

**DECISION PLANNER (INCORPORATING THE FORWARD PLAN)  
AS OF 23<sup>RD</sup> DECEMBER 2020  
COVERING PERIOD: 1ST FEBRUARY 2021 TO 31ST MAY 2021**

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 on 01376 552525.

**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:-

**(Financial Test)** To result in the Council incurring expenditure which is, or the making of savings which are financially significant having regard to the Council's budget for the service or function to which the decision relates. Decisions will be regarded as "financially significant" as follows:-

In the case of capital expenditure or savings, if the sum is over £100,001.

In the case of revenue expenditure or savings, if the sum is over £50,001.

**Or**

**(Communities Test)** To be significant in terms of its effect on one or more communities living or working in the District.

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)

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						
<b>Council Budget and Council Tax 2021/22 and Medium Term Financial Strategy 2021/22 to 2024/25</b> - To agree proposed revenue and capital budgets for 2021/22; Council Tax for 2021/22; Fees and charges for 2021/22; and the Capital Strategy ( including the Treasury Strategy and Investment Policy) for 2021/22			*	Cabinet	8 <sup>th</sup> February 2021	Reports and Minutes to Performance Management Board - 18 <sup>th</sup> November 2020, Cabinet - 23 <sup>rd</sup> November 2020 and Full Council - 7 <sup>th</sup> December 2020	Cllr D Bebb	Trevor Wilson	No
		*		Council	22 <sup>nd</sup> February 2021				
<b>Receive and respond to the recommendation from the Community Development Group's scrutiny review into Community Woodlands</b>			*	Cabinet	8 <sup>th</sup> February 2021  Note: Subject to be considered by Council on 7 <sup>th</sup> December 2020	Reports and Minutes of the Community Development Group	Cllr Mrs Schmitt		

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<b>Receive from the Community Development Group its scrutiny review into Vaccinations</b>			*	Cabinet	8 <sup>th</sup> February 2021  Note: Subject to be considered by Council on 7 <sup>th</sup> December 2020	Reports and Minutes of the Community Development Group	Cllr P Tattersley		
<b>Receive and respond to the recommendation from the Partnership Development Group's scrutiny review into Leisure Provision and Access to sport</b>			*	Cabinet	8 <sup>th</sup> February 2021  Note: Subject to be considered by Council on 7 <sup>th</sup> December 2020	Reports and Minutes of the Partnership Development Group	Cllr P Tattersley		
<b>Approval of the revised Climate Strategy for public consultation and development of an associated action plan</b>		*	*	Cabinet  Council	8 <sup>th</sup> February 2021  22 <sup>nd</sup> February 2021	Minute of Council 22 <sup>nd</sup> July 2019 Minutes of Cabinet 9 <sup>th</sup> September 2019 Cabinet 13 <sup>th</sup> July 2020	Cllr Mrs Schmitt	Mark Wilson	No

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<b>Halstead Leisure Centre New Artificial Grass pitch</b>			*	Cabinet	8 <sup>th</sup> February 2021		Cllr P Tattersley	Joby Humm	No
<b>Third Quarter Performance report 2020/21 – To inform Cabinet on the performance of the Council.</b>			*	Cabinet	8 <sup>th</sup> March 2021	Third Quarter Performance Management Report 2020/21	Cllr D Bebb	Tracey Headford	No
<b>Strategic Risk Management – To receive an updated Risk Register following a review by Members.</b>	*			Cabinet	8 <sup>th</sup> March 2021	Risk Register	Cllr J McKee	Trevor Wilson	No
<b>Approval of a new walking and cycling Strategy for the Braintree District</b>		*	*	Cabinet Council	8 <sup>th</sup> March 2021 29 <sup>th</sup> March 2021	Governments new Cycling policy document "Gear Change" ECC Cycling strategy Braintree Districts Cycling action Plan	Cllr Ricci		No

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<b>Review of the Council's Constitution</b> – To adopt a new Constitution of the Council.		*		Council	29 <sup>th</sup> March 2021	Report and Minutes of Corporate Governance Group and Developing Democracy Group	Cllr D Bebb	Kim Cole	No
<b>Appointment of the Independent Person</b> – To appoint an Independent Person for the Council's Code of Conduct complaints process as required by the Localism Act 2011.		*		Council	29 <sup>th</sup> March 2021		Cllr D Bebb	Kim Cole	No
<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 2021/22.		*		AGM	19 <sup>th</sup> April 2021			Kim Cole	No
<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 21 <sup>st</sup> May 2019 for a four year term of Office.		*		AGM	19 <sup>th</sup> April 2021	Minutes of Council – 21 <sup>st</sup> May 2019	Cllr G Butland	Kim Cole	No

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<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 2021/22;</li> <li>• Appointment to Sub-Committees, Working Groups and Member Reference Group of Cabinet.</li> </ul>		*		AGM	19 <sup>th</sup> April 2021	Minutes of Council – 21 <sup>st</sup> May 2019	Cllr G Butland	Kim Cole	
<b>Appointments to Committee of Council</b>		*		AGM	19 <sup>th</sup> April 2021		Cllr G Butland	Kim Cole	
<b>Council Appointments to Outside Bodies for the Civic Year of 2021/22</b>		*		AGM	19 <sup>th</sup> April 2021		Cllr G Butland	Kim Cole	
<b>Annual Timetable of Meetings 2021/22</b>		*		AGM	19 <sup>th</sup> April 2021		Cllr G Butland	Kim Cole	

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<b>Cabinet Appointments to outside bodies</b> – To note appointments (4 year appointments 2019/23) and to agree any amendments			*	Cabinet	17 <sup>th</sup> May 2021	Cabinet Minutes for Cabinet – 8th July 2019	Cllr G Butland	Kim Cole	No
<b>Annual Plan 2021-22</b> – To agree the Annual Plan 2021/22 and the priorities of the Council for 2021/22.	*			Cabinet	17 <sup>th</sup> May 2021	Annual Plan for 2020/21 and draft Annual Plan for 2021/22	Cllr G Butland	Tracey Headford	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
<b>Land off Cambridge Way, Bures</b> - Delegated Member Decision required regarding the future use of this land following a public consultation exercise.	Councillor John McKee, the Cabinet Member for Corporate Transformation		08/02/2021	Consultation Report.	Andrew Epsom



**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>
None as of the date of drafting.			

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 Cole, Head of Governance, Braintree District Council, Causeway House, Bocking End, Braintree, Essex, CM7 9HB. Tel 01376 552525 Email: - [kim.cole@braintree.gov.uk](mailto:kim.cole@braintree.gov.uk) or [governance@braintree.gov.uk](mailto:governance@braintree.gov.uk)