

DECISION PLANNER (INCORPORATING THE FORWARD PLAN)
COVERING PERIOD: 1st January 2024 – 30th April 2024
Originally published on 1st December 2023 – republished 3rd January 2024

This Decision Planner shows the decisions that Braintree District Council expects to take in the next FOUR months.

Braintree District Council are only required to publish Key Decisions to be taken in accordance Regulation 9 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 but have included other types of decision that may be made as the Council is committed to being open and transparent about the business it conducts. The Decision Planner also gives Notices pursuant to Regulation 5 where a decision may be taken in private.

The decisions are listed in date order and relates to decisions expected to be taken by Council, Cabinet, Cabinet Members and Committees. It is important to note that the Planner is continually updated so there may be changes made between publication dates. Further information about these decisions can be found in the Agenda for the meeting or by contacting Governance and Members Team at governance@braintree.gov.uk

Key Decisions:

A key decision is a decision made or to be made by a decision maker in connection with the discharge of a function which is the responsibility of the Cabinet and which is likely to either:-

1. Result in the Council incurring **expenditure** or making a **saving** which are in excess of £150,000 (Financial Test) or
2. To be significant in its effect on Communities living or working in an area comprising of **two or more Wards** (Communities Test)

Key decisions are open to scrutiny by other Members of the Council using a process known as “call-in”. The rules for “call-in” can be found in the Council’s Constitution which is published on braintree.gov.uk

Ref No.	Title & Description of Decision	Type of Decision			Decision Maker	Proposed Date of Decision	Consultation & Background Papers	Member Sponsor	Contact Officer	Decision Expected to be Taken in Private?
		Key	Council	Non-Key						
DP/2023/37	Second Quarter Performance Report 2023/24 – to inform Cabinet on the performance of the Council			*	Cabinet	22nd January 2024	Second Quarter Performance Management Report 2023/24	Cllr K Bowers	Tom Williams	No
DP/2023/41	Homelessness and Rough Sleeping Strategy – to delegate approval for final strategy	*			Cabinet	22nd January 2024	Reports and minutes for Corporate Policy Development Committee – 30th November 2023	Cllr L Bowers-Flint	Caroline Elias-Stephenson / Carly Jones	No
DP/2023/38	Livewell Strategy – Livewell Strategy and key health and wellbeing priorities to be agreed	*			Cabinet	22nd January 2024	Livewell Evidence Report	Cllr L Bowers-Flint	Tristan Easey	No
DP/2023/62	Empty Homes Policy	*			Cabinet	22nd January 2024	Reports and minutes for Corporate Policy Development Committee – 30th November 2023	Cllr L Bowers-Flint	Carly Jones / Beth Couzens	No

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		Key	Council	Non-Key						
DP/2023/52	Gateway to Homechoice – request from Chelmsford City Council to join the consortium	*			Cabinet	22nd January 2024		Cllr L Bowers-Flint	Donna Goodchild	No
DP/2024/02	Community Delivery Plan for 2025-2028			*	Cabinet	22nd January 2024	Report and Minutes for Council – 11th December 2023	Cllr G Butland	Kim Mayo	No
DP/2023/63	Council Budget and Council Tax 2024/25 and Medium Term Financial Strategy 2024/25 to 2027/28 – To agree proposed revenue and capital budgets for 2024/25; Council Tax for 2024/25; Fees and charges for 2024/25; and the Capital Strategy (including the Treasury Strategy and Investment Policy) for 2024/25		*	*	Cabinet Council	5th February 2024 19th February 2024	Reports and Minutes for Corporate Scrutiny Committee and Cabinet	Cllr G Butland / Cllr K Bowers	Phil Myers	No

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		Key	Council	Non-Key						
DP/2023/49	To approve the Steeple Bumpstead Neighbourhood Plan as part of the development plan for the District		*		Council	19th February 2024	The Steeple Bumpstead Neighbourhood Plan Examiners Report	Cllr G Spray	Alan Massow	No
DP/2023/50	To approve an updated Neighbourhood Plan for Hatfield Peverel		*		Council	19th February 2024	The Hatfield Peverel Neighbourhood Plan Examiners Report	Cllr G Spray	Alan Massow	No
DP/2023/74	New Process on dealing with American Bully XL type dogs seized as strays		*		Council	19th February 2024		Cllr T Cunningham	Stuart Thompson	No
DP/2022/51	Witham Community Centre – to agree to the transfer of the Community Centre and adjoining sports grounds.	*			Cabinet	4th March 2024	TBC	Cllr K Bowers	Saila Haq	Yes
DP/2023/66	Corporate Peer Challenge 2023: Action Plan	*			Cabinet	4th March 2024	LGA Corporate Peer Challenge Report and previous Cabinet Report (18th December 2023)	Cllr G Butland	Suzanne Bennett	No

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		Key	Council	Non-Key						
DP/2023/68	Corporate Strategy 2024-2028 – to approve the Corporate Strategy and the Council's priorities for the next four years	*			Cabinet	4th March 2024	Corporate Strategy 2024-2028	Cllr G Butland	Tracey Headford	No
DP/2023/69	Gateway to Homechoice – advertising of properties – to approve changes to the Allocations Policy	*			Cabinet	4th March 2024		Cllr L Bowers-Flint	Donna Goodchild	Yes
DP/2023/70	Third Quarter Performance Report 2023/24 – to inform Cabinet on the performance of the Council			*	Cabinet	4th March 2024	Third Quarter Performance Management Report 2023/24	Cllr K Bowers	Tom Williams	No
DP/2023/71	Potential Open Space Improvements – to approve a list of projects which S106 contributions can be used			*	Cabinet	4th March 2024	POSI (2023)	Cllr G Spray	Alan Massow	No

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DP/2023/75	Agile and Flex: Causeway House Refresh Business Case	*			Cabinet	4th March 2024		Cllr T Cunningham Cllr K Bowers	Susanne Bennett / Louise Flavell	No
DP/2023/76	Strategic Risk Register – to approve the updated Strategic Risk Register			*	Cabinet	4th March 2024		Cllr K Bowers	Phil Myers / Angie Mitchell	No
DP/2024/01	To award a contract extension for the Open Revenues System				Cabinet	4th March 2024		Cllr K Bowers	Phil Myers / Juli Rigby	Yes
DP/2023/72	To approve the Bures Neighbourhood Plan as part of the development plan for the District		*		Council	18th March 2024	Bures Neighbourhood Plan Examiners Report	Cllr G Spray	Alan Massow	No
DP/2023/77	Polling District and Place Review		*		Council	18th March 2024		Cllr G Butland	Heather Patarou	No
DP/2023/78	Election Fees		*		Council	18th March 2024		Cllr G Butland	Heather Patarou	No

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DP/2023/79	Towerlands Compulsory Purchase Order		*		Council	18th March 2024		Cllr G Spray	Kim Mayo	No
DP/2023/80	To Elect a Chairman and Vice Chairman of the Council – To elect a Chairman and Vice Chairman of the Council for the Civic Year 2024/25		*		AGM	22nd April 2024			Kim Mayo	No
DP/2023/81	Leader of the Council – To note that Councillor Graham Butland is the Leader of the Council as appointed at the Council's AGM on 25th May 2023 for a four year term of Office		*		AGM	22nd April 2024	Report and Minutes of AGM – 25th May 2023	Cllr G Butland	Kim Mayo	No

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		Key	Council	Non-Key						
DP/2023/82	<p>Leader's Announcements – To receive notice from the Leader of the Council:</p> <ul style="list-style-type: none"> The names and Portfolio Areas of the Members of Cabinet; The Leader's Scheme of Delegation for 2024/25; <p>Appointment to Sub-Committees, Working Groups and Member Reference Group of Cabinet</p>		*		AGM	22nd April 2024	Report and Minutes of AGM – 25th May 2023	Cllr G Butland	Kim Mayo	No
DP/2023/83	Appointments to Committees of the Council		*		AGM	22nd April 2024		Cllr G Butland	Kim Mayo	No
DP/2023/84	Council Appointments to Outside Bodies for the Civic Year of 2024/25		*		AGM	22nd April 2024		Cllr G Butland	Kim Mayo	No

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DP/2023/85	Annual Timetable of Meetings 2024/25		*		AGM	22nd April 2024		Cllr G Butland	Kim Mayo	No
DP/2023/86	Members Allowance Scheme 2024/25		*		AGM	22nd April 2024		Cllr G Butland	Kim Mayo	No
DP/2023/87	Constitution Update		*		AGM	22nd April 2024		Cllr G Butland	Kim Mayo	No

DECISIONS TO BE TAKEN BY CABINET MEMBERS UNDER DELEGATED POWERS

Title and Description of Decision	Cabinet Member	Corporate Priority/Vision/Outcome	Proposed date of decision	Consultation and Background papers	Contact Officer
Memorial Fees and Charges (Bocking Cemetery)	Cllr K Bowers	Delivery and innovating	31st January 2024		Esme McCambridge
Green Skills Delivery Programme	Cllr F Ricci	Promoting prosperity	31st January 2024	Braintree District Council Economic Growth Strategy Reports and minutes for Cabinet – 25th July 2022	Heidi Turnbull
Increase to fixed penalty notice fines for littering, graffiti, fly-tipping and waste duty of care	Cllr T Cunningham	Enhancing our environment	29th February 2024		Steve Wilson
Approval of Award for UK Shared Prosperity Fund funded Green Skills Training Programme	Cllr F Ricci	Promoting prosperity	14th March 2024	Tender Specification Reports and minutes for Cabinet – 25th July 2022 Braintree District Council Growth Strategy 2023-2028 Braintree District Council Climate Change Strategy Braintree District Council Corporate Objectives 2020-2024	Heidi Turnbull

**NOTICE OF INTENTION TO HOLD A MEETING IN PRIVATE:
NOTICE UNDER REGULATION 5(2)**

Braintree District Council is required to give 28 clear days' notice of its intention to hold a meeting of an executive decision making body in private. Notice is given that it intends to hold the following Cabinet meeting or part of that meeting in private:

ITEM	DATE OF MEETING (at least 28 clear days after the start of the Notice period)	DATE NOTICE PUBLISHED	REASONS FOR THE MEETING TO BE HELD IN PRIVATE
<p>Witham Community Centre – to agree to the transfer of the Community Centre and adjoining sports grounds.</p> <p>(DP/2022/51)</p>	<p>Cabinet – 4th March 2024</p>	<p>2nd October 2023</p>	<p>It is proposed that Cabinet will resolve under Section 100A(4) of the Local Government Act 1972 and the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 (as amended) to exclude the public from the meeting for this item of business as it involves the likely disclosure of exempt information as defined in Para 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (financial/business affairs of a particular person, including the authority holding information).</p>
<p>Gateway to Homechoice – advertising of properties – to approve changes to the Allocations Policy</p> <p>(DP/2023/69)</p>	<p>Cabinet – 4th March 2024</p>	<p>1st December 2023</p>	<p>It is proposed that Cabinet will resolve under Section 100A(4) of the Local Government Act 1972 and the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 (as amended) to exclude the public from the meeting for this item of business as it involves the likely disclosure of exempt information as defined in Para 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (financial/business affairs of a particular person, including the authority holding information).</p>

<p>To award a contract extension for the Open Revenues System</p> <p>(DP/2024/01)</p>	<p>Cabinet – 4th March 2024</p>	<p>3rd January 2024</p>	<p>It is proposed that Cabinet will resolve under Section 100A(4) of the Local Government Act 1972 and the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 (as amended) to exclude the public from the meeting for this item of business as it involves the likely disclosure of exempt information as defined in Para 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (financial/business affairs of a particular person, including the authority holding information).</p>
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If a member of the public wishes to make representations about why this meeting(s) should be held in public they should be sent no later than 5 working days before the meeting addressed to: Kim Mayo, Head of Governance, Braintree District Council, Causeway House, Bocking End, Braintree, Essex, CM7 9HB. Email: - kim.mayo@braintree.gov.uk or governance@braintree.gov.uk