

**LICHFIELD DISTRICT
COUNCIL**

FORWARD PLAN

Published: 29.08.2023

Effective for the Period 1 August 2023
– 31 December 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⁾
*Fees and Charges Review	No	To review fees & charges of car parks.	Cabinet Member Decision August 2023			<p>OFFICER: Assistant Director - Operations, Regulation and Enforcement</p> <p>CABINET MEMBER: Cabinet Member for High Streets & Visitor Economy</p>

* 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⁾
*Business Rates Pilot	No		Cabinet Member Decision Not before 12th Jul 2023			OFFICER: Lizzie Barton, Assistant Director - Customer, Residents & Business Services 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 August 2023			OFFICER: Lyn Hammant, Historic Parks Manager CABINET MEMBER: Cabinet Member for Leisure, Parks, Waste & Recycling
*Fire Strategy and System Upgrade	No	To approve the award of contract for District Council House: Fire Strategy and System	Cabinet Member Decision August 2023	N.A.	N.A.	OFFICER: Andrew Rowbotham, Director of Operations / Property Services and Estates Manager

* 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⁾
		Upgrade.				CABINET MEMBER: Cabinet Member for Finance and Commissioning
*44 Bore Street Refurbishment	No	To approve the award of contract for 44 Bore Street refurb.	Cabinet Member Decision August 2023	N.A.	N.A.	OFFICER: Andrew Rowbotham, Director of Operations / Property Services and Estates Manager CABINET MEMBER: Cabinet Member for Finance and Commissioning
The Amendment of an Experimental Traffic Regulation Order for the Pedestrianisation of Lichfield City Centre	No	Consultation with members of the public and businesses has been on-going, by continuously assessing the trial's impact, we aim to enhance the scheme's	Cabinet Member Decision August 2023			OFFICER: Martin Gritt, Major Projects CABINET MEMBER: Cabinet Member for High Streets & Visitor Economy

* 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⁾
		effectiveness and contribute to the creation of a safe, prosperous, and vibrant city centre.				
*Car Park Overflow	No	Approve the award of contract for District Council House: Car Park Overflow.	Cabinet Member Decision August 2023	N.A.	N.A.	OFFICER: Andrew Rowbotham, Director of Operations / Property Services and Estates Manager CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Emergency B&B Accommodation	No	To approve the award of a framework for Emergency B&B Accommodation.	Cabinet Member Decision August 2023	N.A.	N.A.	OFFICER: Lizzie Barton, Assistant Director - Customer, Residents & Business Services CABINET MEMBER: Cabinet Member for Housing & Local Plan

* 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⁾
*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
*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
*Council Tax Reduction Scheme as a Discount	No		Cabinet 5 Sep 2023		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
*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
*Local Plan Update	No		Cabinet 5 Sep 2023		Cabinet Report	OFFICER: Lucy Robinson, Housing & Wellbeing Manager Tel: 01543 308710 CABINET MEMBER: Cabinet Member for Housing & Local Plan
*District Council	No	To approve the go	Cabinet	N.A.		OFFICER:

* 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⁾
House: 44 Bore Street Fit Out		ahead of the fit out of 44 Bore Street.	Member Decision 6 Sep 2023			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 September 2023	Replacement and optimisation of existing contract.	Procurement documents	OFFICER: Kerry Dove, Chief Operating Officer CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Northgate Revenues & Benefits System Database Support	No	Database support for existing contract.	Cabinet Member Decision Not before 26th Sep 2023	N.A.	N.A.	OFFICER: Nicola Begley, Income Manager CABINET MEMBER: Cabinet Member for Finance and Commissioning

* 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⁾
*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 Commissioning
LWMTS Annual Report	No		Cabinet 3 Oct 2023	N.A.	Cabinet Report	OFFICER: Simon Fletcher, Chief Executive CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Interim Policy NR3: Biodiversity, Protected Species & their Habitats	No	Interim policy to replace exiting NR3.	Cabinet 3 Oct 2023	Chief Executive, Policy and Strategy, Cabinet Member for Waste, Recycling, Ecology &	Cabinet Report, Interim policy (appendix)	OFFICER: Kristie Charlesworth, Ecology Officer

* 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⁾
				Climate Change		CABINET MEMBER: Cabinet Member for Waste, Recycling, Ecology & Climate Change
*Local Plan Update	No		Council 17 Oct 2023			OFFICER: Lucy Robinson, Housing & Wellbeing Manager Tel: 01543 308710 CABINET MEMBER: Cabinet Member for Housing & Local Plan
*Empty Homes	No		Cabinet 7 Nov 2023		Cabinet Report	OFFICER: Lizzie Barton, Assistant Director - Customer, Residents & Business Services CABINET MEMBER: Cabinet Member for Housing, Ecology and Climate Change

* 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⁾
*Corporate Debt Recovery Policy	No	To approve policy	Cabinet 7 Nov 2023	N.A.	Cabinet report	OFFICER: Lizzie Barton, Assistant Director - Customer, Residents & Business Services 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
*Lichfield District Design Code Supplementary	No	To approve a draft version of the Lichfield District	Cabinet 16 Jan 2024	N.A.	Cabinet Report	OFFICER: Lucy Robinson, Housing & Wellbeing

* 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⁾
Planning Document		Design Code Supplementary Planning Document for statutory consultation.				Manager Tel: 01543 308710 CABINET MEMBER: Cabinet Member for Housing & Local Plan

* 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