

**DECISION PLANNER (INCORPORATING THE FORWARD PLAN)  
COVERING PERIOD: 1st March 2024 – 31st May 2024  
As of 1st February 2024 – published 1<sup>st</sup> February 2024**

This Decision Planner shows the decisions that Braintree District Council expects to take in the next THREE 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](mailto: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](http://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/2023/74	<b>Scheme of Delegation for the management of stray dogs</b>	*			Cabinet	4th March 2024		Cllr T Cunningham	Stuart Thompson	No
DP/2023/66	<b>Corporate Peer Challenge 2023: Action Plan</b>			*	Cabinet	4th March 2024	LGA Corporate Peer Challenge Report and previous Cabinet Report (18th December 2023)	Cllr G Butland	Suzanne Bennett	No
DP/2023/70	<b>Third Quarter Performance Report 2023/24</b> – 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	<b>Potential Open Space Improvements</b> – to approve a list of projects which S106 contributions can be used			*	Cabinet	4th March 2024	POSI (2023)	Cllr G Spray	Alan Massow	No
DP/2023/75	<b>Agile and Flex: Causeway House Refresh Business Case</b>	*			Cabinet	4th March 2024		Cllr T Cunningham Cllr K Bowers	Suzanne Bennett / Louise Flavell	No

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		Key	Council	Non-Key						
DP/2023/76	<b>Strategic Risk Register</b> – to approve the updated Strategic Risk Register			*	Cabinet	4th March 2024		Cllr K Bowers	Phil Myers / Angie Mitchell	No
DP/2024/01	<b>To award a contract extension for the Open Revenues System</b>	*			Cabinet	4th March 2024		Cllr K Bowers	Phil Myers / Juli Rigby	Yes
DP/2024/05	<b>Managed service solution for temporary workers</b>	*			Cabinet	4th March 2024		Cllr K Bowers	Penny Phillips	No
DP/2024/06	<b>Leisure Service Contract Variation</b>	*			Cabinet	4th March 2024		Cllr L Bowers-Flint	Peter Appleton	Yes
DP/2024/08	<b>Fit for the Future Transformation Programme</b> – to agree the principles of the Programme			*	Cabinet	4th March 2024		Cllr T Cunningham	Suzanne Bennett	No

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		Key	Council	Non-Key						
DP/2023/68	<b>Corporate Strategy 2024-2028</b> – 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
			*		Council	18th March 2024				
DP/2023/77	<b>Polling District and Place Review</b>		*		Council	18th March 2024		Cllr G Butland	Heather Patarou	No
DP/2023/78	<b>Election Fees</b>		*		Council	18th March 2024		Cllr G Butland	Heather Patarou	No
DP/2023/79	<b>Towerlands Compulsory Purchase Order</b>		*		Council	18th March 2024		Cllr G Spray	Kim Mayo	No
DP/2023/80	<b>To Elect a Chairman and Vice Chairman of the Council</b> – To elect a Chairman and Vice Chairman of the Council for the Civic Year 2024/25		*		AGM	22nd April 2024			Kim Mayo	No

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		Key	Council	Non-Key						
DP/2023/81	<b>Leader of the Council</b> – 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><b>Leader's Announcements</b> – To receive notice from the Leader of the Council:</p> <ul style="list-style-type: none"> <li>• The names and Portfolio Areas of the Members of Cabinet;</li> <li>• The Leader's Scheme of Delegation for 2024/25;</li> <li>• Appointment to Sub-Committees, Working Groups and Member Reference Group of Cabinet</li> </ul>		*		AGM	22nd April 2024	Report and Minutes of AGM – 25th May 2023	Cllr G Butland	Kim Mayo	No
DP/2023/83	<b>Appointments to Committees of the Council</b>		*		AGM	22nd April 2024		Cllr G Butland	Kim Mayo	No

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DP/2023/84	<b>Council Appointments to Outside Bodies for the Civic Year of 2024/25</b>		*		AGM	22nd April 2024		Cllr G Butland	Kim Mayo	No
DP/2023/85	<b>Annual Timetable of Council Meetings 2024/25</b>		*		AGM	22nd April 2024		Cllr G Butland	Kim Mayo	No
DP/2023/86	<b>Members Allowance Scheme 2024/25</b>		*		AGM	22nd April 2024		Cllr G Butland	Kim Mayo	No
DP/2023/87	<b>Constitution Update</b>		*		AGM	22nd April 2024		Cllr G Butland	Kim Mayo	No
DP/2024/04	<b>Award Contract for Waste Sacks</b>	*			Cabinet	20th May 2024		Cllr T Cunningham	Cyrille Yemeli	No

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DP/2024/03	<b>Annual Plan 2024/25</b> – to approve the Plan for the District and agree the proposed key actions and performance measures up to March 2025	*			Cabinet	20th May 2024	Annual Plan 2024/25	Cllr G Butland	Tracey Headford	No
DP/2023/69	<b>Gateway to Homechoice – advertising of properties</b> – to approve changes to the Allocations Policy	*			Cabinet	20th May 2024		Cllr L Bowers-Flint	Donna Goodchild	Yes
DP/2023/45	<b>Braintree District Council Asset Considerations</b> - To consider future options in relation to Council owned Assets			*	Cabinet	20th May 2024		Cllr K Bowers	Emma Goodings / Saila Huq	Yes
DP/2023/21	<b>Access rights over land adjoining Horizon 120</b>			*	Cabinet	20th May 2024		Cllr K Bowers	Dominic Collins	Yes



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DP/2024/09	<b>Off Street Parking Places Order</b> – variation to existing Off Street Parking Places Order	*			Cabinet	20th May 2024		Cllr G Butland	Paul Partridge	No
DP/2024/51	<b>Witham Community Centre</b> – to agree to the transfer of the Community Centre and adjoining sports grounds.	*			Cabinet	20th May 2024	TBC	Cllr K Bowers	Saila Haq	Yes

**DECISIONS TO BE TAKEN BY CABINET MEMBERS UNDER DELEGATED POWERS**

<b>Ref No.</b>	<b>Title and Description of Decision</b>	<b>Cabinet Member</b>	<b>Corporate Priority/Vision/Outcome</b>	<b>Proposed date of decision</b>	<b>Consultation and Background papers</b>	<b>Contact Officer</b>
CD/2024/01	<b>Cemeteries Remembrance Scheme</b>	Cllr K Bowers	Delivery and innovating	16th February 2024		Esme McCambridge
CD/2024/03	<b>Increase to fixed penalty notice fines for littering, graffiti, fly-tipping and waste duty of care</b>	Cllr T Cunningham	Enhancing our environment	29th February 2024		Steve Wilson
CD/2024/06	<b>Approval of a Discretionary Activity Grant Scheme</b>	Cllr G Butland		1st March 2024		Kim Mayo
CD/2024/04	<b>Approval of the award of contract for the Green Skills Training Programme</b>	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
CD/2024/05	<b>Award of Contracts for New Light Commercial Vehicles</b>	Cllr T Cunningham	Delivering and innovating	30th April 2024	TBC	Debbie Bezzina

**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:

<b>ITEM</b>	<b>DATE OF MEETING (at least 28 clear days after the start of the Notice period)</b>	<b>DATE NOTICE PUBLISHED</b>	<b>REASONS FOR THE MEETING TO BE HELD IN PRIVATE</b>
<p><b>To award a contract extension for the Open Revenues System</b>  (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>
<p><b>Leisure Service Contract Variation</b>  (DP/2024/06)</p>	<p>Cabinet – 4th March 2024</p>	<p>1st February 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>

<p><b>Witham Community Centre</b> – to agree to the transfer of the Community Centre and adjoining sports grounds.</p> <p>(DP/2022/51)</p>	<p>Cabinet – 20th May 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><b>Gateway to Homechoice – advertising of properties</b> – to approve changes to the Allocations Policy</p> <p>(DP/2023/69)</p>	<p>Cabinet – 20th May 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><b>Braintree District Council Asset Considerations</b> - To consider future options in relation to Council owned Assets</p> <p>(DP/2023/45)</p>	<p>Cabinet – 20th May 2024</p>	<p>1st February 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>

<p><b>Access rights over land adjoining Horizon 120</b></p> <p>(DP/2023/21)</p>	<p>Cabinet – 20th May 2024</p>	<p>1st February 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](mailto:kim.mayo@braintree.gov.uk) or [governance@braintree.gov.uk](mailto:governance@braintree.gov.uk)