

**LICHFIELD DISTRICT
COUNCIL**

FORWARD PLAN

Published: 30.01.2024

Effective for the Period 1 January 2024
– 31 May 2024

Representations in respect of all the matters shown should be sent in writing to Governance 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 listed below.
Telephone: 01543 308000**

- Key decisions are:
1. A decision made in connection with setting the Council Tax
 2. Expenditure or savings if they exceed £150,000
 3. A decision which significantly affects the community in two or more wards
 4. The acceptance of additional income over £150,000 will be a key decision where there are significant resource implications/obligations for the Council (as determined by the Section 151 Officer).

| 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 Parking Enforcement services | No | To approve the award of a contract for Parking Enforcement services to cover off street parking places. | Cabinet Member Decision January 2024 | N.A. | N.A. | OFFICER: Nathan Fox, Technical Support Officer CABINET MEMBER: Cabinet Member for High Streets & Visitor Economy |

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|---|---|--|--|---|-----------------------|---|
| *Supply of Mobile Telephones Connection and Associated Voice and Data Services | No | Award of contract to supply goods and services. | Cabinet Member Decision January 2024 | 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 January 2024 | | | OFFICER: James Johnson, Regulation & Enforcement Manager, Christie Tims, Assistant Director Operations, Regulation and Enforcement Tel: 01543 308100 CABINET MEMBER: Cabinet Member for Community Engagement |
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|---|---|--|--|---|---|--|
| *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%20Statement%20Full%20Council%20Report%20July%202023%20v2.pdf | OFFICER: Kerry Dove, Chief Operating Officer CABINET MEMBER: Leader of the Council |
| *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. | OFFICER: Karen Higgins, Projects Officer, John Smith, LOPS Business Development Manager Tel: 01543 308016 CABINET MEMBER: Deputy Leader and Cabinet Member for Leisure, Parks & Major Projects |
| *District Council House: LWMTS DFG Framework | No | To approve the award of LWMTS Framework. | Cabinet Member Decision | | | OFFICER: Andrew Rowbotham, Director of Operations |

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|---|---|---|--|---|---------------------|---|
| | | | January 2024 | | | / Property Services and Estates Manager CABINET MEMBER: Cabinet Member for Finance and Commissioning |
| *District Council House: 36a Bore Street | No | To approve the award of contract for conversion works to 36a Bore Street. | Cabinet Member Decision 30 Jan 2024 | N.A. | N.A. | OFFICER: Andrew Rowbotham, Director of Operations / Property Services and Estates Manager CABINET MEMBER: Cabinet Member for Finance and Commissioning |
| *Modern Democracy | No | To introduce a digital Poll Clerk system for elections | Cabinet Member Decision 6 Feb 2024 | | | OFFICER: Christine Lewis, Elections and Democratic Manager Tel: 01543 308065 CABINET MEMBER: Leader of the Council |

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|--|---|--|--|---|---|--|
| *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 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 | No | To approve and recommend to | Cabinet 6 Feb 2024 | Overview & Scrutiny Committee - Jan 2024 | Medium Term | OFFICER: Anthony Thomas, |

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|---|---|--|--|---|--|--|
| (Revenue and Capital) | | Council: -The MTFS including the Revenue Budget and Capital Programme. -The MRP Policy. -Treasury Management Strategy. -Prudential Indicators. | | Audit & Member Standards Committee - Feb 2024 | Financial Strategy Money Matters Report for 3, 6 and 8 Months. | Assistant Director, Finance & Commissioning Tel: 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 |
| Fees & Charges - Parks & Operations | No | Updated park and operational services charges | Cabinet Member Decision February | Fees and charges setting with member consultation /MDN | | OFFICER: Christie Tims, Assistant Director Operations, |

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|---|---|--|--|---|---------------------|--|
| | | | 2024 | | | Regulation and Enforcement Tel: 01543 308100 CABINET MEMBER: Deputy Leader and Cabinet Member for Leisure, Parks & Major Projects |
| Empty Homes Policy | No | Approve amendments to the council's empty homes policy. | Cabinet 5 Mar 2024 | | | OFFICER: Lizzie Barton, Assistant Director - Customer, Residents & Business Services CABINET MEMBER: Cabinet Member for Housing & Local Plan |
| Nationality Non-Domestic Rates Discretionary Policy | No | Approve amendments to the council's business rates discretionary policy. | Cabinet 5 Mar 2024 | | | OFFICER: Lizzie Barton, Assistant Director - Customer, Residents & Business Services CABINET MEMBER: |

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|---|---|--|--|---|---|---|
| | | | | | | Cabinet Member for Finance and Commissioning |
| *Interim Policy NR3: Biodiversity, Protected Species & their Habitats | No | Interim policy to replace exiting NR3. | Cabinet 5 Mar 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 |
| 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 | No | Approval of updated processes and | Cabinet 5 Mar 2024 | | | OFFICER: Kerry Dove, Chief |

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|---|---|---|---|---|---------------------|---|
| - Strategic Infrastructure Group and Allocation of Community Infrastructure Levy | | structures for the governance and allocation of the Community Infrastructure Levy and other planning obligations. | | | | Operating Officer, Lucy Robinson, Housing & Wellbeing Manager Tel: 01543 308710 CABINET MEMBER: Cabinet Member for Housing & Local Plan |
| *Street Works Permit Scheme for Lichfield District | No | To consider a proposed scheme. | Cabinet 5 Mar 2024 Council 16 Apr 2024 | | | OFFICER: Simon Fletcher, Chief Executive CABINET MEMBER: Leader of the Council |
| *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 | Cabinet 5 Mar 2024 | | | OFFICER: Christie Tims, Assistant Director Operations, Regulation and Enforcement Tel: 01543 308100 CABINET MEMBER: |

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|---|---|--|---|---|---------------------|--|
| | | the future funding and development of the partnership. | | | | Cabinet Member for Housing & Local Plan |
| *Fleet Procurement | Yes | Plan and specification for the LDC fleet contract commencing 2025. | Cabinet 5 Mar 2024 | Joint Waste Service | | OFFICER: Christie Tims, Assistant Director Operations, Regulation and Enforcement Tel: 01543 308100 CABINET MEMBER: Cabinet Member for Waste, Recycling, Ecology & Climate Change |
| *A Cinema For Lichfield District | Yes | To consider tenancy options. | Cabinet 5 Mar 2024 Council 16 April 2024 | | | OFFICER: Simon Fletcher, Chief Executive CABINET MEMBER: Leader of the Council |
| *District Council | No | To approve the | Cabinet | | | OFFICER: |

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|---|---|--|--|---|---------------------|---|
| House: Planning & Development of Streethay Community Centre | | award of contract for District Council House: Streethay Community Centre Development. | Member Decision March 2024 | | | Andrew Rowbotham, Director of Operations / Property Services and Estates Manager CABINET MEMBER: Cabinet Member for Finance and Commissioning |
| *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 March 2024 | | | OFFICER: Andrew Rowbotham, Director of Operations / Property Services and Estates Manager CABINET MEMBER: Deputy Leader and Cabinet Member for Leisure, Parks & Major Projects |
| *Lichfield District Design Code Supplementary Planning Document | No | To approve a draft version of the Lichfield District Design Code Supplementary | Cabinet 9 Apr 2024 | N.A. | Cabinet Report | OFFICER: Lucy Robinson, Housing & Wellbeing Manager Tel: 01543 308710 |

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|---|---|---|--|---|---------------------|---|
| | | Planning Document for statutory consultation. | | | | CABINET MEMBER: Cabinet Member for Housing & Local Plan |
| 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 |
| *Empty Homes | No | | Cabinet 9 Apr 2024 | | 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 9 Apr 2024 | N.A. | Cabinet report | OFFICER: Lizzie Barton, Assistant Director - Customer, Residents & Business Services CABINET MEMBER: Cabinet Member for Finance and Commissioning |
| *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 |

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|--|--|--|---|--|----------------------------|--|
| | | | | | | 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