

**LICHFIELD DISTRICT
COUNCIL**

FORWARD PLAN

Published: 24.03.2022

Effective for the Period 1 March 2022 –
31 July 2022

**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) ^{(1)(*)}	CONFIDENTIAL YES/NO ⁽⁸⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DECISION TO BE TAKEN BY AND DATE ⁽³⁾⁽⁶⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
*Corporate Peer Challenge Action Plan	No		Cabinet 8 Mar 2022			<p>OFFICER: Christie Tims, Chief Operating Officer Tel: 01543 308100</p> <p>CABINET MEMBER: Cabinet Member for Innovation & Corporate Services, Leader of the Council</p>

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*Community Power Strategy	No		Cabinet 8 Mar 2022			OFFICER: Christie Tims, Chief Operating Officer Tel: 01543 308100 CABINET MEMBER: Cabinet Member for Community Engagement
Events Policy	No	To consider updates to previously agreed Events Policy	Cabinet 8 Mar 2022	Cabinet Members, Leadership Team		OFFICER: Ben Percival, Head of Operational Services CABINET MEMBER: Deputy Leader and Cabinet Member for Economic Development and Local Plan, Parks & Leisure
*Extension of contract for Temporary Staff (Regeneration)	Yes	That the contract for temporary staff (regeneration) is extended as detailed.	Cabinet Member Decision March 2022	Chief Executive and Chair of Overview & Scrutiny		OFFICER: Clair Johnson, Procurement Manager

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						CABINET MEMBER: Cabinet Member for Finance, Procurement and Revenues & Benefits
*Car Park Enforcement Contract - Extension	No	To approve the extension of the car park enforcement contract.	Cabinet Member Decision March 2022			OFFICER: Kash Dhadwar, Car Parks and CCTV Officer CABINET MEMBER: Leader of the Council
*Temporary Staff Contract Extension	Yes	That the contract for temporary staff is extended.	Cabinet Member Decisions 28 Mar 2022	Cabinet Member for Climate Change and Recycling, Chair of Overview & Scrutiny Committee.		OFFICER: Oliver Shaw, Procurement Specialist CABINET MEMBER: Cabinet Member for Climate Change & Recycling

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*Car Park card payment upgrades and ANPR (Pay on Exit)		To approve the award of contracts for Car Park card payment upgrades and ANPR (Pay on Exit).	Cabinet Member Decision March 2022			OFFICER: Kash Dhadwar, Car Parks and CCTV Officer CABINET MEMBER: Leader of the Council
*Online Learning, Compliance and People Performance System Support Contract	No	Award of contract	Cabinet Member Decision March 2022			OFFICER: Christie Tims, Chief Operating Officer Tel: 01543 308100 CABINET MEMBER: Cabinet Member for Innovation & Corporate Services
*Infrastructure Hosting Agreement		Award of contract.	Cabinet Member Decision March 2022			OFFICER: Christie Tims, Chief Operating Officer Tel: 01543 308100 CABINET MEMBER: Cabinet Member for Innovation & Corporate Services

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*Antivirus and Email Protection Software Contract	No	Award of contract.	Cabinet Member Decision March 2022			OFFICER: Christie Tims, Chief Operating Officer Tel: 01543 308100 CABINET MEMBER: Cabinet Member for Innovation & Corporate Services
*Enterprise Agreement	No	Award of contract.	Cabinet Member Decision March 2022			OFFICER: Christie Tims, Chief Operating Officer Tel: 01543 308100 CABINET MEMBER: Cabinet Member for Innovation & Corporate Services

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Approval to proceed with a review of the Local Council Tax Support Scheme (LCTSS) *	No	<ul style="list-style-type: none"> • The Cabinet approves the proposal to develop a draft revised Local Council Tax Support scheme (LCTSS) and acknowledges that the development of the scheme will involve consulting residents and stakeholders on a variety of potential models. • The Cabinet approves the various scheme changes/considerations that will be included in the consultation models that will be brought back to Cabinet for approval and prior to consultation. • The Cabinet approves the proposed timeline for the development of the proposed revised LCTSS. 	Cabinet 5 Apr 2022	Residents, Stakeholders and Major Preceptors	High Level Options Appraisal and MTFS	<p>OFFICER: Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012</p> <p>CABINET MEMBER: Cabinet Member for Finance, Procurement and Revenues & Benefits</p>

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*Pensions Contributions	No	To approve the contribution strategy for the Employer Pension Contributions for the three financial years 2023/24, 2024/25 and 2025/26.	Cabinet 5 Apr 2022	No specific consultation as alternative options are provided by the Pension Fund Actuary.	<ul style="list-style-type: none"> •The Medium Term Financial Strategy •Information provided by the Pension Fund Actuary 	<p>OFFICER: Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012</p> <p>CABINET MEMBER: Cabinet Member for Finance, Procurement and Revenues & Benefits</p>
*Procurement Forward Plan 2022/23	No	Details of the procurement activities forward plan for 2022/23.	Cabinet 10 May 2022			<p>OFFICER: Clair Johnson, Procurement Manager</p> <p>CABINET MEMBER: Cabinet Member for Finance, Procurement and Revenues & Benefits</p>
*The procurement of a replacement HGV fleet for Operational Services	No	Approve the direct award of a seven year contract to SFS Ltd to provide and	Cabinet 10 May 2022	Tamworth Borough Council – Joint Waste Service partner.	Appraisal of procurement options	<p>OFFICER: Nigel Harris, General Manager of Joint Waste Services Tel:</p>

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		maintain a fleet of heavy goods vehicles for Operational Services.			undertaken by Link Treasury Services.	01543 687549 CABINET MEMBER: Cabinet Member for Climate Change & Recycling
*Local Plan 2040 - Submission and Local Development Scheme update	No	To approve the submission of the Local Plan 2040, updated Local Development Scheme and associated regulatory required appendices and supporting evidence base together with the responses to the publication version of the Local Plan 2040 to the Planning Inspectorate.	Cabinet 10 May 2022	The publication version of the Local Plan 2040 was reported to Economic Growth, Environment and Development Overview & Scrutiny in January 2021, prior to Cabinet's consideration on 9th February 2021. A briefing paper on the results of the Regulation 19 consultation held in July – August 2021 was reported to Strategic O&S in November 2021.	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; Local Plan 2040 Publication (Reg 19 Consultation; Evidence base on the Lichfield District Council website considered by	OFFICER: Stephen Stray, Senior Policy Officer - Temporary CABINET MEMBER: Deputy Leader and Cabinet Member for Economic Development and Local Plan, Parks & Leisure

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					Local Plan sub group	
Acquisition of land at The Friary, Lichfield (University car park)	Yes	To agree the proposed terms for the acquisition of land at The Friary (University car park).	Cabinet 10 May 2022			OFFICER: David Moore, Interim Director CABINET MEMBER: Leader of the Council
*Appropriation of Stychbrook Park	No	To recommend the appropriation of an area of Stychbrook Park for the development of the New Lichfield Leisure Centre.	Cabinet 10 May 2022 Council 17 May 2022			OFFICER: Ben Percival, Head of Operational Services CABINET MEMBER: Deputy Leader and Cabinet Member for Economic Development and Local Plan, Parks & Leisure
*Provision of Specialist Contact Centre Telephony	No	Award of contract to supply goods and services.	Cabinet 10 May 2022	Project has been included in the wider Being a Better Council	Procurement documents	OFFICER: Kevin Sleeman, Information &

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Service				programme.		<p>Communications Technology Manager Tel: 01543 308120, Tracey Tudor, Head of Corporate Services</p> <p>CABINET MEMBER: Cabinet Member for Innovation & Corporate Services</p>
*Supply of Web Chat Software	No	Award of contract to supply goods and services.	Cabinet 10 May 2022	Project has been included in the wider Being a Better Council programme.	Procurement documents	<p>OFFICER: Kevin Sleeman, Information & Communications Technology Manager Tel: 01543 308120, Tracey Tudor, Head of Corporate Services</p> <p>CABINET MEMBER: Cabinet Member for Innovation & Corporate Services</p>

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*Supply of Robotics Software	No	Award of contract to supply goods and services.	Cabinet 10 May 2022	Project has been included in the wider Being a Better Council programme.	Procurement documents	<p>OFFICER: Kevin Sleeman, Information & Communications Technology Manager Tel: 01543 308120, Tracey Tudor, Head of Corporate Services</p> <p>CABINET MEMBER: Cabinet Member for Innovation & Corporate Services</p>
Performance Management Update	No	Update on key priorities, corporate indicators and performance to deliver our strategic plan.	Cabinet 10 May 2022			<p>OFFICER: Christie Tims, Chief Operating Officer Tel: 01543 308100</p> <p>CABINET MEMBER: Cabinet Member for Innovation & Corporate Services</p>

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*Supply of Mobile Telephones Connection and Associated Voice and Data Services	No	Award of contract to supply goods and services.	Cabinet 7 Jun 2022	Replacement and optimisation of existing contract.	Procurement documents	OFFICER: Kevin Sleeman, Information & Communications Technology Manager Tel: 01543 308120, Tracey Tudor, Head of Corporate Services CABINET MEMBER: Cabinet Member for Innovation & Corporate Services
Procurement Matters 2021/2022	No	Update on progress made against the Procurement Strategy during 2021/22.	Cabinet 7 Jun 2022			OFFICER: Clair Johnson, Procurement Manager CABINET MEMBER: Cabinet Member for Finance, Procurement and Revenues & Benefits

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*Money Matters 2021/22 : Review of the Financial Performance against the Financial Strategy April to March 2022	No	To note the report and the issues raised on this.	Cabinet 7 Jun 2022	Overview and Scrutiny Committee	Money Matters Reports for 3, 6 and 8 Months.	<p>OFFICER: Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012</p> <p>CABINET MEMBER: Cabinet Member for Finance, Procurement and Revenues & Benefits</p>

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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