

**LICHFIELD DISTRICT  
COUNCIL**

**FORWARD PLAN**

Published: 01.04.2021

Effective for the Period 1 April 2021 –  
31 July 2021

**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/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>
*Lichfield Garrick Theatre Agreement	Open	The agreement between Lichfield District Council and Lichfield Garrick Theatre Trust for the operation of Lichfield Garrick Theatre.	Cabinet 13 Apr 2021	Leisure, Parks and Waste Management (O&S) Committee – 1 April 2021		<b>OFFICER:</b> Ben Percival, Head of Operational Services  <b>CABINET MEMBER:</b> Cabinet Member for Leisure, Parks and Waste

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Housing Assistance Policy Review	Open	Approval of a revised Housing Assistance Policy	Cabinet 13 Apr 2021	Community, Housing and Health (O&S) Committee - 14 January 2021 and 10 March 2021		<p><b>OFFICER:</b> Lucy Robinson, Housing &amp; Wellbeing Manager Tel: 01543 308710</p> <p><b>CABINET MEMBER:</b> Cabinet Member for Regulatory, Housing &amp; Health</p>
Review of Committee Meetings	Open	To consider proposals from Strategic O&S Committee and a Member Task group to change the Committee structure.	Cabinet 13 Apr 2021 Council 20 Apr 2021	Strategic O&S Committee – 27 January 2021 Member Questionnaire		<p><b>OFFICER:</b> Christie Tims, Head of Governance and Performance Tel: 01543 308100, Christine Lewis, Principal Governance Officer Tel: 01543 308065</p> <p><b>CABINET MEMBER:</b> Cabinet Member for Regulatory, Housing &amp; Health</p>

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Councillor Community Grant Scheme	Open	Consider setting up councillor grant scheme	Cabinet 11 May 2021	Community, Housing and Health Overview & Scrutiny 10 March 2021, Voluntary & Community Sector	Draft Scheme	<p><b>OFFICER:</b> Susan Bamford, Partnership, Community Safety &amp; Licensing Manager Tel: 01543 308170</p> <p><b>CABINET MEMBER:</b> Cabinet Member for Community Engagement</p>
Modern Slavery and Human Trafficking Statement	Open	That Cabinet consider the content of the proposed Human Trafficking and Modern Slavery and to provide feedback prior to formal adoption by the Council.	Cabinet 11 May 2021 Council 18 May 2021		Procurement Strategy – Cabinet 01 December 2020 Other Councils Statements. LGA Statement.	<p><b>OFFICER:</b> Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012, Clair Johnson, Procurement Manager</p> <p><b>CABINET MEMBER:</b> Cabinet Member for Finance, Procurement, Customer Services and Revenues &amp; Benefits</p>

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*Fire Risk Assessment at Council House	Open	To appointment contract following procurement.	Cabinet Member for Innovation, Commercialisation & Corporate Services 8 Jun 2021			<b>OFFICER:</b> Karen Cannon, Property Services Manager  <b>CABINET MEMBER:</b> Cabinet Member for Innovation, Commercialisation & Corporate Services
*The Future of the Dry Recycling Service	Open	Future direction of the Dry Recycling Service	Cabinet 8 Jun 2021	Leisure, Parks and Waste Management (Overview and Scrutiny). 17 May 2021 Lichfield and Tamworth Joint Waste Committee on 12 May 2021.	Options Appraisal Financial Impact Assessment	<b>OFFICER:</b> Nigel Harris, General Manager of Joint Waste Services Tel: 01543 687549  <b>CABINET MEMBER:</b> Cabinet Member for Leisure, Parks and Waste

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*Money Matters 2020/21 : Review of the Financial Performance against the Financial Strategy April to March 2021	Open	To note the report and the issues raised on this.	Cabinet 8 Jun 2021	Overview & Scrutiny Committee	Money Matters Reports 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, Procurement, Customer Services and Revenues &amp; Benefits</p>
*Burntwood Neighbourhood Plan Final Decision Statement	Open	The making of the Burntwood Neighbourhood Plan, subject to a successful 'yes' vote at referendum and that this decision is reported to Full Council.	Cabinet 8 Jun 2021	Decision to send neighbourhood plan to referendum was made via delegated authority on 29 May 2020. Neighbourhood Plan progress reported to Overview & Scrutiny Committee January 2019.	<p>Referendum Neighbourhood Plan</p> <p>Report of the Independent Examiner</p> <p>Burntwood Neighbourhood Plan Final Decision Statement</p>	<p><b>OFFICER:</b> Patrick Jervis, Principal Spatial Policy and Delivery Officer Tel: 01543 308196</p> <p><b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Visitor Economy &amp; Local Plan</p>

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*Medium Term Financial Strategy (Revenue and Capital)	Open	To note the progress on the development of the Medium Term Financial Strategy	Cabinet 6 Jul 2021	Overview & Scrutiny Committee	Medium Term Financial Strategy 2020-2025	<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>
*Money Matters 2021/22 : 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 7 Sep 2021	Overview & Scrutiny Committee	Medium Term Financial Strategy 2020-2025	<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>

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*Medium Term Financial Strategy (Revenue and Capital)	Open	To note the progress on the development of the Medium Term Financial Strategy	Cabinet 5 Oct 2021	Overview & Scrutiny Committee	Medium Term Financial Strategy 2020-2025 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, Procurement, Customer Services and Revenues & Benefits
*Calculation of Business Rates 2022/23, Council Tax Base for 2022/23 and the projected Collection Funded Surplus / Deficit for 2021/22	Open	To approve the calculation of the Council Taxbase for 2022/23  To delegate authority to the Cabinet Member and Chief Financial Officer to complete and certify the NNDR1 for 2022/23 on behalf of the Council.  To note the projected	Cabinet 7 Dec 2021		<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, Procurement, Customer Services and Revenues & Benefits

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		Council Tax and Business Rates Collection Fund surplus or deficit for 2021/22.				
*Money Matters 2021/22 : Review of the Financial Performance against the Financial Strategy April to September 2021	Open	To note the report and the issues raised on this	Cabinet 7 Dec 2021	Overview & Scrutiny Committee	Medium Term Financial Strategy 2020-2025 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

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*Medium Term Financial Strategy (Revenue and Capital)	Open	To approve and recommend to Council	Cabinet 8 Feb 2022	Overview and Scrutiny Committee Audit and Member Standards Committee	Medium Term Financial Strategy 2021-2026	<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>
*Money Matters 2021/22 : Review of the Financial Performance against the Financial Strategy April to November 2021	Open	To note the report and the issues raised on this	Cabinet 8 Feb 2022	Overview & Scrutiny Committee	Medium Term Financial Strategy 2020-2025 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> Cabinet Member for Finance, Procurement, Customer Services and Revenues &amp; Benefits</p>

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*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> </ul>	Council 22 Feb 2022	Strategic (Overview and Scrutiny) Committee  Audit and Member Standards Committee  Cabinet	Medium Term Financial Strategy 2021-2026  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

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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 Visitor Economy & Local Plan**

**Cabinet Member for Leisure, Waste & Parks**

**Cabinet Member for Finance, Procurement, Customer Services and Revenues & Benefits**

**Cabinet Member for Commercialisation & Corporate Services**

**Cabinet Member for Major Projects & Economic Development**

**Cabinet Member for Regulatory, Housing & Health**

**Cabinet Member for Community Engagement**

**Councillor D. Pullen**

**Councillor I. Eadie**

**Councillor R. Cox**

**Councillor R. Strachan**

**Councillor A. Smith**

**Councillor E. Little**

**Councillor A. Lax**

**Councillor A. Yeates**