

**LICHFIELD DISTRICT
COUNCIL**

FORWARD PLAN

Published: 20.6.2023

Effective for the Period 1 June 2023 –
31 October 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⁾
*Provision of Variable Messaging Signs (VMS)	No	To approve the award of a contract for Variable Messaging Signs with Maintenance Agreement.	Cabinet Member Decision June 2023	N.A.	N.A.	OFFICER: Nathan Fox, Technical Support Officer CABINET MEMBER: Leader of the Council
Ground Floor Hot Desk Kitchenette and	No	To approve the award of contract for	Cabinet Member	N.A.		OFFICER: Andrew Rowbotham,

* DENOTES KEY DECISION

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ^{(1)(*)}	CONFIDENTIAL YES(EXEMPT)/ NO(OPEN) ⁽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⁾
WC		Ground Floor Hot Desk Kitchenette and WC.	Decision 2 Jun 2023			Director of Operations / Property Services and Estates Manager CABINET MEMBER: Cabinet Member for Finance and Commissioning
LDC-319 CCTV Upgrade Works District Council House	No	To approve the award of contract for CCTV Upgrade Works District Council House.	Cabinet Member Decision June 2023	N.A.	N.A.	OFFICER: Andrew Rowbotham, Director of Operations / Property Services and Estates Manager CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Tree surgeon works in Lichfield District Parks and Open Spaces	No	To approve the award of a framework for contracting tree surgeons to call off for District Council Parks and Open Spaces	Cabinet Member Decision Not before 9th Jun 2023			OFFICER: Lyn Hammant, Historic Parks Manager CABINET MEMBER: Cabinet Member for Leisure, Parks, Waste

* DENOTES KEY DECISION

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ^{(1)(*)}	CONFIDENTIAL YES(EXEMPT)/ NO(OPEN) ⁽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⁾
						& Recycling
*Car Park Overflow	No	Approve the award of contract for District Council House: Car Park Overflow.	Cabinet Member Decision 26 Jun 2023	N.A.	N.A.	OFFICER: Andrew Rowbotham, Director of Operations / Property Services and Estates Manager CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Fire Strategy and System Upgrade	No	To approve the award of contract for District Council House: Fire Strategy and System Upgrade.	Cabinet Member Decision 26 Jun 2023	N.A.	N.A.	OFFICER: Andrew Rowbotham, Director of Operations / Property Services and Estates Manager CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Procurement Matters: 2022/23:	No	To note the report and the issues raised	Cabinet 27 Jun 2023	Overview and Scrutiny Committee	Procurement	OFFICER: Anthony Thomas,

* DENOTES KEY DECISION

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ^{(1)(*)}	CONFIDENTIAL YES(EXEMPT)/ NO(OPEN) ⁽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⁾
Review of the Performance against the Procurement Strategy		on this.			Strategy	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 March 2022	No		Cabinet 27 Jun 2023	Overview and Scrutiny Committee	Money Matters Reports for 3, 6 and 8 Months.	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 27 Jun 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:

* DENOTES KEY DECISION

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ^{(1)(*)}	CONFIDENTIAL YES(EXEMPT)/ NO(OPEN) ⁽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⁾
						01543 308012 CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Joint Venture LLP with Evolve - Phase 1B	No	To consider proposals for phase 1B of the joint venture with Evolve.	Cabinet 27 Jun 2023		Cabinet Report	OFFICER: Simon Fletcher, Chief Executive CABINET MEMBER: Leader of the Council
*Joint Venture LLP with Evolve - Phase 1B	No	To consider proposals for phase 1B of the joint venture with Evolve.	Council 11 Jul 2023			OFFICER: Chief Executive CABINET MEMBER: Leader of the Council
*Business Rates Pilot	No		Cabinet Member Decision Not before 12th Jul 2023			OFFICER: Lizzie Barton, Assistant Director - Customer, Residents & Business Services

* DENOTES KEY DECISION

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ^{(1)(*)}	CONFIDENTIAL YES(EXEMPT)/ NO(OPEN) ⁽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⁾
						CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Local Plan Update	No		Cabinet 18 Jul 2023		Cabinet Report	OFFICER: Lucy Robinson, Housing & Wellbeing Manager Tel: 01543 308710 CABINET MEMBER: Cabinet Member for Housing & Local Plan
*Review of Fees & Charges	No		Cabinet 18 Jul 2023	N.A.	Cabinet Report	OFFICER: Assistant Director - Operations, Regulation and Enforcement CABINET MEMBER: Leader of the Council
*Council Tax Reduction Scheme	No		Cabinet 5 Sep 2023		Cabinet Report	OFFICER: Lizzie Barton,

* DENOTES KEY DECISION

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ^{(1)(*)}	CONFIDENTIAL YES(EXEMPT)/ NO(OPEN) ⁽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⁾
as a Discount						Assistant Director - Customer, Residents & Business Services CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Planning Service Transformation	No		Cabinet 5 Sep 2023		Cabinet Report	OFFICER: Lizzie Barton, Assistant Director - Customer, Residents & Business Services CABINET MEMBER: Cabinet Member for Housing & Local Plan
*44 Bore Street Refurbishment	No	To approve the award of contract for 44 Bore Street refurb.	Cabinet Member Decision July 2023	N.A.	N.A.	OFFICER: Andrew Rowbotham, Director of Operations / Property Services and Estates Manager CABINET MEMBER: Cabinet Member for

* DENOTES KEY DECISION

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ^{(1)(*)}	CONFIDENTIAL YES(EXEMPT)/ NO(OPEN) ⁽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⁾
						Finance and Commissioning
*Provision of Parking Enforcement services	No	To approve the award of a contract for Parking Enforcement services to cover off street parking places.	Cabinet Member Decision 16 Aug 2023	N.A.	N.A.	OFFICER: Nathan Fox, Technical Support Officer CABINET MEMBER: Cabinet Member for High Streets & Visitor Economy
LWMTS Annual Report	No		Cabinet 5 Sep 2023	N.A.	Cabinet Report	OFFICER: Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012 CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Money Matters 2023/24 : Review of	No	To note the report and the issues raised	Cabinet 5 Sep 2023	Overview and Scrutiny Committee	Medium Term	OFFICER: Anthony Thomas,

* DENOTES KEY DECISION

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ^{(1)(*)}	CONFIDENTIAL YES(EXEMPT)/ NO(OPEN) ⁽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⁾
the Financial Performance against the Financial Strategy April to June 2023		on this.			Financial Strategy	Assistant Director, Finance & Commissioning Tel: 01543 308012 CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Empty Homes	No		Cabinet 5 Sep 2023		Cabinet Report	OFFICER: Lizzie Barton, Assistant Director - Customer, Residents & Business Services CABINET MEMBER: Cabinet Member for Housing, Ecology and Climate Change
*Corporate Debt Recovery Policy	No	To approve policy	Cabinet 5 Sep 2023	N.A.	Cabinet report	OFFICER: Lizzie Barton, Assistant Director - Customer, Residents & Business Services

* DENOTES KEY DECISION

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ^{(1)(*)}	CONFIDENTIAL YES(EXEMPT)/ NO(OPEN) ⁽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⁾
						CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Lichfield District Design Code Supplementary Planning Document	No	To approve a draft version of the Lichfield District Design Code Supplementary Planning Document for statutory consultation.	Cabinet 5 Sep 2023	N.A.	Cabinet Report	OFFICER: Lucy Robinson, Housing & Wellbeing Manager Tel: 01543 308710 CABINET MEMBER: Cabinet Member for Housing & Local Plan
*Supply of Mobile Telephones Connection and Associated Voice and Data Services	No	Award of contract to supply goods and services.	Cabinet Member Decision September 2023	Replacement and optimisation of existing contract.	Procurement documents	OFFICER: Kerry Dove, Chief Operating Officer CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Medium Term Financial Strategy	No	To note the progress on the development	Cabinet 3 Oct 2023	Overview and Scrutiny Committee	Medium Term	OFFICER: Anthony Thomas,

* DENOTES KEY DECISION

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ^{(1)(*)}	CONFIDENTIAL YES(EXEMPT)/ NO(OPEN) ⁽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⁾
(Revenue and Capital)		of the Medium Term Financial Strategy			Financial Strategy Money Matters Report for 3 and 6 Months.	Assistant Director, Finance & Commissioning Tel: 01543 308012 CABINET MEMBER: Cabinet Member for Finance and 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

* DENOTES KEY DECISION

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