

**LICHFIELD DISTRICT  
COUNCIL**

**FORWARD PLAN**

Published: 10.08.2020

Updated: 21.08.2020

Effective for the Period 1 August 2020  
– 30 November 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 the 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>
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		<p><b>OFFICER:</b> Christie Tims, Head of Corporate Services Tel: 01543 308100</p> <p><b>CABINET MEMBER:</b> Cabinet Member for Innovation, Commercialisation &amp; Corporate Services</p>

\* DENOTES KEY DECISION

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*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	<p><b>OFFICER:</b> Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012</p> <p><b>CABINET MEMBER:</b> Cabinet Member for Finance, Procurement, Customer Services and Revenues &amp; Benefits</p>
*Review of Statement of Community Involvement (SCI)	No	To approve a revised SCI that is informed by Covid 19 guidance/regulation.	Cabinet 8 Sep 2020	A paper will be prepared for Overview & Scrutiny on 7th September 2020.	The current SCI 2019 can be viewed on the Council's website.	<p><b>OFFICER:</b> Stephen Stray, Senior Policy Officer</p> <p><b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Visitor Economy &amp; Local Plan</p>
*Lichfield City Centre Masterplan	No	To approve the proposed	Cabinet 8 Sep 2020	EGED O&S 17 December 2019 &11	Lichfield City	<p><b>OFFICER:</b> Helen Bielby, Property</p>

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		governance structure for the delivery of the Masterplan, to delegate responsibility for the delivery programme to the Project Board and to give delegated approval to the Cabinet Member for Major Projects and Economic Development and the Head of Economic Growth & Development		March 2020 & 9 June 2020.  Public consultation Jan-February 2019.  Key Stakeholders and members of EGED events held in September/October 2019.	Centre Masterplan March 2020	& Projects Manager Tel: 01543 308252  <b>CABINET MEMBER:</b> Cabinet Member for Major Projects and Economic Development
*Deed of Variation & Deed of Release with Railway Pension Nominees Limited relating to Three Spires Shopping Centre, Lichfield*	Yes	Approval of the Deed of Variation & Deed of Release	Cabinet 8 Sep 2020			<b>OFFICER:</b> Helen Bielby, Property & Projects Manager Tel: 01543 308252  <b>CABINET MEMBER:</b> Cabinet Member for Major Projects and Economic Development

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Digital Strategy	No	To approve the Council's Digital Strategy	Cabinet 6 Oct 2020	Strategic (O&S) Committee	TBC	<p><b>OFFICER:</b> Kim Rennie Interim Head of Corporate Services Tel: 01543 308225</p> <p><b>CABINET MEMBER:</b> Cabinet Member for Innovation, Commercialisation &amp; Corporate Services</p>
*Strategy for Events and Festivals	No	Approving a Policy on Events	Cabinet 6 Oct 2020	Briefing paper circulated to Members. Consideration by EGED Overview & Scrutiny - 7 September 2020	Briefing Paper	<p><b>OFFICER:</b> Craig Jordan, Head of Economic Growth Tel: 01543 308202</p> <p><b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Visitor Economy &amp; Local Plan</p>
*Medium Term Financial Strategy	No	To note the progress on the development	Cabinet 6 Oct 2020	Strategic (Overview and Scrutiny) Committee	Medium Term	<p><b>OFFICER:</b> Anthony Thomas,</p>

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(Revenue and Capital) 2020- 2025		of the Medium Term Financial Strategy including the impact of Covid -19.		19 November 2020	Financial Strategy 2019-2024 Money Matters Report for 3 and 6 Months.	Head of Finance and Procurement Tel: 01543 308012  <b>CABINET MEMBER:</b> Cabinet Member for Finance, Procurement, Customer Services and Revenues & Benefits
*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, Procurement, Customer Services and Revenues & Benefits
*Calculation of Business Rates 2021/22, Council Tax	No	To approve the calculation of the Council Taxbase for	Cabinet 1 Dec 2020	No consultation Statutory calculations	• Local Government Acts	<b>OFFICER:</b> Anthony Thomas, Head of Finance and

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Base for 2021/22 and the projected Collection Funded Surplus/Deficit for 2020/21		<p>2021/22</p> <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>1988, 1992 and 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>Procurement Tel: 01543 308012</p> <p><b>CABINET MEMBER:</b> Cabinet Member for Finance, Procurement, Customer Services and Revenues &amp; Benefits</p>
Approval of the Procurement Strategy	No	To approve the Procurement Strategy	Cabinet 1 Dec 2020	Strategic (overview and Scrutiny) Committee 19 November 2020	Procurement Strategy	<p><b>OFFICER:</b> Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012</p> <p><b>CABINET MEMBER:</b> Cabinet Member for Finance, Procurement, Customer Services and Revenues &amp;</p>

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						Benefits
*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 12 Jan 2021	A report was considered and supported on 12th May 2020 by Cabinet for the next steps proposed for the Local Plan Review and provided delegated powers to revise the Local development Scheme timetable providing the Submission version is submitted by Spring 2021. O&S will receive further updates on 9th June 2020 and 7th September 2020	Scope Issues & Options Local Plan review consultation April 2018, Preferred Options & Policy Directions Local Plan review January 2019. Preferred Options Local Plan Review November 2019. Evidence base on the Lichfield District Council website.	<b>OFFICER:</b> Stephen Stray, Senior Policy Officer  <b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Visitor Economy & Local Plan
*Money Matters 2020/21: Review of the Financial Performance against the Financial Strategy April to	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

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November 2020						<b>CABINET MEMBER:</b> Cabinet Member for Finance, Procurement, Customer Services and Revenues & Benefits
*Medium Term Financial Strategy (Revenue and Capital)	No	To approve and recommend to Council:  • The MTFS including the Revenue Budget and Capital Programme. • The MRP Policy. • Treasury Management Strategy. • Prudential Indicators.	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> Cabinet Member for Finance, Procurement, Customer Services and Revenues & Benefits
*Future Options for the District Council House	No	To approve the redevelopment of the District Council House	Cabinet 12 Jan 2021 Council 16 Feb 2021	Strategic (O&S) Committee – 1 September 2020	TBC	<b>OFFICER:</b> Kim Rennie Interim Head of Corporate Services Tel: 01543 308225

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						<b>CABINET MEMBER:</b> Cabinet Member for Major Projects and Economic Development
*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> <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> Cabinet Member for Finance, Procurement, Customer Services and Revenues & Benefits

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.

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