

**LICHFIELD DISTRICT
COUNCIL**

FORWARD PLAN

Published: 29.04.2022

Effective for the Period 1 April 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⁾
Approval to proceed with a review of the Local Council Tax Support Scheme (LCTSS) *	No	• 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	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 &</p>

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		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.				Benefits
*Pensions Contributions	No	To approve the contribution strategy for the Employer Pension Contributions for the three financial years 2023/24, 2024/25	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 	OFFICER: Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012 CABINET MEMBER:

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		and 2025/26.			Actuary	Cabinet Member for Finance, Procurement and Revenues & Benefits
*Car Park card payment upgrades and ANPR (Pay on Exit)	No	To approve the award of contracts for Car Park card payment upgrades and ANPR (Pay on Exit).	Cabinet Member Decision April 2022			OFFICER: Kash Dhadwar, Car Parks and CCTV Officer CABINET MEMBER: Leader of the Council
*Procurement Forward Plan 2022/23	No	Details of the procurement activities forward plan for 2022/23.	Cabinet 10 May 2022			OFFICER: Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012 CABINET MEMBER: Cabinet Member for Finance, Procurement and Revenues & Benefits

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*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 Local Plan sub group	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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*Stychbrook Park Appropriation	No	To recommend to Council that Stychbrook Park be appropriated for development as the New Lichfield Leisure Centre.	Cabinet 10 May 2022 Council 17 May 2022	Public consultation, plus New Leisure Centre O&S Task Group		<p>OFFICER: Ben Percival, Head of Operational Services</p> <p>CABINET MEMBER: Deputy Leader and Cabinet Member for Economic Development and Local Plan, Parks & Leisure</p>
Performance Report 2022	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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Second Update - Development Management Service Review & Improvement Plan	No	To note the performance of, and the progress being made by the Development Management Service in terms of implementing the revised structure and with regard to its improvement programme.	Cabinet 10 May 2022	<ol style="list-style-type: none"> 1. Internal parties including Finance Officer 2. Leadership Team 3. Cabinet Member 	Cabinet Report 7.9.2021 item 8 & Cabinet Report 7.12.2021 item 6	<p>OFFICER: Claire Billings, Planning Development Manager Tel: 01543 308171</p> <p>CABINET MEMBER: Cabinet Member for Regulatory, Housing & Health</p>
BABC Commercial Structures & Trading Activity	No	To consider the transfer of some activities to LWM Traded Services Ltd	Special Cabinet TBC May 2022	Leadership Team	None	<p>OFFICER: Ben Percival, Head of Operational Services</p> <p>CABINET MEMBER: Cabinet Member for Innovation & Corporate Services</p>

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*Consideration of Contract of a replacement HGV fleet for Operational Services	No	Approve the direct award of a seven year contract to SFS Ltd to provide and maintain a fleet of heavy goods vehicles for Operational Services.	Cabinet Member Decision May 2022	Tamworth Borough Council – Joint Waste Service partner.	Appraisal of procurement options undertaken by Link Treasury Services.	<p>OFFICER: Nigel Harris, General Manager of Joint Waste Services Tel: 01543 687549</p> <p>CABINET MEMBER: Cabinet Member for Climate Change & Recycling</p>
*Online Learning, Compliance and People Performance System Support Contract	No	Award of contract	Cabinet Member Decision 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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*Treasury Management Contract Award	No	To approve the award of contract for Treasury Management Services.	Cabinet Member Decision 28 May 2022	N/A	N/A	<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>
*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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Procurement Matters 2021/2022	No	Update on progress made against the Procurement Strategy during 2021/22.	Cabinet 7 Jun 2022			<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>
*Update on the review of the Local Council Tax Support Scheme (LCTSS) *	No	To note the progress to date on the review.	Cabinet 7 Jun 2022	Residents, Stakeholders and Major Preceptors.		<p>OFFICER: Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012, Steve Woods, Revenues and Benefits Manager</p> <p>CABINET MEMBER: Cabinet Member for Finance, Procurement and Revenues & Benefits</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
*Supply of Web Chat Software	No	Award of contract to supply goods and services.	Cabinet 7 Jun 2022	Project has been included in the wider Being a Better Council programme.	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

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Lichfield District Youth Council - Policy Proposal	No	To consider the creation of a Youth Council in Lichfield District	Cabinet 7 Jun 2022		None	OFFICER: Alfie Thomas, Governance Review Officer CABINET MEMBER: Leader of the Council
LDC Nature Recovery Declaration	No	To approve.	Cabinet 7 Jun 2022	Consultation has occurred within the Staffordshire Sustainability Board (chaired by Staffordshire County Council), and the Local Nature Recovery Strategy Partnership (chaired by the Staffordshire Wildlife Trusts).	LDC Nature Recovery Declaration	OFFICER: Kristie Charlesworth, Ecology Officer CABINET MEMBER: Cabinet Member for Climate Change & Recycling, Cabinet Member for Regulatory, Housing & Health

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Staffordshire Sustainability Board Climate Change Vision and Base Pledge	No	To approve	Cabinet 7 Jun 2022	Consultation has occurred within the Staffordshire Sustainability Board (chaired by Staffordshire County Council).	Staffordshire Sustainability Board Vision and Base Pledge	OFFICER: Kristie Charlesworth, Ecology Officer CABINET MEMBER: Cabinet Member for Climate Change & Recycling
Locality Based Working	No	To consider Policy	Cabinet 7 Jun 2022			OFFICER: Alfie Thomas, Governance Review Officer CABINET MEMBER: Cabinet Member for Community Engagement
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 7 Jun 2022			OFFICER: David Moore, Interim Director CABINET MEMBER: Leader of the Council

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*Infrastructure Hosting Agreement	No	Award of contract.	Cabinet Member Decision June 2022			<p>OFFICER: Christie Tims, Chief Operating Officer Tel: 01543 308100</p> <p>CABINET MEMBER: Cabinet Member for Innovation & Corporate Services</p>
*Update on the review of the Local Council Tax Support Scheme (LCTSS) *	No	To note the progress to date on the review.	Cabinet 4 Oct 2022	Residents, Stakeholders and Major Preceptors	Consultation documentation and financial modelling.	<p>OFFICER: Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012, Steve Woods, Revenues and Benefits Manager</p> <p>CABINET MEMBER: Cabinet Member for Finance, Procurement and Revenues & Benefits</p>

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*Update on the review of the Local Council Tax Support Scheme (LCTSS) *	No	To note the progress to date on the review.	Cabinet 6 Dec 2022	Residents, Stakeholders and Major Preceptors	Consultation documentation/results and financial modelling.	<p>OFFICER: Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012, Steve Woods, Revenues and Benefits Manager</p> <p>CABINET MEMBER: Cabinet Member for Finance, Procurement and Revenues & Benefits</p>
To recommend the updated LCTSS scheme to Council	No	To recommend to Council the updated Local Council Tax Support Scheme from 1 April 2023.	Cabinet 14 Feb 2023	Residents, Stakeholders and Major Preceptors	Consultation documentation/results and financial modelling.	<p>OFFICER: Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012, Steve Woods, Revenues and Benefits Manager</p> <p>CABINET MEMBER: Cabinet Member for Finance, Procurement and Revenues & Benefits</p>

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*To approve the updated LCTSS scheme to Council	No	To approve the updated Local Council Tax Support Scheme from 1 April 2023.	Council 28 Feb 2023	Residents, Stakeholders and Major Preceptors	Consultation documentation/results and financial modelling.	<p>OFFICER: Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012, Steve Woods, Revenues and Benefits Manager</p> <p>CABINET MEMBER: Cabinet Member for Finance, Procurement and Revenues & Benefits</p>

* 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