

**LICHFIELD DISTRICT  
COUNCIL**

**FORWARD PLAN**

Published: 25.07.2022

Effective for the Period 1 July 2022 – 1  
March 2023

**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>
*Supply of Mobile Telephones Connection and Associated Voice and Data Services	No	Award of contract to supply goods and services.	Cabinet Member Decision July 2022	Replacement and optimisation of existing contract.	Procurement documents	<b>OFFICER:</b> Kevin Sleeman, Information & Communications Technology Manager Tel: 01543 308120, Tracey Tudor, Head of Corporate Services  <b>CABINET MEMBER:</b> Cabinet Member for

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						Leisure, Parks and Street Cleansing
*Infrastructure Hosting Agreement	No	Award of contract.	Cabinet Member Decision July 2022			<b>OFFICER:</b> Christie Tims, Chief Operating Officer Tel: 01543 308100  <b>CABINET MEMBER:</b> Cabinet Member for Leisure, Parks and Street Cleansing
*Temporary Agency Staffing	No	To approve the award of contract for Temporary Agency Staffing	Cabinet Member Decision Not before 19th Jul 2022	N.A	N.A	<b>OFFICER:</b> Ben Percival, Head of Operational Services  <b>CABINET MEMBER:</b> Cabinet Member for Waste & Recycling
*Joint Venture	Part Confidential	To consider a joint-venture arrangement for the redevelopment of a property.	Cabinet August 2022 (TBC)  Council 11 Oct 2022		TBC	<b>OFFICER:</b> Simon Fletcher, Chief Executive  <b>CABINET MEMBER:</b> Leader of the Council

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*Incubator Space Upgrade	No	To approve the award of contract for Incubator Space Phase 1.	Cabinet Member Decision Not before 17th Aug 2022	N.A.	Proposed Floor Plans	<b>OFFICER:</b> Sandip Singh, Project Manager  <b>CABINET MEMBER:</b> Cabinet Member for Leisure, Parks and Street Cleansing
*Money Matters: Review of Reserves	No	Cabinet recommends to Council to update the Medium Term Financial Strategy following a review to repurpose existing reserves to fund strategic priorities.	Cabinet 6 Sep 2022	Overview and Scrutiny Committee 15 September 2022	Medium Term Financial Strategy	<b>OFFICER:</b> Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Commissioning
*Lichfield District Youth Council - Policy Proposal	No	To consider the creation of a Youth Council in Lichfield District	Cabinet 6 Sep 2022		None	<b>OFFICER:</b> Alfie Thomas, Governance Review Officer  <b>CABINET MEMBER:</b> Leader of the Council

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Locality Based Working	No	To consider Policy	Cabinet 6 Sep 2022			<b>OFFICER:</b> Alfie Thomas, Governance Review Officer  <b>CABINET MEMBER:</b> Cabinet Member for Community Engagement
*Property Services Assets Register Disposals and Acquisitions	Part Confidential	Approval of sale of assets and purchase of land next to Burntwood Depot.	Cabinet 6 Sep 2022	Cabinet paper and presentation to Cabinet on 26 April 2022	Cabinet paper	<b>OFFICER:</b> Andrew Rowbotham, Director of Operations / Property Services and Estates Manager  <b>CABINET MEMBER:</b> Cabinet Member for Leisure, Parks and Street Cleansing
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 6 Sep 2022			<b>OFFICER:</b> David Moore, Interim Director  <b>CABINET MEMBER:</b> Leader of the Council

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*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
*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 October 2022	Tamworth Borough Council – Joint Waste Service partner.	Appraisal of procurement options undertaken by Link Treasury Services.	<b>OFFICER:</b> Nigel Harris, General Manager of Joint Waste Services Tel: 01543 687549  <b>CABINET MEMBER:</b> Cabinet Member for Waste & Recycling

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*Money Matters: Review of Reserves	No	Cabinet recommends to Council to update the Medium Term Financial Strategy following a review to repurpose existing reserves to fund strategic priorities.	Cabinet 4 Oct 2022	Overview and Scrutiny Committee 15 September 2022.	Medium Term Financial Strategy	<b>OFFICER:</b> Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012  <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 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

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*Money Matters: Review of Reserves	No	Cabinet recommends to Council to update the Medium Term Financial Strategy following a review to repurpose existing reserves to fund strategic priorities.	Council 11 Oct 2022	Overview and Scrutiny Committee 15 September 2022	Medium Term Financial Strategy	<b>OFFICER:</b> Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012  <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 Commissioning

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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.	<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
*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.	<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

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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