

**LICHFIELD DISTRICT  
COUNCIL**

**FORWARD PLAN**

Published: 12.04.2023

Effective for the Period 1 April 2023 –  
31 August 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

<b>MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) <sup>(1)(*)</sup></b>	<b>CONFIDENTIAL YES/NO <sup>(8)</sup></b>	<b>DECISION EXPECTED TO UNDERTAKE <sup>(2)</sup></b>	<b>DECISION TO BE TAKEN BY AND DATE <sup>(3)(6)</sup></b>	<b>CONSULTATION <sup>(4)</sup> INCLUDING CONSULTATION WITH OVERVIEW &amp; SCRUTINY (If no consultation has been undertaken please briefly explain why)</b>	<b>DOCUMENTS AVAILABLE</b>	<b>CONTACT OFFICER/CABINET MEMBER <sup>(7)</sup></b>
*Provision of Variable Messaging Signs (VMS)	No	To approve the award of a contract for Variable Messaging Signs with Maintenance Agreement.	Cabinet Member Decision April 2023	N.A.	N.A.	<b>OFFICER:</b> Nathan Fox, Technical Support Officer  <b>CABINET MEMBER:</b> Leader of the Council

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MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) <sup>(1)(*)</sup>	CONFIDENTIAL YES(EXEMPT)/ NO(OPEN) <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 First Floor Refurb	No	To approve the award of contract for Incubator Space Phase 3 FF Refurb	Cabinet Member Decision April 2023	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
*Supply of Mobile Telephones Connection and Associated Voice and Data Services	No	Award of contract to supply goods and services.	Cabinet Member Decision April 2023	Replacement and optimisation of existing contract.	Procurement documents	<b>OFFICER:</b> Kerry Dove, Chief Operating Officer  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Commissioning
*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	Cabinet Member Decision April 2023	N/A		<b>OFFICER:</b> Martin Gritt, Major Projects  <b>CABINET MEMBER:</b> Cabinet Member for

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		and including RIBA stage 4.				Leisure, Parks, Waste & Recycling
*Money Matters 2022/23: Review of the Financial Performance against the Financial Strategy April to March 2022	No		Cabinet 6 Jun 2023	Overview and Scrutiny Committee	Money Matters Reports 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
*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	<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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*Joint Venture LLP with Evolve - Phase 1B	No	To consider proposals for phase 1B of the joint venture with Evolve.	Cabinet 6 Jun 2023		Cabinet Report	<b>OFFICER:</b> Simon Fletcher, Chief Executive  <b>CABINET MEMBER:</b> Leader of the Council
*Corporate Debt Recovery Policy	No	To approve policy	Cabinet 6 Jun 2023	N.A.	Cabinet Report	<b>OFFICER:</b> Lizzie Barton, Assistant Director - Customer, Residents & Business Services  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Commissioning
*Empty Homes	No		Cabinet 6 Jun 2023		Cabinet Report	<b>OFFICER:</b> Lizzie Barton, Assistant Director - Customer, Residents & Business Services  <b>CABINET MEMBER:</b> Cabinet Member for

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						Housing, Ecology and Climate Change
*IT Strategy	Yes	Future options for ICT provision.	Cabinet 6 Jun 2023			<b>OFFICER:</b> Christie Tims, Assistant Director Operations, Regulation and Enforcement Tel: 01543 308100  <b>CABINET MEMBER:</b> 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.	<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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*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	<b>OFFICER:</b> Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012  <b>CABINET MEMBER:</b> 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.	<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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*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.	<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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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