

**LICHFIELD DISTRICT
COUNCIL**

FORWARD PLAN

Published: 26.09.2023

Effective for the Period 1 September
2023 – 31 January 2024

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 September 2023			<p>OFFICER: Assistant Director - Operations, Regulation and Enforcement</p> <p>CABINET MEMBER: Cabinet Member for High Streets & Visitor Economy</p>

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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⁾
*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 September 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 Upgrade.	Cabinet Member Decision September 2023	N.A.	N.A.	OFFICER: Andrew Rowbotham, Director of Operations / Property Services and Estates Manager 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 September 2023	N.A.	N.A.	OFFICER: Andrew Rowbotham, Director of Operations / Property Services and Estates Manager

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						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 effectiveness and contribute to the creation of a safe, prosperous, and vibrant city centre.	Cabinet Member Decision September 2023			OFFICER: Martin Gritt, Major Projects CABINET MEMBER: Cabinet Member for High Streets & Visitor Economy
*Car Park Overflow	No	Approve the award of contract for District Council House: Car Park Overflow.	Cabinet Member Decision September 2023	N.A.	N.A.	OFFICER: Andrew Rowbotham, Director of Operations / Property Services and Estates Manager

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						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 September 2023	N.A.	N.A.	OFFICER: Lizzie Barton, Assistant Director - Customer, Residents & Business Services CABINET MEMBER: Cabinet Member for Housing & Local Plan
*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 September 2023	N.A.	N.A.	OFFICER: Nathan Fox, Technical Support Officer CABINET MEMBER: Cabinet Member for High Streets & Visitor Economy
*District Council House: 44 Bore	No	To approve the go ahead of the fit out of	Cabinet Member	N.A.		OFFICER: Andrew Rowbotham,

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Street Fit Out		44 Bore Street.	Decision 6 Sep 2023			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
*Medium Term Financial Strategy (Revenue and Capital)	No	To note the progress on the development of the Medium Term Financial Strategy	Cabinet 10 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

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						Finance and Commissioning
LWMTS Annual Report	No		Cabinet 10 Oct 2023	N.A.	Cabinet Report	OFFICER: Simon Fletcher, Chief Executive CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Community and Voluntary Sector Funding 2024 - 2027	No	The report seeks approval of the prospectus for Voluntary and Community Sector Funding 2024-2027.	Cabinet 10 Oct 2023			OFFICER: Kerry Dove, Chief Operating Officer, Lucy Robinson, Housing & Wellbeing Manager Tel: 01543 308710 CABINET MEMBER: Cabinet Member for Community Engagement
*Local Plan Update	No		Council			OFFICER:

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			17 Oct 2023			<p>Lucy Robinson, Housing & Wellbeing Manager Tel: 01543 308710</p> <p>CABINET MEMBER: Cabinet Member for Housing & Local Plan</p>
*District Council House: Planning & Development of Streethay Community Centre	No	To approve the award of contract for District Council House: Streethay Community Centre Development.	Cabinet Member Decision Not before 8th Oct 2023			<p>OFFICER: Andrew Rowbotham, Director of Operations / Property Services and Estates Manager</p> <p>CABINET MEMBER: Cabinet Member for Finance and Commissioning</p>
*Staff Private Health Insurance	No	Approve the award of contract for staff private health insurance.	Leader of the Council Not before 13th Oct 2023	N.A.	Council Paper – https://democracy.lichfielddc.gov.uk/documents/s16606/Updated%20Pay%20Policy%20St	<p>OFFICER: Kerry Dove, Chief Operating Officer</p> <p>CABINET MEMBER:</p>

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					atement%20Full%20Council%20Report%20July%202023%20v2.pdf	
*Tennis Court Resurfacing and Padel Court Installation at Burntwood Leisure Centre	No	Request approval to resurface the existing tennis court at Burntwood Leisure Centre using funding allocated to additional sports activities. Installation of Padel board activity at Burntwood Leisure Centre.	Cabinet Member Decision Not before 24th Oct 2023			OFFICER: Andrew Rowbotham, Director of Operations / Property Services and Estates Manager CABINET MEMBER: Deputy Leader and Cabinet Member for Leisure, Parks & Major Projects
*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

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*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
*Interim Policy NR3: Biodiversity, Protected Species & their Habitats	No	Interim policy to replace exiting NR3.	Cabinet 7 Nov 2023	Chief Executive, Policy and Strategy, Cabinet Member for Waste, Recycling, Ecology & Climate Change	Cabinet Report, Interim policy (appendix)	OFFICER: Kristie Charlesworth, Ecology Officer CABINET MEMBER: Cabinet Member for Waste, Recycling, Ecology & Climate Change
*Money Matters 2023/24 : Review of the Financial Performance against	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	OFFICER: Anthony Thomas, Assistant Director, Finance &

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the Financial Strategy April to September 2023					Months.	Commissioning Tel: 01543 308012 CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Calculation of Business Rates 2024/25, Council Tax Base for 2023/24 and the projected Collection Funded Surplus / Deficit for 2023/24	No	-To approve the calculation of the Council Taxbase for 2024/25 -To delegate authority to the Cabinet Member and Chief Financial Officer to complete and certify the NNDR1 for 2024/25 on behalf of the Council. -To note the projected Council Tax and Business Rates Collection Fund surplus or deficit for 2023/24.	Cabinet 5 Dec 2023		<ul style="list-style-type: none"> •Local Government Acts 1988, 1992 and 2003 •Local Authorities (Calculation of Council Taxbase) Regulations 1992 •Money Matters Reports 	OFFICER: Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012 CABINET MEMBER: Cabinet Member for Finance and Commissioning

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*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 16 Jan 2024	N.A.	Cabinet Report	OFFICER: Lucy Robinson, Housing & Wellbeing Manager Tel: 01543 308710 CABINET MEMBER: Cabinet Member for Housing & Local Plan
*Money Matters 2023/24 : Review of the Financial Performance against the Financial Strategy April to November 2023	No	To note the report and the issues raised on this.	Cabinet 6 Feb 2024	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
*Medium Term Financial Strategy (Revenue and Capital)	No	To approve and recommend to Council: -The MTFs including the Revenue Budget	Cabinet 6 Feb 2024	Overview & Scrutiny Committee - Jan 2024 Audit & Member Standards Committee - Feb 2024	Medium Term Financial Strategy Money Matters Report for 3, 6 and 8 Months.	OFFICER: Anthony Thomas, Assistant Director, Finance & Commissioning Tel:

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		and Capital Programme. -The MRP Policy. -Treasury Management Strategy. -Prudential Indicators.				01543 308012 CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Medium Term Financial Strategy (Revenue and Capital) * and Council Tax Resolution	No	To approve: -The MTFS including the Revenue Budget and Capital Programme. -The MRP Policy. -Treasury Management Strategy. -The Council Tax Resolution.	Council 27 Feb 2024	Overview & Scrutiny Committee Audit & Member Standards Committee Cabinet	Medium Term Financial Strategy 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

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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