

**LICHFIELD DISTRICT  
COUNCIL**

**FORWARD PLAN**

Published: 08.06.2020

Effective for the Period 1 July 2020 –  
31 October 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 setting Council Tax
  2. Expenditure or savings if they exceed £75,000
  3. A decision which significantly affects the community in two or more wards

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) <sup>(1)(*)</sup>	CONFIDENTIAL YES/NO <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>
Delivery Plan and Corporate Indicators	No	Details of the Delivery Plan and Corporate Indicators used to measure and achieve the outcomes of the new Strategic Plan 2020 to 2024 - July 2020	Cabinet 7 Jul 2020	Strategic (O&S) Committee – 23 June 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

\* DENOTES KEY DECISION

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) <sup>(1)(*)</sup>	CONFIDENTIAL YES/NO <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>
						<b>CABINET MEMBER:</b> Cabinet Member for Customer Services & Innovation
Lichfield City Centre Masterplan	No	To approve adoption of the Lichfield City Centre Masterplan	Cabinet 7 Jul 2020	EGED O&S 9 June 2020. Public consultation took place 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 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. On 11 March 2020 EGED considered the consultation responses to the Masterplan and the changes to the document	Analysis, Issues & Options report November 2019, Draft Lichfield City centre Masterplan December 2019	<b>OFFICER:</b> Helen Bielby, Property & Projects Manager Tel: 01543 308252, Craig Jordan, Head of Economic Growth Tel: 01543 308202  <b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Investment, Economic Growth & Tourism

\* DENOTES KEY DECISION

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) <sup>(1)(*)</sup>	CONFIDENTIAL YES/NO <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>
				resulting from the consultation.		
Communications and Engagement Strategy	No	To approve the Council's Communications and Engagement Strategy	Cabinet 7 Jul 2020	Strategic O&S 23/06/2020	TBC	<b>OFFICER:</b> Billy Webster, Assistant Chief Executive Tel: 01543 308225  <b>CABINET MEMBER:</b> Leader of the Council
*The Medium Term Financial Strategy and the projected impact of the COVID-19 pandemic.	No	To note the projected financial impact of the COVID-19 pandemic.	Cabinet 7 Jul 2020	No specific consultation because the report is a position statement.  Will be provided as a Briefing Note.	Medium Term Financial Strategy	<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	No	Approval of the Housing, Homelessness and	Council 14 Jul 2020	Community Housing and Health Overview and scrutiny Committee 18th	Draft Strategy Annexes A-E	<b>OFFICER:</b> Gareth Davies, Head of Regulatory

\* DENOTES KEY DECISION

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) <sup>(1)(*)</sup>	CONFIDENTIAL YES/NO <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>
Strategy 2019-2024		Rough Sleeping Strategy 2019-2024.		March 2020		<p>Services, Housing and Wellbeing Tel: 01543 308741, Lucy Robinson, Housing &amp; Wellbeing Manager Tel: 01543 308710</p> <p><b>CABINET MEMBER:</b> Cabinet Member for Communities &amp; Housing</p>
*Lichfield Local Plan Review - Publication version (Regulation 19)*	No	To approve the Local Plan Review Publication Version (regulation 19) for formal consultation for 6 weeks	Cabinet 8 Sep 2020	<p>A report was considered and supported on 11<sup>th</sup> March 2020 by EGED O&amp;S for the next steps proposed for the Local Plan Review.</p> <p>EGED O&amp;S will receive further updates on 9<sup>th</sup> June 2020 and 7<sup>th</sup> September 2020</p>	Scope Issues & Options Local Plan review consultation April 2018, Preferred Options & Policy Directions Local Plan review January 2019. Evidence base on the Lichfield District Council website	<p><b>OFFICER:</b> Stephen Stray, Senior Policy Officer</p> <p><b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Investment, Economic Growth &amp; Tourism</p>

\* DENOTES KEY DECISION

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) <sup>(1)(*)</sup>	CONFIDENTIAL YES/NO <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>
Strategic Plan Outturn 2016 to 2020	No	Performance report detailing the final outturn of the projects detailed in the Strategic Plan 2016 to 2020	Cabinet 8 Sep 2020	O&S Briefing Paper		<b>OFFICER:</b> Christie Tims, Head of Corporate Services Tel: 01543 308100  <b>CABINET MEMBER:</b> Cabinet Member for Customer Services & Innovation
*Money Matters 2020/21: Review of the Financial Performance against the Financial Strategy April to June 2020	No	To note the report and the issues raised on this.	Cabinet 8 Sep 2020	Strategic (Overview and Scrutiny) Committee – briefing paper on performance.	Medium Term Financial Strategy 2019-2024	<b>OFFICER:</b> Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Procurement
Digital Strategy	No	To approve the Council's Digital Strategy	Cabinet 6 Oct 2020	Strategic (O&S) Committee – 1 September 2020	TBC	<b>OFFICER:</b> Billy Webster, Assistant Chief Executive Tel: 01543 308225

\* DENOTES KEY DECISION

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) <sup>(1)(*)</sup>	CONFIDENTIAL YES/NO <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>
						<b>CABINET MEMBER:</b> Cabinet Member for Customer Services & Innovation
*Medium Term Financial Strategy (Revenue and Capital) 2020- 2025	No	To note the progress on the development of the Medium Term Financial Strategy including the impact of Covid -19.	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> Cabinet Member for Finance and Procurement
*Future Options for the District Council House	No	To approve the redevelopment of the District Council House	Cabinet 6 Oct 2020 Council 13 Oct 2020	Strategic (O&S) Committee – 1 September 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

\* DENOTES KEY DECISION

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) <sup>(1)(*)</sup>	CONFIDENTIAL YES/NO <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>
*Money Matters 2020/21 : Review of the Financial Performance against the Financial Strategy April to September 2020	No	To note the report and the issues raised on this.	Cabinet 1 Dec 2020	Strategic (Overview and Scrutiny) Committee – briefing paper on performance.	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> Cabinet Member for Finance and Procurement
*Calculation of Business Rates 2021/22, Council Tax Base for 2021/22 and the projected Collection Funded Surplus/Deficit for 2020/21	No	To approve the calculation of the Council Taxbase for 2021/22  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.  To note the projected	Cabinet 1 Dec 2020	No consultation - statutory calculations	<ul style="list-style-type: none"> <li>• Local Government Acts 1988, 1992 and 2003.</li> <li>• Local Authorities (Calculation of Council Taxbase) Regulations 1992.</li> <li>• Money Matters Reports.</li> </ul>	<b>OFFICER:</b> Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Procurement

\* DENOTES KEY DECISION

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) <sup>(1)(*)</sup>	CONFIDENTIAL YES/NO <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>
		Council Tax and Business Rates Collection Fund surplus or deficit for 2020/21.				
*Money Matters 2020/21: Review of the Financial Performance against the Financial Strategy April to November 2020	No	To note the report and the issues raised on this.	Cabinet 9 Feb 2021	Strategic (Overview and Scrutiny) Committee - briefing paper on performance.	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> Cabinet Member for Finance and Procurement
Lichfield BID Second Term Renewal, Lichfield District Council's vote'	No	To note the justification and agree a voting decision for Lichfield District Council	Cabinet 9 Feb 2021	EGED O&S Committee	BID proposal/business plan once published	<b>OFFICER:</b> Jonathan Percival, Economic Development Officer Tel: 01543 308149  <b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Investment, Economic

\* DENOTES KEY DECISION



MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) <sup>(1)(*)</sup>	CONFIDENTIAL YES/NO <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>
						Growth & Tourism
*Medium Term Financial Strategy (Revenue and Capital)	No	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.	<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>
*Medium Term Financial Strategy (Revenue and Capital)	No	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> </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.	<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>

\* DENOTES KEY DECISION

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) <sup>(1)(*)</sup>	CONFIDENTIAL YES/NO <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>
		<ul style="list-style-type: none"> <li>• The Council Tax Resolution.</li> <li>• Prudential Indicators.</li> </ul>				

\* DENOTES KEY DECISION

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**