

**LICHFIELD DISTRICT
COUNCIL**

FORWARD PLAN

Published: 25.10.2022

Effective for the Period 1 October 2022
– 30 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) ^{(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⁾
*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	<p>OFFICER: Sandip Singh, Project Manager, Sarah Carrington</p> <p>CABINET MEMBER: Cabinet Member for Finance and Commissioning</p>

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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	OFFICER: Sarah Carrington CABINET MEMBER: 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 20th Oct 2022			OFFICER: Andrew Rowbotham, Director of Operations / Property Services and Estates Manager CABINET MEMBER: Cabinet Member for Finance and Commissioning

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*IT Hardware Replacement	No	Award of contract for supply of replacement IT hardware.	Cabinet Member Decision Nov 2022	Staff have been involved in testing alternative IT hardware products.	Procurement documents.	<p>OFFICER: Christie Tims, Chief Operating Officer Tel: 01543 308100, Lizzie Barton, Assistant Director - Customer, Residents & Business Services</p> <p>CABINET MEMBER: Cabinet Member for Finance and Commissioning</p>
*IT Strategy - scaffolding and interim support	Yes	Future options for ICT provision.	Cabinet Member Decision November 2022			<p>OFFICER: Christie Tims, Chief Operating Officer Tel: 01543 308100</p> <p>CABINET MEMBER: Cabinet Member for Finance and Commissioning</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 Member Decision November 2022	Replacement and optimisation of existing contract.	Procurement documents	OFFICER: Kevin Sleeman, Information & Communications Technology Manager Tel: 01543 308120 CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Design Code Supplementary Planning Document (SPD)	No	To approve the award of a Contract for the development of a Design Code SPD.	Cabinet Member Decision 30 Nov 2022	N.A.	N.A.	OFFICER: Simon Fletcher, Chief Executive CABINET MEMBER: Cabinet Member for Housing, Ecology and Climate Change

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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, Assistant Director, Finance & Commissioning Tel: 01543 308012, Steve Woods, Revenues and Benefits Manager</p> <p>CABINET MEMBER: Cabinet Member for Finance and Commissioning</p>
*Calculation of Business Rates 2023/24, Council Tax Base for 2023/24 and the projected Collection Funded Surplus / Deficit for 2022/23	No	<p>To approve the calculation of the Council Taxbase for 2023/24</p> <p>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.</p> <p>To note the projected</p>	Cabinet 6 Dec 2022		<ul style="list-style-type: none"> • Local Government Acts 1988, 1992 and 2003. • Local Authorities (Calculation of Council Taxbase) Regulations 1992. • Money Matters Reports. 	<p>OFFICER: Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012</p> <p>CABINET MEMBER: Cabinet Member for Finance and Commissioning</p>

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		Council Tax and Business Rates Collection Fund surplus or deficit for 2022/23				
*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		OFFICER: Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012 CABINET MEMBER: Cabinet Member for Finance and Commissioning
Locality Based Working	No	To consider Policy	Cabinet 10 Jan 2023			OFFICER: Simon Fletcher, Chief Executive CABINET MEMBER: Cabinet Member for Community Engagement

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*Housing pathway Scheme Contract	No	To approve the award of a framework contract for Housing pathway Scheme.	Cabinet Member Decision January 2023	N.A.	N.A.	<p>OFFICER: Lucy Robinson, Housing & Wellbeing Manager Tel: 01543 308710, David Whittaker, Housing Options Manager Tel: 01543 308704</p> <p>CABINET MEMBER: Cabinet Member for Housing, Ecology and Climate Change</p>
*Provision of Fuel Supplies	No	To approve the award of a framework contract for Fuel Supplies.	Cabinet Member Decision January 2023	N.A.	N.A.	<p>OFFICER: Nigel Harris, General Manager of Joint Waste Services Tel: 01543 687549, Darren Phillips, Operations Manager</p> <p>CABINET MEMBER: Cabinet Member for Waste & Recycling</p>

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*Medium Term Financial Strategy (Revenue and Capital) 2023-27	No	To approve and recommend to Council: <ul style="list-style-type: none"> • 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	OFFICER: Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012 CABINET MEMBER: 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	OFFICER: Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012 CABINET MEMBER: 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.	<p>OFFICER: Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012, Steve Woods, Revenues and Benefits Manager</p> <p>CABINET MEMBER: Cabinet Member for Finance and Commissioning</p>
Being A Better Council – One Year Review	No		Cabinet 14 Feb 2023	N.A.	N.A.	<p>OFFICER: Simon Fletcher, Chief Executive</p> <p>CABINET MEMBER: Leader of the Council</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 14 Feb 2023	Tamworth Borough Council – Joint Waste Service partner.	Appraisal of procurement options undertaken by Link Treasury Services.	OFFICER: Nigel Harris, General Manager of Joint Waste Services Tel: 01543 687549 CABINET MEMBER: Cabinet Member for Waste & Recycling
*IT Strategy	Yes	Future options for ICT provision.	Cabinet 14 Feb 2023			OFFICER: Christie Tims, Chief Operating Officer Tel: 01543 308100 CABINET MEMBER: 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>OFFICER: Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012, Steve Woods, Revenues and Benefits Manager</p> <p>CABINET MEMBER: 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"> • The MTFS including the Revenue Budget and Capital Programme. • The MRP Policy. • Treasury Management Strategy. • The Council Tax 	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>OFFICER: Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012</p> <p>CABINET MEMBER: Cabinet Member for Finance and Commissioning</p>

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		Resolution.				

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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