

**LICHFIELD DISTRICT
COUNCIL**

FORWARD PLAN

Published: 16.02.2023

Effective for the Period 1 February
2023 – 31 July 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⁾
*Printing Services - Council Tax	No	To approve the award of contract for Council Tax Printing Services	Cabinet Member Decision February 2023	N/A	N/A	OFFICER: Sarah Carrington, Procurement Manager CABINET MEMBER: Cabinet Member for Finance and Commissioning

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Local Council Tax Reduction Scheme Related Write Offs	No	Approve council tax write offs.	Cabinet Member Decision February 2023			OFFICER: Lizzie Barton, Assistant Director - Customer, Residents & Business Services CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Changing Places Beacon Park	No	To approve the award of contract for Changing Places Beacon Park.	Cabinet Member Decision Not before 10th Feb 2023	N.A.	N.A.	OFFICER: Andrew Rowbotham, Director of Operations / Property Services and Estates Manager CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Provision of Variable Messaging Signs (VMS)	No	To approve the award of a contract for Variable Messaging Signs with Maintenance	Cabinet Member Decision Not before 27th Feb	N.A.	N.A.	OFFICER: Nathan Fox, Technical Support Officer CABINET MEMBER:

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		Agreement.	2023			Leader of the Council
Medium Term Financial Strategy (Revenue and Capital) 2023-27 and Council Tax Resolution	No	To approve: <ul style="list-style-type: none"> • The MTFS including the Revenue Budget and Capital Programme. • The MRP Policy. • Treasury Management Strategy. • The Council Tax Resolution. 	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.	OFFICER: Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012 CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Approve New Local Council Tax Reduction Scheme (LCTRS)	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.	OFFICER: Lizzie Barton, Assistant Director - Customer, Residents & Business Services, Nicola Begley, Income Manager CABINET MEMBER: Cabinet Member for Finance and Commissioning

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*Local Council Tax Scheme Supporting Policies	No		Cabinet 7 Mar 2023		Cabinet Report	OFFICER: Lizzie Barton, Assistant Director - Customer, Residents & Business Services CABINET MEMBER: Cabinet Member for Finance and Commissioning
Being A Better Council - One Year Review	No		Cabinet 7 Mar 2023	N.A.	N.A.	OFFICER: Simon Fletcher, Chief Executive CABINET MEMBER: Leader of the Council
Staffordshire Sustainability Board, Draft County-wide Carbon Reduction Communications Plan	No	To agree the communications plan, and delivery the strategy.	Cabinet 7 Mar 2023	Ecology team, Communications team, Cabinet member for Housing, Ecology and Climate Change.	Staffordshire Sustainability Board Draft County-wide Carbon Reduction Communications Plan	OFFICER: Kristie Charlesworth, Ecology Officer CABINET MEMBER: Cabinet Member for Housing, Ecology and

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						Climate Change
*Incubator Space Phase 3 First Floor Refurb	No	To approve the award of contract for Incubator Space Phase 3 FF Refurb	Cabinet Member Decision Not before 8th Mar 2023	N.A	N.A	OFFICER: Andrew Rowbotham, Director of Operations / Property Services and Estates Manager CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Supply of Mobile Telephones Connection and Associated Voice and Data Services	No	Award of contract to supply goods and services.	Cabinet Member Decision March 2023	Replacement and optimisation of existing contract.	Procurement documents	OFFICER: Lizzie Barton, Assistant Director - Customer, Residents & Business Services CABINET MEMBER: Cabinet Member for Finance and Commissioning

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*Homelessness Database & Housing Register Software Contract	No	To approve the award of contract for Homelessness Database & Housing Register software.	Cabinet Member Decision Not before 16th Mar 2023	N.A.	N.A.	OFFICER: David Whittaker, Housing Options Manager Tel: 01543 308704 CABINET MEMBER: Cabinet Member for Housing, Ecology and Climate Change
*Leisure Centre Design Consultants (RIBA stages 1-4)	No	To approve the contract award for the next stages for the new leisure centre. This includes all design work up to and including RIBA stage 4.	Cabinet Member Decision Not before 16th Mar 2023	N/A		OFFICER: Martin Gritt, Major Projects CABINET MEMBER: Cabinet Member for Leisure and Parks
*Housing pathway Scheme Contract	No	To approve the award of a framework contract for Housing pathway Scheme.	Cabinet 4 Apr 2023	N.A.	N.A.	OFFICER: David Whittaker, Housing Options Manager Tel: 01543 308704, Lizzie Barton, Assistant Director - Customer, Residents

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						& Business Services CABINET MEMBER: Cabinet Member for Housing, Ecology and Climate Change
Public Space Protection Order	No	A PSPO for Burntwood to tackle vehicle related anti social behaviour	Cabinet 4 Apr 2023	The report will bring forward the consultation for members to approve		OFFICER: Christie Tims, Chief Operating Officer Tel: 01543 308100 CABINET MEMBER: Cabinet Member for Community Engagement
*Corporate Debt Recovery Policy	No	To approve policy	Cabinet 4 Apr 2023	N.A.	Cabinet report	OFFICER: Lizzie Barton, Assistant Director - Customer, Residents & Business Services CABINET MEMBER: Cabinet Member for Finance and Commissioning

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*Empty Homes	No		Cabinet 23 May 2023		Cabinet Report	OFFICER: Lizzie Barton, Assistant Director - Customer, Residents & Business Services CABINET MEMBER: Cabinet Member for Housing, Ecology and Climate Change
*IT Strategy	Yes	Future options for ICT provision.	Cabinet 6 Jun 2023			OFFICER: Christie Tims, Chief Operating Officer Tel: 01543 308100 CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Money Matters 2022/23: Review of the Financial Performance against	No		Cabinet 6 Jun 2023	Overview and Scrutiny Committee	Money Matters Reports for 3, 6 and 8 Months.	OFFICER: Anthony Thomas, Assistant Director, Finance &

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the Financial Strategy April to March 2022						Commissioning Tel: 01543 308012 CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Procurement Matters: 2022/23: Review of the Performance against the Procurement Strategy	No	To note the report and the issues raised on this.	Cabinet 6 Jun 2023	Overview and Scrutiny Committee	Procurement Strategy	OFFICER: Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012 CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Medium Term Financial Strategy (Revenue and Capital)	No	To note the progress on the development of the Medium Term Financial Strategy	Cabinet 4 Jul 2023	Overview and Scrutiny and Committee	Medium Term Financial Strategy Money Matters Report for 3 and 6 Months.	OFFICER: Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012

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						CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Money Matters 2023/24 : Review of the Financial Performance against the Financial Strategy April to June 2023	No	To note the report and the issues raised on this.	Cabinet 5 Sep 2023	Overview and Scrutiny Committee	Medium Term Financial Strategy	OFFICER: Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012 CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Medium Term Financial Strategy (Revenue and Capital)	No	To note the progress on the development of the Medium Term Financial Strategy	Cabinet 3 Oct 2023	Overview and Scrutiny Committee	Medium Term Financial Strategy 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

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						Commissioning
*Money Matters 2023/24 : Review of the Financial Performance against the Financial Strategy April to September 2023	No	To note the report and the issues raised on this.	Cabinet 5 Dec 2023	Overview and Scrutiny Committee	Medium Term Financial Strategy Money Matters Report for 3 Months.	OFFICER: Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012 CABINET MEMBER: 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