

**LICHFIELD DISTRICT  
COUNCIL**

**FORWARD PLAN**

Published: 26.05.2022

Effective for the Period 1 May 2022 –  
30 September 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) <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>
*Procurement Forward Plan 2022/23	No	Details of the procurement activities forward plan for 2022/23.	Cabinet 10 May 2022			<p><b>OFFICER:</b> Anthony Thomas, Assistant Director, Finance &amp; Commissioning Tel: 01543 308012</p> <p><b>CABINET MEMBER:</b> Cabinet Member for Finance and Commissioning</p>

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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	<b>OFFICER:</b> Stephen Stray, Senior Policy Officer - Temporary  <b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Economic Growth and Development

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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		<b>OFFICER:</b> Ben Percival, Head of Operational Services  <b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Economic Growth and Development
Performance Report 2022	No	Update on key priorities, corporate indicators and performance to deliver our strategic plan.	Cabinet 10 May 2022			<b>OFFICER:</b> Christie Tims, Chief Operating Officer Tel: 01543 308100  <b>CABINET MEMBER:</b> Cabinet Member for Innovation and Corporate Services

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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	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><b>OFFICER:</b> Claire Billings, Planning Development Manager Tel: 01543 308171</p> <p><b>CABINET MEMBER:</b> Cabinet Member for Housing, Biodiversity and Climate Change</p>
*BABC Commercial Structures & Trading Activity	No	To consider the transfer of some activities to LWM Traded Services Ltd	Cabinet 17 May 2022	Leadership Team	None	<p><b>OFFICER:</b> Ben Percival, Head of Operational Services</p> <p><b>CABINET MEMBER:</b> Cabinet Member for Innovation and 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><b>OFFICER:</b> Anthony Thomas, Assistant Director, Finance &amp; Commissioning Tel: 01543 308012</p> <p><b>CABINET MEMBER:</b> Cabinet Member for Finance and Commissioning</p>
*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 June 2022	Tamworth Borough Council – Joint Waste Service partner.	Appraisal of procurement options undertaken by Link Treasury Services.	<p><b>OFFICER:</b> Nigel Harris, General Manager of Joint Waste Services Tel: 01543 687549</p> <p><b>CABINET MEMBER:</b> Cabinet Member for Waste &amp; Recycling</p>

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*Online Learning, Compliance and People Performance System Support Contract	No	Award of contract	Cabinet Member Decision June 2022			<p><b>OFFICER:</b> Christie Tims, Chief Operating Officer Tel: 01543 308100</p> <p><b>CABINET MEMBER:</b> Cabinet Member for Innovation and Corporate Services</p>
*Works for the Ground Floor Redevelopment at DCH	No	To approve the award of contract for works for the ground floor redevelopment at DCH.	Cabinet Member Decision June 2022	Internal with Planning, Building Control, Asset Management and Environmental Health.	Project Brief with costs if required	<p><b>OFFICER:</b> Andrew Rowbotham, Director of Operations / Property Services and Estates Manager</p> <p><b>CABINET MEMBER:</b> Cabinet Member for Innovation and Corporate Services</p>

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*Garden Waste Stickers	No	To approve the award of contract for Garden waste stickers (Printing & Posting).	Cabinet Member Decision 3 Jun 2022	N/A	N/A	<b>OFFICER:</b> Ben Percival, Head of Operational Services  <b>CABINET MEMBER:</b> Cabinet Member for Waste & Recycling
*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.	<b>OFFICER:</b> Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Commissioning

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Procurement Matters 2021/2022	No	Update on progress made against the Procurement Strategy during 2021/22.	Cabinet 7 Jun 2022			<b>OFFICER:</b> Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Commissioning
*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	<b>OFFICER:</b> Kristie Charlesworth, Ecology Officer  <b>CABINET MEMBER:</b> Cabinet Member for Waste & Recycling, Cabinet Member for Housing, Biodiversity and Climate Change

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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	<b>OFFICER:</b> Kristie Charlesworth, Ecology Officer  <b>CABINET MEMBER:</b> Cabinet Member for Waste & Recycling
*Infrastructure Hosting Agreement	No	Award of contract.	Cabinet Member Decision June 2022			<b>OFFICER:</b> Christie Tims, Chief Operating Officer Tel: 01543 308100  <b>CABINET MEMBER:</b> Cabinet Member for Innovation and Corporate Services

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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 Member Decision June 2022	Replacement and optimisation of existing contract.	Procurement documents	<p><b>OFFICER:</b> Kevin Sleeman, Information &amp; Communications Technology Manager Tel: 01543 308120, Tracey Tudor, Head of Corporate Services</p> <p><b>CABINET MEMBER:</b> Cabinet Member for Innovation and Corporate Services</p>
*Medium Term Financial Strategy	No	<ul style="list-style-type: none"> <li>• To recommend to Council updates to the Medium Term Financial Strategy</li> <li>• Cabinet delegates to the Cabinet Member for Finance, Procurement and Benefits</li> </ul>	Cabinet 5 Jul 2022 Council 12 Jul 2022	No specific consultation as this will be an update to the current Medium Term Financial Strategy that will require Council Approval.	Approved Medium Term Financial Strategy	<p><b>OFFICER:</b> Anthony Thomas, Assistant Director, Finance &amp; Commissioning Tel: 01543 308012</p> <p><b>CABINET MEMBER:</b> Cabinet Member for Finance and Commissioning</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 5 Jul 2022	Residents, Stakeholders and Major Preceptors.		<b>OFFICER:</b> Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012, Steve Woods, Revenues and Benefits Manager  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Commissioning
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 5 Jul 2022			<b>OFFICER:</b> David Moore, Interim Director  <b>CABINET MEMBER:</b> Leader of the Council

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Lichfield District Youth Council - Policy Proposal	No	To consider the creation of a Youth Council in Lichfield District	Cabinet 5 Jul 2022		None	<b>OFFICER:</b> Alfie Thomas, Governance Review Officer  <b>CABINET MEMBER:</b> Leader of the Council
Locality Based Working	No	To consider Policy	Cabinet 5 Jul 2022			<b>OFFICER:</b> Alfie Thomas, Governance Review Officer  <b>CABINET MEMBER:</b> Cabinet Member for Community Engagement
*Printing Services - Council Tax	No	To approve the award of contract for Council Tax Printing Services	Cabinet Member Decision September 2022	N/A	N/A	<b>OFFICER:</b> Andrew Wood, Audit Manager  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Commissioning

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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 4 Oct 2022	Residents, Stakeholders and Major Preceptors	Consultation documentation and financial modelling.	<b>OFFICER:</b> Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012, Steve Woods, Revenues and Benefits Manager  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Commissioning
*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.	<b>OFFICER:</b> Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012, Steve Woods, Revenues and Benefits Manager  <b>CABINET MEMBER:</b> Cabinet Member for Finance and

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						Commissioning
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><b>OFFICER:</b> Anthony Thomas, Assistant Director, Finance &amp; Commissioning Tel: 01543 308012, Steve Woods, Revenues and Benefits Manager</p> <p><b>CABINET MEMBER:</b> Cabinet Member for Finance and Commissioning</p>
*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><b>OFFICER:</b> Anthony Thomas, Assistant Director, Finance &amp; Commissioning Tel: 01543 308012, Steve Woods, Revenues and Benefits Manager</p> <p><b>CABINET MEMBER:</b> Cabinet Member for</p>

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						Finance and Commissioning

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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