

**LICHFIELD DISTRICT  
COUNCIL**

**FORWARD PLAN**

Published: 26.09.2022

Effective for the Period 1 September  
2022 – 31 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 September 2022	Replacement and optimisation of existing contract.	Procurement documents	<p><b>OFFICER:</b> Kevin Sleeman, Information &amp; Communications Technology Manager Tel: 01543 308120</p> <p><b>CABINET MEMBER:</b> Cabinet Member for Finance and Commissioning</p>

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*Infrastructure Hosting Agreement	No	Award of contract.	Cabinet Member Decision September 2022			<b>OFFICER:</b> Christie Tims, Chief Operating Officer Tel: 01543 308100  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Commissioning
*Incubator Space Upgrade	No	To approve the award of contract for Incubator Space Phase 1.	Cabinet Member Decision October 2022	N.A.	Proposed Floor Plans	<b>OFFICER:</b> Sarah Carrington, Procurement Manager/ Sandip Singh, Project Manager  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Commissioning

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*Joint Venture	Part confidential	To consider a joint-venture arrangement for the redevelopment of a property.	Cabinet 11 Oct 2022  Council 20 Oct 2022		TBC	<b>OFFICER:</b> Simon Fletcher, Chief Executive  <b>CABINET MEMBER:</b> Leader of the Council
*Delivery of Disabled Facilities Grants	Yes	To consider the delivery of disabled facilities grants.	Cabinet 11 Oct 2022			<b>OFFICER:</b> Lucy Robinson, Housing & Wellbeing Manager Tel: 01543 308710  <b>CABINET MEMBER:</b> Cabinet Member for Housing, Ecology and Climate Change

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*Medium Term Financial Strategy (Revenue and Capital) 2023-27	No	To note the progress on the development of the Medium Term Financial Strategy	Cabinet 11 Oct 2022	Overview and Scrutiny Committee		<b>OFFICER:</b> Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Commissioning
*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 20 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

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*Printing Services - Council Tax	No	To approve the award of contract for Council Tax Printing Services	Cabinet Member Decision October 2022	N/A	N/A	<b>OFFICER:</b> Sarah Carrington, Procurement Manager  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Commissioning
*Relocation of NHS MPFT to LDCH	No	To approve the award of contract for NHS MPFT Move.	Cabinet Member Decision Not before 20 Oct 2022	N/A	N/A	<b>OFFICER:</b> Andrew Rowbotham, Director of Operations / Property Services and Estates Manager  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Commissioning

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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 October 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>
*Update on the review of the Local Council Tax Support Scheme (LCTSS)	No	To note the progress to date on the review.	Cabinet 8 Nov 2022	Residents, Stakeholders and Major Preceptors	Consultation documentation 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>

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*IT Strategy	Yes	Future options for ICT provision.	Cabinet 8 Nov 2022			<p><b>OFFICER:</b> Christie Tims, Chief Operating Officer Tel: 01543 308100</p> <p><b>CABINET MEMBER:</b> Cabinet Member for Finance and Commissioning</p>
*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><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>

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*Calculation of Business Rates 2023/24, Council Tax Base for 2023/24 and the projected Collection Funded Surplus / Deficit for 2022/23	No	To approve the calculation of the Council Taxbase for 2023/24 To delegate authority to the Cabinet Member and Chief Financial Officer to complete and certify the NNDR1 for 2023/24 on behalf of the Council.  To note the projected Council Tax and Business Rates Collection Fund surplus or deficit for 2022/23	Cabinet 6 Dec 2022		<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>	<b>OFFICER:</b> Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Commissioning
*Money Matters 2022/23 : Review of the Financial Performance against the Financial Strategy April to September 2022	No	To note the report and the issues raised on this.	Cabinet 6 Dec 2022	Overview and Scrutiny Committee		<b>OFFICER:</b> Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012  <b>CABINET MEMBER:</b> Cabinet Member for

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						Finance and Commissioning
Locality Based Working	No	To consider Policy	Cabinet 10 Jan 2023			<b>OFFICER:</b> Alfie Thomas, Governance Review Officer  <b>CABINET MEMBER:</b> Cabinet Member for Community Engagement
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

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*Medium Term Financial Strategy (Revenue and Capital) 2023-27	No	To approve and recommend to Council: • The MTFS including the Revenue Budget and Capital Programme. • The MRP Policy. • Treasury Management Strategy. • Prudential Indicators.	Cabinet 14 Feb 2023	Overview and Scrutiny Committee  Audit and Member Standards Committee	Medium Term Financial Strategy 2022-2026  Money Matters Report 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
*Money Matters 2022/23 : Review of the Financial Performance against the Financial Strategy April to November 2022	No	To note the report and the issues raised on this	Cabinet 14 Feb 2023	Overview and Scrutiny Committee	Medium Term Financial Strategy 2022-2026 Money Matters Report for 3 and 6 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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*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 Finance and Commissioning</p>
*Medium Term Financial Strategy (Revenue and Capital) 2023-27* and Council Tax Resolution	No	<p>To approve:</p> <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 28 Feb 2023	<p>Overview and Scrutiny Committee</p> <p>Audit and Member Standards Committee</p> <p>Cabinet</p>	<p>Medium Term Financial Strategy 2022-2026</p> <p>Money Matters Report for 3, 6 and 8 Months.</p>	<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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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