

**LICHFIELD DISTRICT
COUNCIL**

FORWARD PLAN

Published: xx.xx.2024

Effective for the Period 1 July 2024 –
30 October 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).

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 & Charges - Parks & Operations	Open	Updated park and operational services charges	Cabinet Member Decision April 2024	Fees and charges setting with member consultation /MDN		OFFICER: Lizzie Barton, Director - Customer, Residents & Business Services CABINET MEMBER: Deputy Leader and Cabinet Member for

* 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⁾
						Leisure & Major Projects
*Provision of Parking Enforcement services	Open	To obtain approval to go out to tender for Parking Enforcement services.	Cabinet Member Decision June 2024	N.A.	N.A.	OFFICER: Nathan Fox, Technical Support Officer CABINET MEMBER: Cabinet Member for Visitor Economy, Ecology & Climate Change
*Fire Strategy and System Upgrade	Open	To approve the award of contract for District Council House: Fire Strategy and System Upgrade.	Cabinet Member Decision June 2024	N.A.	N.A.	OFFICER: Andrew Rowbotham, Director of Operations / Property Services and Estates Manager CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Provision of First Line IT Service Desk		To approve the award of a contract	Cabinet Member for			OFFICER: Interim ICT 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⁾
Support		for First Line IT Service Desk Support	Finance and Commissioning June 2024			CABINET MEMBER:
*Provision of Internal Audit Services		To approve the award of a contract for Internal Audit Services.	Cabinet Member Decision July 2024			OFFICER: CABINET MEMBER: Cabinet Member for Finance and Commissioning
*IT Helpdesk Contract	Open		Cabinet Member for Finance and Commissioning July 2024			OFFICER: Interim ICT Manager CABINET MEMBER:
*Fleet Procurement	Fully exempt	To approve the award of the Tender.	Cabinet 30 Jul 2024	JWS		OFFICER: Lizzie Barton, Director - Customer, Residents & Business Services CABINET MEMBER:

* 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 for High Street & Economic Development
Homelessness Giving Scheme	Open		Cabinet Member Decision June 2024			OFFICER: James Johnson, Regulation & Enforcement Manager CABINET MEMBER: Cabinet Member for Housing & Local Plan
*Money Matters 2023/24: Review of the Financial Performance against the Financial Strategy April to March 2024	Open		Cabinet 30 Jul 2024	To note the report and the issues raised on this.	Money Matters Reports for 3, 6 and 8 Months.	OFFICER: Anthony Thomas, Director, Finance & Commissioning Tel: 01543 308012 CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Procurement	Open	To note the report	Cabinet	Overview and Scrutiny		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⁾
Matters: 2023/24: Review of the Performance against the Procurement Strategy		and the issues raised on this.	30 Jul 2024	Committee	Procurement Strategy	Anthony Thomas, Director, Finance & Commissioning Tel: 01543 308012 CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Medium Term Financial Strategy (Revenue and Capital)	Open	To note the progress on the development of the Medium Term Financial Strategy.	Cabinet 30 Jul 2024	Overview and Scrutiny Committee.	Medium Term Financial Strategy Money Matters Report for 3 and 6 Months.	OFFICER: Anthony Thomas, Director, Finance & Commissioning Tel: 01543 308012 CABINET MEMBER: Cabinet Member for Finance and Commissioning
Civic Matrix Review - Recommendations from Overview & Scrutiny Committee	Open	To approve the proposed changes to the Civic Matrix, as proposed to Cabinet by the Overview & Scrutiny Committee.	Cabinet 30 Jul 2024	Consultation has taken place with members of the Overview & Scrutiny Committee and the Civic Matrix Review O&S Task Group.		OFFICER: William Stevenson, Principal Governance Officer CABINET MEMBER:

* 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⁾
						Leader of the Council
Disabled Facilities Grants Year 1 Review	Open		Cabinet 30 Jul 2024	N.A.	Cabinet report	OFFICER: Lizzie Barton, Director - Customer, Residents & Business Services CABINET MEMBER: Cabinet Member for Housing & Local Plan
Leaders' Board - Terms of Reference	Open	To consider updates to the Terms of Reference of the Staffordshire Leaders' Board.	Cabinet 30 Jul 2024			OFFICER: Mark Hooper, Governance Manager Tel: 01543 308064 CABINET MEMBER: Leader of the Council
*Greenway Project - Lease Agreement		To consider the Greenway Project lease agreement.	Cabinet 30 Jul 2024			OFFICER: John Smith, Performance and Programmes Manager Tel: 01543 308016 CABINET MEMBER:

* 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⁾
						Leader of the Council
*District Council House: Planning & Development of Streethay Community Centre	Open	To approve the award of contract for District Council House: Streethay Community Centre Development.	Cabinet Member Decision August 2024			OFFICER: Andrew Rowbotham, Director of Operations / Property Services and Estates Manager CABINET MEMBER: Cabinet Member for Finance and Commissioning
HNDU Detailed Project Development of the Heat Network		To award the contract for the HNDU detailed project development of the Heat Network.	Cabinet Member for High Street & Economic Development August 2024			OFFICER: Alex Lane, Policy and Strategy Team Leader (Environment) CABINET MEMBER:
*Stychbrook Park 3G Playing Surface			Deputy Leader and Cabinet Member for Leisure &			OFFICER: John Smith, Performance and Programmes Manager Tel: 01543 308016

* 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⁾
			Major Projects Before 23 Aug 2024			CABINET MEMBER:
*Stychbrook Park Leisure Centre - RIBA 5+			Deputy Leader and Cabinet Member for Leisure & Major Projects Before 4 Sep 2024			OFFICER: John Smith, Performance and Programmes Manager Tel: 01543 308016 CABINET MEMBER:
*Corporate Debt Recovery Policy	Open	To approve policy	Cabinet 10 Sep 2024	N.A.	Cabinet report	OFFICER: Lizzie Barton, Director - Customer, Residents & Business Services CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Empty Homes	Open		Cabinet			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⁾
			10 Sep 2024		Cabinet Report	Lizzie Barton, Director - Customer, Residents & Business Services CABINET MEMBER: Cabinet Member for Housing, Ecology and Climate Change
*Money Matters 2024/25 : Review of the Financial Performance against the Financial Strategy April to June 2024	Open	To note the report and the issues raised on this.	Cabinet 10 Sep 2024	Overview and Scrutiny Committee	Medium Term Financial Strategy	OFFICER: Anthony Thomas, Director, Finance & Commissioning Tel: 01543 308012 CABINET MEMBER: Cabinet Member for Finance and Commissioning
*City Centre Pedestrianisation	Open		Cabinet Member for Visitor Economy, Ecology & Climate Change			OFFICER: John Smith, Performance and Programmes Manager Tel: 01543 308016 CABINET MEMBER:

* 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⁾
			Before 10 Sep 2024			
*LWMTS Limited Annual Report 2023/24 including the financial performance	Open	Update on the activities and performance of the LATC for the 23/24 financial year.	Cabinet 10 Sep 2024	None – the report provides governance and financial performance monitoring of the Company to the Council as Shareholder.	LWMTS Annual Report	OFFICER: Anthony Thomas, Director, Finance & Commissioning Tel: 01543 308012 CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Future of the Building Control Partnership	Fully exempt	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 8 Oct 2024			OFFICER: Lizzie Barton, 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⁾
*Medium Term Financial Strategy (Revenue and Capital)	Open	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	OFFICER: Anthony Thomas, Director, Finance & Commissioning Tel: 01543 308012 CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Local Plan Issues and Options	Open		Cabinet October 2024			OFFICER: CABINET MEMBER: Cabinet Member for Housing & Local Plan
*Infrastructure Funding Statement	Open		Cabinet October 2024			OFFICER: CABINET MEMBER: Cabinet Member for Housing & Local Plan
*Money Matters	Open	To note the report	Cabinet	Overview and Scrutiny		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⁾
2024/25 : Review of the Financial Performance against the Financial Strategy April to September 2024		and the issues raised on this.	3 Dec 2024	Committee	Medium Term Financial Strategy Money Matters Report for 3 Months	Anthony Thomas, Director, Finance & Commissioning Tel: 01543 308012 CABINET MEMBER: 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	Open	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 the Council. To note the projected Council Tax and Business Rates Collection Fund surplus or deficit for 2024/25.	Cabinet 3 Dec 2024		Local Government Acts 1988, 1992 and 2003 Local Authorities (Calculation of Council Taxbase) Regulations 1992 Money Matters Reports	OFFICER: Anthony Thomas, Director, Finance & Commissioning Tel: 01543 308012 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⁾
*Money Matters 2024/25 : Review of the Financial Performance against the Financial Strategy April to November 2024	Open	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	OFFICER: Anthony Thomas, Director, Finance & Commissioning Tel: 01543 308012 CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Medium Term Financial Strategy (Revenue and Capital)	Open	To approve and recommend to Council: •The MTFS including the Revenue Budget and Capital Programme. •The MRP Policy. •Treasury Management Strategy. •Prudential Indicators.	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.	OFFICER: Anthony Thomas, Director, Finance & Commissioning Tel: 01543 308012 CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Medium Term Financial Strategy	Open	To approve: •The MTFS including	Council 25 Feb 2025	Overview and Scrutiny Committee	Medium Term	OFFICER: Anthony Thomas,

* 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⁾
(Revenue and Capital) and Council Tax Resolution		the Revenue Budget and Capital Programme. •The MRP Policy. •Treasury Management Strategy. •The Council Tax Resolution.		Audit Committee Cabinet	Financial Strategy Money Matters Report for 3, 6 and 8 Months.	Director, Finance & Commissioning Tel: 01543 308012 CABINET MEMBER: Cabinet Member for Finance and Commissioning

* 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