

**LICHFIELD DISTRICT  
COUNCIL**

**FORWARD PLAN**

Published: 01.06.2021

Effective for the Period 1 June 2021 –  
30 September 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 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>
*Fire Risk Assessment at Council House	Open	To appointment contract following procurement.	Cabinet Member for Innovation & Corporate Services 8 Jun 2021			<b>OFFICER:</b> Karen Cannon, Property Services Manager  <b>CABINET MEMBER:</b> Cabinet Member for Innovation & Corporate Services

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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 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 Economic Development and Local Plan, Parks &amp; Leisure</p>

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*Extension to the existing Fleet Contract	Fully exempt	Extend the existing contract for the provision of the vehicle fleet used by Operational Services plus maintenance.	Cabinet 8 Jun 2021	Leisure, Parks and Waste Management (Overview and Scrutiny) Committee Date to be confirmed.  Lichfield and Tamworth Joint Waste Committee on 23rd March 2021.	Existing fleet contract  Best value assessment  Vehicle options assessment	<b>OFFICER:</b> Nigel Harris, General Manager of Joint Waste Services Tel: 01543 687549  <b>CABINET MEMBER:</b> Cabinet Member for Climate Change & Recycling
*Relating to the allocation strategy for Strategic Community Infrastructure Levy (CIL) funding	Open	That Cabinet agree to the recommended adoption of the proposed strategy to enable the CIL funds collected to be spent effectively and appropriately to secure the provision of relevant strategic infrastructure within the district.	Cabinet 8 Jun 2021	Has gone through the relevant CIL governance group procedures via the Strategic Infrastructure Group (SIG) and Joint Member Officer Working Group (JMOG)	Cabinet Report	<b>OFFICER:</b> Stephen Stray, Senior Policy Officer - Temporary  <b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Economic Development and Local Plan, Parks & Leisure

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*The Future of the Dry Recycling Service	Open	Future direction of the Dry Recycling Service	Cabinet 6 Jul 2021	Leisure, Parks and Waste Management (Overview and Scrutiny).  Lichfield and Tamworth Joint Waste Committee on 23rd March 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 Climate Change & Recycling
Car Parking Strategy	Open	To note the recommendations included within the car parking strategy and agree the final strategy.	Cabinet 6 Jul 2021	Key Stakeholder events held 5th, 12th & 19th March 2021  Public consultation held between February and March 2021.	Lichfield City Centre Car Parking Strategy 2021.	<b>OFFICER:</b> Helen Bielby, Property & Projects Manager Tel: 01543 308252  <b>CABINET MEMBER:</b> Cabinet Member for Major Projects
*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	<b>OFFICER:</b> Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012

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						<b>CABINET MEMBER:</b> Cabinet Member for Finance, Procurement and Revenues & Benefits
Disposal Policy	Open	To approve the policy for Disposal of Land and Property Assets	Cabinet 6 Jul 2021			<b>OFFICER:</b> Karen Cannon, Property Services Manager  <b>CABINET MEMBER:</b> Cabinet Member for Innovation & Corporate Services
Outcomes of external Investigation	Open	To consider the outcome of an external investigation regarding sale of land	Cabinet 6 Jul 2021	Audit & Member Standards Committee		<b>OFFICER:</b> Christie Tims, Head of Governance and Performance Tel: 01543 308100  <b>CABINET MEMBER:</b> Cabinet Member for Regulatory, Housing & Health

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*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	<b>OFFICER:</b> Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012  <b>CABINET MEMBER:</b> Cabinet Member for Finance, Procurement and Revenues & Benefits
*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 and Revenues & Benefits

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*Calculation of Business Rates 2022/23, Council Tax Base for 2022/23 and the projected Collection Funded Surplus / Deficit for 2021/22	Open	<p>To approve the calculation of the Council Taxbase for 2022/23</p> <p>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.</p> <p>To note the projected Council Tax and Business Rates Collection Fund surplus or deficit for 2021/22.</p>	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>	<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 and Revenues &amp; Benefits</p>
*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	<p><b>OFFICER:</b> Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012</p> <p><b>CABINET MEMBER:</b></p>

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						Cabinet Member for Finance, Procurement and Revenues & Benefits
*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	<b>OFFICER:</b> Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012  <b>CABINET MEMBER:</b> Cabinet Member for Finance, Procurement and Revenues & Benefits
*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	<b>OFFICER:</b> Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012  <b>CABINET MEMBER:</b> Cabinet Member for Finance, Procurement and Revenues &

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						Benefits
*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 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 Finance, Procurement and Revenues & Benefits**  
**Cabinet Member for Innovation & Corporate Services**  
**Cabinet Member for Major Projects**  
**Cabinet Member for Regulatory, Housing & Health**  
**Cabinet Member for Community Engagement**

**Councillor D. Pullen**  
  
**Councillor I. Eadie**  
**Councillor R. Strachan**  
**Councillor A. Smith**  
**Councillor E. Little**  
**Councillor A. Lax**  
**Councillor R. Cox**