

**LICHFIELD DISTRICT  
COUNCIL**

**FORWARD PLAN**

Published: 22.12.2022

Effective for the Period 1 December  
2022 – 30 June 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>
*Incubator Space Phase 3	No	To approve the award of contract for Incubator Space Phase 3.	Cabinet Member Decision Not before 28th Dec 2022	N.A.	N.A.	<p><b>OFFICER:</b> Andrew Rowbotham, Director of Operations / Property Services and Estates Manager</p> <p><b>CABINET MEMBER:</b> 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 January 2023	N/A	N/A	<b>OFFICER:</b> Sarah Carrington, Procurement Manager  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Commissioning
*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.	<b>OFFICER:</b> Nigel Harris, General Manager of Joint Waste Services Tel: 01543 687549, Darren Phillips, Operations Manager  <b>CABINET MEMBER:</b> Cabinet Member for Waste & Recycling
*Supply of Mobile Telephones Connection and Associated Voice	No	Award of contract to supply goods and services.	Cabinet Member Decision February	Replacement and optimisation of existing contract.	Procurement documents	<b>OFFICER:</b> Lizzie Barton, Assistant Director - Customer, Residents

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and Data Services			2023			& Business Services  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Commissioning
Local Council Tax Reduction Scheme Related Write Offs	No	Approve council tax write offs.	Cabinet Member Decision February 2023			<b>OFFICER:</b> Lizzie Barton, Assistant Director - Customer, Residents & Business Services  <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

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						Finance and Commissioning
*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
*Approve New Local Council Tax Reduction Scheme (LCTRS)	No	To note the progress to date on the review.	Cabinet 14 Feb 2023	Residents, Stakeholders and Major Preceptors	Consultation documentation/results and financial modelling.	<b>OFFICER:</b> Lizzie Barton, Assistant Director - Customer, Residents & Business Services, Nicola Begley, Income Manager  <b>CABINET MEMBER:</b>

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						Cabinet Member for Finance and Commissioning
*Review of Communications	No	To consider and determine options and recommendations arising from the review.	Cabinet 14 Feb 2023		Committee Report	<b>OFFICER:</b> Simon Fletcher, Chief Executive  <b>CABINET MEMBER:</b> Leader of the Council
*To Approve a Revised Housing Allocations Scheme	No	To approve the revised Allocations Scheme and delegate authority to the Cabinet member to make future minor amendments.	Cabinet 14 Feb 2023	Consultation taking place with all registered providers that use Lichfield District Homes to advertise social rented homes in the district.	Revised allocations scheme	<b>OFFICER:</b> Lizzie Barton, Assistant Director - Customer, Residents & Business Services, Lucy Robinson, Housing & Wellbeing Manager Tel: 01543 308710  <b>CABINET MEMBER:</b> Cabinet Member for Housing, Ecology and Climate Change

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Public Space Protection Order	No	A PSPO for Burntwood to tackle vehicle related anti social behaviour	Cabinet 14 Feb 2023	The report will bring forward the consultation for members to approve		<b>OFFICER:</b> Christie Tims, Chief Operating Officer Tel: 01543 308100  <b>CABINET MEMBER:</b> Cabinet Member for Community Engagement
*Community Infrastructure Levy (Round 2)	No	To consider the allocation of Community Infrastructure Levy (Round 2).	Cabinet 14 Feb 2023		Cabinet Report	<b>OFFICER:</b> Lizzie Barton, Assistant Director - Customer, Residents & Business Services  <b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Economic Growth and Development
*Funding a New Leisure Centre for the District	No	To consider funding for a new leisure centre for the District.	Cabinet 14 Feb 2023		Cabinet Report	<b>OFFICER:</b> Simon Fletcher, Chief Executive  <b>CABINET MEMBER:</b>

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						Leader of the Council
*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.	<b>OFFICER:</b> Nigel Harris, General Manager of Joint Waste Services Tel: 01543 687549  <b>CABINET MEMBER:</b> Cabinet Member for Waste & Recycling
*Medium Term Financial Strategy (Revenue and Capital) 2023-27* and Council Tax Resolution	No	To approve: <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	Overview and Scrutiny Committee  Audit and Member Standards Committee  Cabinet	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
*Approve New Local	No	To approve the	Council	Residents, Stakeholders	Consultation	<b>OFFICER:</b>

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Council Tax Reduction Scheme (LCTRS)		updated Local Council Tax Support Scheme from 1 April 2023.	28 Feb 2023	and Major Preceptors	documentation/res ults and financial modelling.	Lizzie Barton, Assistant Director - Customer, Residents & Business Services, Nicola Begley, Income Manager  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Commissioning
Being A Better Council - One Year Review	No		Cabinet 7 Mar 2023	N.A.	N.A.	<b>OFFICER:</b> Simon Fletcher, Chief Executive  <b>CABINET MEMBER:</b> Leader of the Council
*Housing pathway Scheme Contract	No	To approve the award of a framework contract for Housing pathway Scheme.	Cabinet Member Decision April 2023	N.A.	N.A.	<b>OFFICER:</b> Lucy Robinson, Housing & Wellbeing Manager Tel: 01543 308710, David Whittaker, Housing Options Manager Tel: 01543 308704

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						<b>CABINET MEMBER:</b> Cabinet Member for Housing, Ecology and Climate Change
*IT Strategy	Yes	Future options for ICT provision.	Cabinet 6 Jun 2023			<b>OFFICER:</b> Christie Tims, Chief Operating Officer Tel: 01543 308100  <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