

**LICHFIELD DISTRICT  
COUNCIL**

**FORWARD PLAN**

Published: 26.3.2024

Effective for the Period 1 March 2024 –  
30 June 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.  
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).

<b>MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) <sup>(1)(*)</sup></b>	<b>CONFIDENTIAL YES/NO <sup>(8)</sup></b>	<b>DECISION EXPECTED TO UNDERTAKE <sup>(2)</sup></b>	<b>DECISION TO BE TAKEN BY AND DATE <sup>(3)(6)</sup></b>	<b>CONSULTATION <sup>(4)</sup> INCLUDING CONSULTATION WITH OVERVIEW &amp; SCRUTINY (If no consultation has been undertaken please briefly explain why)</b>	<b>DOCUMENTS AVAILABLE</b>	<b>CONTACT OFFICER/CABINET MEMBER <sup>(7)</sup></b>
*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 March 2024	N.A.	N.A.	<b>OFFICER:</b> Nathan Fox, Technical Support Officer  <b>CABINET MEMBER:</b> Cabinet Member for High Streets & Visitor Economy

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*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			<b>OFFICER:</b> Andrew Rowbotham, Director of Operations / Property Services and Estates Manager  <b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Leisure, Parks & Major Projects
Staff Private Health Insurance	No	Approve the award of contract for staff private health insurance.	Cabinet Member Decision March 2024	N.A.	Council Paper – <a href="https://democracy.lichfielddc.gov.uk/documents/s16606/Updated%20Pay%20Policy%20Statement%20Full%20Council%20Report%20July%202023%20v2.pdf">https://democracy.lichfielddc.gov.uk/documents/s16606/Updated%20Pay%20Policy%20Statement%20Full%20Council%20Report%20July%202023%20v2.pdf</a>	<b>OFFICER:</b> Kerry Dove, Chief Operating Officer  <b>CABINET MEMBER:</b> Leader of the Council
*Supply of Mobile	No	Award of contract to	Cabinet			<b>OFFICER:</b>

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Telephones Connection and Associated Voice and Data Services		supply goods and services.	Member Decision March 2024	Replacement and optimisation of existing contract.	Procurement documents	Kerry Dove, Chief Operating Officer  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Commissioning
Lichfield District Design Code Contract Variation	No	To agree the contract variation for the additional activities undertaken and the remaining work required on the design code to be undertaken for a fee of £25,000.	Cabinet Member Decision March 2024			<b>OFFICER:</b> Lucy Robinson, Housing & Wellbeing Manager Tel: 01543 308710  <b>CABINET MEMBER:</b> Cabinet Member for Housing & Local Plan
Skateboard Facility at Burntwood Leisure Centre	No	To recommend to Council the inclusion of a new project in the Capital Programme for a new Skateboard Park at Burntwood Leisure Centre.	Cabinet 9 Apr 2024	Ward Members	MTFS	<b>OFFICER:</b> Andrew Rowbotham, Director of Operations / Property Services and Estates Manager  <b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for

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						Leisure, Parks & Major Projects
*Delivering Temporary Accommodation for Vulnerable Adults	No	Approve policy in connection with 'Right to Buy' and S106 funding.	Cabinet 9 Apr 2024			<b>OFFICER:</b> Lizzie Barton, Assistant Director - Customer, Residents & Business Services  <b>CABINET MEMBER:</b> Cabinet Member for Housing & Local Plan
*Design Code for the Birmingham Road Site	No	To approve the adoption of a Design Code for the Birmingham Road Site.	Cabinet 9 Apr 2024	Lichfield City Centre Masterplan Task Group + public consultation throughout the preparation of the Design Code.		<b>OFFICER:</b> John Smith, Performance and Programmes Manager Tel: 01543 308016  <b>CABINET MEMBER:</b> Cabinet Member for Housing & Local Plan
*Lichfield District Design Code Supplementary	No	To approve a draft version of the Lichfield District	Cabinet 9 Apr 2024	N.A.	Cabinet Report	<b>OFFICER:</b> Lucy Robinson, Housing & Wellbeing

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Planning Document		Design Code Supplementary Planning Document for statutory consultation.				Manager Tel: 01543 308710  <b>CABINET MEMBER:</b> Cabinet Member for Housing & Local Plan
*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			<b>OFFICER:</b> Kerry Dove, Chief Operating Officer  <b>CABINET MEMBER:</b> Leader of the Council
*Securing an Anchor Food & Beverage Tenant for the Cinema Complex	Part confidential	To consider tenancy options.	Cabinet 9 Apr 2024  Council 16 Apr 2024			<b>OFFICER:</b> Simon Fletcher, Chief Executive  <b>CABINET MEMBER:</b> Leader of the Council

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*District Council House: 36a Bore Street	No	To approve the award of contract for conversion works to 36a Bore Street.	Cabinet Member Decision April 2024	N.A.	N.A.	<b>OFFICER:</b> Andrew Rowbotham, Director of Operations / Property Services and Estates Manager  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Commissioning
Fees & Charges - Parks & Operations	No	Updated park and operational services charges	Cabinet Member Decision April 2024	Fees and charges setting with member consultation /MDN		<b>OFFICER:</b> Christie Tims, Assistant Director Operations, Regulation and Enforcement Tel: 01543 308100  <b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Leisure, Parks & Major Projects
*Emergency B&B Accommodation	No	To approve the award of a framework	Cabinet Member	N.A.	N.A.	<b>OFFICER:</b> Lizzie Barton,

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		for Emergency B&B Accommodation.	Decision April 2024			Assistant Director - Customer, Residents & Business Services  <b>CABINET MEMBER:</b> Cabinet Member for Housing & Local Plan
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 April 2024			<b>OFFICER:</b> James Johnson, Regulation & Enforcement Manager, Christie Tims, Assistant Director Operations, Regulation and Enforcement Tel: 01543 308100  <b>CABINET MEMBER:</b> Cabinet Member for Community Engagement
*Empty Homes	No		Cabinet May 2024		Cabinet Report	<b>OFFICER:</b> Lizzie Barton, Assistant Director -

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						Customer, Residents & Business Services  <b>CABINET MEMBER:</b> Cabinet Member for Housing, Ecology and Climate Change
*Future of the Building Control Partnership	Part confidential	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 May 2024			<b>OFFICER:</b> Christie Tims, Assistant Director Operations, Regulation and Enforcement Tel: 01543 308100  <b>CABINET MEMBER:</b> Cabinet Member for Housing & Local Plan
*Fleet Procurement	Yes	Plan and specification for the LDC fleet contract commencing 2025.	Cabinet May 2024	JWS		<b>OFFICER:</b> Christie Tims, Assistant Director Operations, Regulation and Enforcement Tel: 01543 308100

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						<b>CABINET MEMBER:</b> Cabinet Member for Waste, Recycling, Ecology & Climate Change
*Street Works Permit Scheme for Lichfield District	No	To consider a proposed scheme.	Cabinet May 2024  Council 14 May 2024			<b>OFFICER:</b> Simon Fletcher, Chief Executive  <b>CABINET MEMBER:</b> Leader of the Council
*District Council House: LWMTS DFG Framework	No	To approve the award of LWMTS Framework.	Cabinet Member Decision May 2024			<b>OFFICER:</b> Andrew Rowbotham, Director of Operations / Property Services and Estates Manager  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Commissioning
*Money Matters	No		Cabinet	To note the report and		<b>OFFICER:</b>

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2023/24: Review of the Financial Performance against the Financial Strategy April to March 2024			4 Jun 2024	the issues raised on this.	Money Matters Reports for 3, 6 and 8 Months.	Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Commissioning
*Procurement Matters: 2023/24: Review of the Performance against the Procurement Strategy	No	To note the report and the issues raised on this.	Cabinet 4 Jun 2024	Overview and Scrutiny Committee	Procurement Strategy	<b>OFFICER:</b> Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Commissioning
*Corporate Debt Recovery Policy	No	To approve policy	Cabinet 4 Jun 2024	N.A.	Cabinet report	<b>OFFICER:</b> Lizzie Barton, Assistant Director - Customer, Residents

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						& Business Services  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Commissioning
Disabled Facilities Grants Year 1 Review	No		Cabinet 4 Jun 2024	N.A.	Cabinet report	<b>OFFICER:</b> Lizzie Barton, Assistant Director - Customer, Residents & Business Services  <b>CABINET MEMBER:</b> Cabinet Member for Housing & Local Plan
Homelessness Giving Scheme	No		Cabinet 4 Jun 2024			<b>OFFICER:</b> James Johnson, Regulation & Enforcement Manager  <b>CABINET MEMBER:</b>
*Fire Strategy and	No	To approve the	Cabinet	N.A.		<b>OFFICER:</b>

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System Upgrade		award of contract for District Council House: Fire Strategy and System Upgrade.	Member Decision June 2024		N.A.	Andrew Rowbotham, Director of Operations / Property Services and Estates Manager  <b>CABINET MEMBER:</b> 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 2 Jul 2024	Overview and Scrutiny Committee.	Medium Term Financial Strategy Money Matters Report for 3 and 6 Months.	<b>OFFICER:</b> Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012  <b>CABINET MEMBER:</b> 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 August 2024			<b>OFFICER:</b> Andrew Rowbotham, Director of Operations / Property Services and Estates Manager

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		Development.				<b>CABINET MEMBER:</b> Cabinet Member for Finance and Commissioning
*Money Matters 2024/25 : Review of the Financial Performance against the Financial Strategy April to June 2024	No	To note the report and the issues raised on this.	Cabinet 10 Sep 2024	Overview and Scrutiny Committee	Medium Term Financial Strategy	<b>OFFICER:</b> Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012  <b>CABINET MEMBER:</b> 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 8 Oct 2024	Overview and Scrutiny Committee	Medium Term Financial Strategy Money Matters Report for 3 and 6 Months	<b>OFFICER:</b> Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012  <b>CABINET MEMBER:</b> Cabinet Member for

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						Finance and Commissioning
*Money Matters 2024/25 : Review of the Financial Performance against the Financial Strategy April to September 2024	No	To note the report and the issues raised on this.	Cabinet 3 Dec 2024	Overview and Scrutiny Committee	Medium Term Financial Strategy Money Matters Report for 3 Months	<b>OFFICER:</b> Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Commissioning
*Calculation of Business Rates 2025/26, Council Tax Base for 2023/24 and the projected Collection Funded Surplus / Deficit for 2024/25	No	To approve the calculation of the Council Taxbase for 2025/26 To delegate authority to the Cabinet Member and Chief Financial Officer to complete and certify the NNDR1 for 2025/26 on behalf of	Cabinet 3 Dec 2024		Local Government Acts 1988, 1992 and 2003 Local Authorities (Calculation of Council Taxbase) Regulations 1992 Money Matters Reports	<b>OFFICER:</b> Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Commissioning

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		the Council. To note the projected Council Tax and Business Rates Collection Fund surplus or deficit for 2024/25.				
*Money Matters 2024/25 : Review of the Financial Performance against the Financial Strategy April to November 2024	No	To note the report and the issues raised on this.	Cabinet 11 Feb 2025	Overview and Scrutiny Committee	Medium Term Financial Strategy Money Matters Report for 3 and 6 Months	<b>OFFICER:</b> Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012  <b>CABINET MEMBER:</b> 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.	Cabinet 11 Feb 2025	Overview and Scrutiny Committee - January 2025 Audit and Member Standards Committee - January/February 2025	Medium Term Financial Strategy Money Matters Report for 3, 6 and 8 Months.	<b>OFFICER:</b> Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012  <b>CABINET MEMBER:</b>

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		<ul style="list-style-type: none"> <li>•Treasury Management Strategy.</li> <li>•Prudential Indicators.</li> </ul>				Cabinet Member for Finance and Commissioning
*Medium Term Financial Strategy (Revenue and Capital) and Council Tax Resolution	No	To approve: <ul style="list-style-type: none"> <li>•The MTFs including the Revenue Budget and Capital Programme.</li> <li>•The MRP Policy.</li> <li>•Treasury Management Strategy.</li> <li>•The Council Tax Resolution.</li> </ul>	Council 25 Feb 2025	Overview and Scrutiny Committee Audit Committee Cabinet	Medium Term Financial Strategy Money Matters Report for 3, 6 and 8 Months.	<b>OFFICER:</b> Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012  <b>CABINET MEMBER:</b> 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