

**LICHFIELD DISTRICT
COUNCIL**

FORWARD PLAN

Published: 27.12.2023

Effective for the Period 1 December
2023 – 30 April 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⁾
*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	Cabinet Member Decision Not before 24th Oct 2023			<p>OFFICER: Andrew Rowbotham, Director of Operations / Property Services and Estates Manager</p> <p>CABINET MEMBER: Deputy Leader and Cabinet Member for Leisure, Parks & Major</p>

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		Leisure Centre.				Projects
*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 November 2023	N.A.	N.A.	OFFICER: Nathan Fox, Technical Support Officer CABINET MEMBER: Cabinet Member for High Streets & Visitor Economy
*Supply of Mobile Telephones Connection and Associated Voice and Data Services	No	Award of contract to supply goods and services.	Cabinet Member Decision November 2023	Replacement and optimisation of existing contract.	Procurement documents	OFFICER: Kerry Dove, Chief Operating Officer CABINET MEMBER: Cabinet Member for Finance and Commissioning
Update to the CCTV Code of Practice/approval of Body Worn Video Procedure	No	To approve updates to the CCTV Code of Practice & approve a Body Worn Video Procedure.	Cabinet Member Decision 24 Nov 2023			OFFICER: James Johnson, Regulation & Enforcement Manager, Christie Tims, Assistant Director

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						Operations, Regulation and Enforcement Tel: 01543 308100 CABINET MEMBER: Cabinet Member for Community Engagement
*District Council House: 36a Bore Street	No	To approve the award of contract for conversion works to 36a Bore Street.	Cabinet Member Decision 21 Dec 2023	N.A.	N.A.	OFFICER: Andrew Rowbotham, Director of Operations / Property Services and Estates Manager CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Staff Private Health Insurance	No	Approve the award of contract for staff private health insurance.	Cabinet Member Decision January 2024	N.A.	Council Paper – https://democracy.lichfielddc.gov.uk/documents/s16606/Updated%20Pay%20Policy%20St	OFFICER: Kerry Dove, Chief Operating Officer CABINET MEMBER: Leader of the Council

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					atement%20Full%20Council%20Report%20July%202023%20v2.pdf	
*Birmingham Road multi-storey car park demolition and associated works	No	To approve the award of a contract for the demolition of Birmingham Road multi-storey car park and associated landscaping works (with an option to include demolition of retail units associated with BRS cinema development).	Cabinet Member Decision January 2024	N.A.	N.A.	<p>OFFICER: Karen Higgins, Projects Officer, John Smith, LOPS Business Development Manager Tel: 01543 308016</p> <p>CABINET MEMBER: Deputy Leader and Cabinet Member for Leisure, Parks & Major Projects</p>
*District Council House: LWMTS DFG Framework	No	To approve the award of LWMTS Framework.	Cabinet Member Decision January 2024			<p>OFFICER: Andrew Rowbotham, Director of Operations / Property Services and Estates Manager</p> <p>CABINET MEMBER: Cabinet Member for Finance and</p>

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						Commissioning
*Modern Democracy	No	To introduce a digital Poll Clerk system for elections	Cabinet Member Decision February 2024			OFFICER: Christine Lewis, Elections and Democratic Manager Tel: 01543 308065 CABINET MEMBER: Leader of the Council
*Fire Strategy and System Upgrade	No	To approve the award of contract for District Council House: Fire Strategy and System Upgrade.	Cabinet Member Decision February 2024	N.A.	N.A.	OFFICER: Andrew Rowbotham, Director of Operations / Property Services and Estates Manager CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Money Matters 2023/24 : Review of the Financial Performance against	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	OFFICER: Anthony Thomas, Assistant Director, Finance &

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the Financial Strategy April to November 2023					Months.	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 and Capital Programme. -The MRP Policy. -Treasury Management Strategy. -Prudential Indicators.	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: 01543 308012 CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Corporate Debt Recovery Policy	No	To approve policy	Cabinet 6 Feb 2024	N.A.	Cabinet report	OFFICER: Lizzie Barton, Assistant Director - Customer, Residents & Business Services

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						CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Empty Homes	No		Cabinet 6 Feb 2024		Cabinet Report	OFFICER: Lizzie Barton, Assistant Director - Customer, Residents & Business Services CABINET MEMBER: Cabinet Member for Housing, Ecology and Climate Change
Fees & Charges - Parks & Operations	No	Updated park and operational services charges	Cabinet 6 Feb 2024	Fees and charges setting with member consultation /MDN		OFFICER: Christie Tims, Assistant Director Operations, Regulation and Enforcement Tel: 01543 308100 CABINET MEMBER: Deputy Leader and Cabinet Member for

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						Leisure, Parks & Major Projects
*Interim Policy NR3: Biodiversity, Protected Species & their Habitats	No	Interim policy to replace exiting NR3.	Cabinet 6 Feb 2024	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
*A Cinema For Lichfield District	Yes	To consider tenancy options.	Cabinet 6 Feb 2024 Council 27 Feb 2024			OFFICER: Simon Fletcher, Chief Executive CABINET MEMBER: Leader of the Council
*CCTV monitoring options	Yes	Report on options for CCTV monitoring support with Three Spires Shopping Centre	Cabinet 6 Feb 2024			OFFICER: Christie Tims, Assistant Director Operations, Regulation and

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						Enforcement Tel: 01543 308100 CABINET MEMBER: Cabinet Member for Community Engagement, Councillor Richard Cox
*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
*District Council House: Planning & Development of Streethay Community Centre	No	To approve the award of contract for District Council House: Streethay Community Centre	Cabinet Member Decision March 2024			OFFICER: Andrew Rowbotham, Director of Operations / Property Services and Estates Manager

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		Development.				CABINET MEMBER: Cabinet Member for Finance and Commissioning
Local Plan Update	No	To provide cabinet with an update in respect of the preparation of new local plan for the district including approval of a time table for the plans progression.	Cabinet 5 Mar 2024			OFFICER: Lucy Robinson, Housing & Wellbeing Manager Tel: 01543 308710 CABINET MEMBER: Cabinet Member for Housing & Local Plan
*Governance of Planning Obligations - Strategic Infrastructure Group and Allocation of Community Infrastructure Levy	No	Approval of updated processes and structures for the governance and allocation of the Community Infrastructure Levy and other planning obligations.	Cabinet 5 Mar 2024			OFFICER: Kerry Dove, Chief Operating Officer, Lucy Robinson, Housing & Wellbeing Manager Tel: 01543 308710 CABINET MEMBER: Cabinet Member for Housing & Local Plan

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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 5 Mar 2024	N.A.	Cabinet Report	OFFICER: Lucy Robinson, Housing & Wellbeing Manager Tel: 01543 308710 CABINET MEMBER: Cabinet Member for Housing & Local Plan
*Future of the Building Control Partnership	Yes	The Central Building Control Partnership hosted by Lichfield district Council was developed on a 5 year business plan 4 and half years ago. This paper will explore options for the future funding and development of the partnership.	Cabinet 5 Mar 2024			OFFICER: Christie Tims, Assistant Director Operations, Regulation and Enforcement Tel: 01543 308100 CABINET MEMBER: Cabinet Member for Housing & Local Plan
*Street Works Permit Scheme for Lichfield District	No	To consider a proposed scheme.	Cabinet 5 March 2024			OFFICER: Simon Fletcher, Chief Executive

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			Council 16 Apr 2024			CABINET MEMBER: Leader of the Council
*Fleet Procurement	Yes	Plan and specification for the LDC fleet contract commencing 2025.	Cabinet 5 Mar 2024	JWS		OFFICER: Christie Tims, Assistant Director Operations, Regulation and Enforcement Tel: 01543 308100 CABINET MEMBER: Cabinet Member for Waste, Recycling, Ecology & Climate Change
Disabled Facilities Grants Year 1 Review	No		Cabinet 9 Apr 2024	N.A.	Cabinet report	OFFICER: Lizzie Barton, Assistant Director - Customer, Residents & Business Services CABINET MEMBER: Cabinet Member for Housing & Local Plan

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*Lichfield District 2050 Strategy	No	Note the results of the consultation on the draft Strategy and amendments made to the Strategy. Endorse the final Lichfield District 2050 Strategy and recommend its adoption by Full Council.	Cabinet 9 Apr 2024			OFFICER: Kerry Dove, Chief Operating Officer CABINET MEMBER: Leader of the Council
*Emergency B&B Accommodation	No	To approve the award of a framework for Emergency B&B Accommodation.	Cabinet Member Decision April 2024	N.A.	N.A.	OFFICER: Lizzie Barton, Assistant Director - Customer, Residents & Business Services CABINET MEMBER: Cabinet Member for Housing & Local Plan

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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