>OFFICER:</b> Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012</p> <p><b>CABINET MEMBER:</b> Councillor Rob Strachan</p>

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*Medium Term Financial Strategy (Revenue and Capital)	Open	To approve and recommend to Council: <ul style="list-style-type: none"> <li>• The MTFS including the Revenue Budget and Capital Programme.</li> <li>• The MRP Policy.</li> <li>• Treasury Management Strategy.</li> <li>• Prudential Indicators.</li> </ul>	Cabinet 9 Feb 2021	Strategic (Overview and Scrutiny) Committee 27 January 2021 Audit and Member Standards Committee 3 February 2021	Medium Term Financial Strategy 2020-2025 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> Councillor Rob Strachan
*Medium Term Financial Strategy (Revenue and Capital)	Open	To approve: <ul style="list-style-type: none"> <li>• The MTFS including the Revenue Budget and Capital Programme.</li> <li>• The MRP Policy.</li> <li>• Treasury Management Strategy.</li> <li>• The Council Tax Resolution.</li> <li>• Prudential Indicators.</li> </ul>	Council 16 Feb 2021	Strategic (Overview and Scrutiny) Committee  Audit and Member Standards Committee  Cabinet	Medium Term Financial Strategy 2020-2025  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> Councillor Rob Strachan

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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**