

**DECISION PLANNER (INCORPORATING THE FORWARD PLAN)**  
**COVERING PERIOD: 1st January 2023 – 30th April 2023**  
**Reissued on 6th January 2023**

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](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/2022/47	<b>Approval of the Feering Neighbourhood Plan</b>		*		Council	3rd January 2023	Feering Neighbourhood Plan Examiners Report	Cllr Mrs G Spray	Alan Massow	No
DP/2022/56	<b>To receive the Treasury Management Mid-Year Report for 2022/23</b>		*		Council	3rd January 2023	Reports and minutes to Governance and Audit Scrutiny Committee	Cllr J McKee	Mark Jarvis	No
DP/2022/54	<b>Members Allowances</b> – To amend Rule 20.8 of the Members Allowance Scheme as set out in the Constitution and to not increase Members Allowances in line with the Local Government Staff Pay Award for 2022/23.		*		Council	3rd January 2023	Constitution – Members Allowance Scheme	Cllr G Butland	Kim Mayo	No
DP/2022/57	<b>Towerlands Development</b>		*		Council	3rd January 2023		Cllr Mrs G Spray	Tim Havers	No

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/2022/64	<b>Council Committee and Constitution Update</b>		*		Council	3rd January 2023		Cllr G Butland	Kim Mayo	No
DP/2022/65	<b>To receive a response to the recommendations from the Cost-of-Living Joint Scrutiny report</b>		*		Council	3rd January 2023		Cllr F Ricci	Caroline Elias-Stephenson	No
DP/2022/70	<b>Street Sweepings Arisings Framework Contract</b>	*			Cabinet	6 <sup>th</sup> February 2023		Cllr R van Dulken	James Sinclair	No
DP/2022/49	<b>To approve appointment of contractors for landscaping and consultant works at Witham and Halstead Town Centres</b>	*			Cabinet	6 <sup>th</sup> February 2023	Previous Cabinet reports and decisions to approve procurement route and budget assignation	Cllr T Cunningham	Nicola Murphy	No

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/2022/28	<b>Eastlight Community Trust – presentation to Cabinet</b> – to receive a presentation on the progress made and development of merger over the last 12 months			*	Cabinet	6th February 2023		Cllr K Bowers	Caroline Elias-Stephenson	No
DP/2022/58	<b>Hackney Carriage Fares</b> – to consider a request to amend the table of fares	*			Cabinet	6th February 2023	Request and supporting documents from Hackney Carriage Proprietors	Cllr R van Dulken	John Meddings	No
DP/2022/60	<b>Strategic Risk Register</b> – to approve the updated Strategic Risk Register for the Council			*	Cabinet	6th February 2023	Strategic Risk Register agreed at Cabinet on 11th July 2022	Cllr J McKee	Phil Myers	No
DP/2022/67	<b>Idox contract award</b> – new contract for existing software solution	*			Cabinet	6th February 2023		Cllr J McKee	Paul Reid/Dean Fisk	No
DP/2022/68	<b>Jadu contract award</b>	*			Cabinet	6th February 2023		Cllr J McKee	Paul Reid/Stuart Bultitude	No

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/2022/71	<b>Hybrid Mail</b>	*			Cabinet	6th February 2023		Cllr J McKee	James Sinclair	No
DP/2021/11	<b>Strategic Investment Proposal</b>	*	*		Cabinet Council	6 <sup>th</sup> February 2023 20th February 2023	Economic Development Consultants Report and Minutes of Cabinet 28-11-22	Cllr K Bowers	Dominic Collins/ Aidan Kelly	Yes
DP/2022/25	<b>Council Budget and Council Tax 2023/24 and Medium Term Financial Strategy 2023/24 to 2026/27</b> – To agree proposed revenue and capital budgets for 2023/24; Council Tax for 2023/24; Fees and charges for 2023/24; and the Capital Strategy (including the Treasury Strategy and Investment Policy) for 2023/24		*	*	Cabinet Council	6th February 2023 20th February 2023	Reports and Minutes to Performance Management Scrutiny Committee and Cabinet	Cllr G Butland / Cllr J McKee	Phil Myers	No

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/2022/45	<b>Returning Officer Fees</b> – to increase fees in line with legislation to allow for holiday pay for election staff		*		Council	20th February 2023		Cllr G Butland	Kim Cole/ Melanie Adams	No
DP/2022/16	<b>Third Quarter Performance Report 2022/23</b> – To inform Cabinet on the performance of the Council			*	Cabinet	13th March 2023	Third Quarter Performance Management Report 2022/23	Cllr J McKee	Tracey Headford	No
DP/2022/44	<b>To agree to procure contractors to undertake open space works to the Courtauld Sports Ground in Halstead</b>	*			Cabinet	13th March 2023	None	Cllr Mrs W Schmitt	Nicola Murphy	No
DP/2022/63	<b>Healthy Housing Strategy</b> - to agree to adopt the Healthy Housing Strategy	*			Cabinet	13th March 2023	Evidence base Consultation Report	Cllr K Bowers	Carly Jones	No

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/2022/62	<b>Cabinet's response to the Scrutiny Review on Section 106 Expenditure</b>			*	Cabinet	13th March 2023	Section 106 Expenditure - Performance Management Scrutiny Report, 23 <sup>rd</sup> November 2022	Cllr Mrs G Spray	Emma Goodings/ Dominic Collins	No
DP/2022/66	<b>Parking Protocol 2023- 2027</b> – to approve the document and authorise the advertising of the Off-Street Parking Places Order with changes to the car park tariffs	*			Cabinet	13th March 2023	Parking Protocol 2023-2027	Cllr R van Dulken	Samir Pandya	No
DP/2022/69	<b>Annual Plan 2023/24</b> – to approve the Plan for the District and agree the proposed key actions and performance measures up to March 2024			*	Cabinet	13th March 2023	Annual Plan 2023/24	Cllr G Butland	Tracey Headford	No
DP/2022/61	<b>Economic Growth Strategy 2023-2028</b> – to agree the Draft Annual Action Plan			*	Cabinet	13th March 2023	Economic Growth Strategy 2023-2028	Cllr T Cunningham	Danielle Estlea	No

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/2022/72	To approve awarding of the contract for the NEEB business support SPF programmes	*			Cabinet	13th March 2023		Cllr T Cunningham	Penny Calder	No
DP/2022/73	Tender for the business support programme at the Plaza			*	Cabinet	13th March 2023		Cllr T Cunningham	Emma Goodings	No



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

<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>
<b>To approve procurement and delivery of an open space improvement project at Rose Hill, Braintree</b>	Cllr Mrs W Schmitt	Enhancing our Environment	31st October 2022	None	Nicola Murphy
<b>Procurement of Street Washing Equipment as part of the overall maintenance of the Town Centres</b>	Cllr K Bowers	Housing, Assets and Skills	31st January 2023	Report to Cabinet on 5th October 2022	Dominic Collins
<b>To consider the procurement of contractors to undertake improvements to open space in the vicinity of Mill Park Drive, Braintree</b>	Cllr Mrs W Schmitt	Enhancing our Environment	24th March 2023	None	Nicola Murphy

**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
<b>Strategic Investment Proposal</b>  (Ref. DP/2021/11)	Cabinet – 6th February 2023  Council – 20th February 2023	30th April 2021	It is proposed that Cabinet and Council 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).

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)