

**DECISION PLANNER (INCORPORATING THE FORWARD PLAN)
AS OF 2ND MARCH 2021
COVERING PERIOD: 1ST APRIL 2021 – 31ST JULY 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

| 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 | | | | | | |
| To Elect a Chairman and Vice Chairman of the Council – To elect a Chairman and Vice Chairman of the Council for the Civic Year 2021/22. | | * | | AGM | 19 th April 2021 | | | Kim Cole | No |
| Leader of the Council - To note that Councillor Graham Butland is the Leader of the Council as appointed at the Council's AGM on 21 st May 2019 for a four year term of Office. | | * | | AGM | 19 th April 2021 | Minutes of Council – 21 st May 2019 | Cllr G Butland | Kim Cole | No |
| Leader's Announcements – To receive notice from the Leader of the Council: <ul style="list-style-type: none"> • The names and Portfolio Areas of the Members of Cabinet; • The Leader's Scheme of Delegation for 2021/22; • Appointment to Sub-Committees, Working Groups and Member Reference Group of Cabinet. | | * | | AGM | 19 th April 2021 | Minutes of Council – 21 st May 2019 | Cllr G Butland | Kim Cole | 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 | | | | | | |
| Appointments to Committee of Council | | * | | AGM | 19 th April 2021 | | Cllr G Butland | Kim Cole | No |
| Council Appointments to Outside Bodies for the Civic Year of 2021/22 | | * | | AGM | 19 th April 2021 | | Cllr G Butland | Kim Cole | No |
| Annual Timetable of Meetings 2021/22 | | * | | AGM | 19 th April 2021 | | Cllr G Butland | Kim Cole | No |
| Cabinet Appointments to outside bodies – To note appointments (4 year appointments 2019/23) and to agree any amendments | | | * | Cabinet | 17 th May 2021 | Cabinet Minutes for Cabinet – 8th July 2019 | Cllr G Butland | Kim Cole | No |
| Open Spaces Action Plan 2021 – To approve the Open Spaces Action Plan 2021 | | * | | Cabinet | 17 th May 2021 | Open Spaces Action Plan 2021 | Cllr G Spray | Alex Evans | 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 | | | | | | |
| Annual Plan 2021-22 – To agree the Annual Plan 2021/22 and the priorities of the Council for 2021/22. | * | | | Cabinet Council | 17 th May 2021 11 th June 2021 | Annual Plan for 2020/21 and draft Annual Plan for 2021/22 | Cllr G Butland | Tracey Headford | No |
| Sible Hedingham medical centre – Approval to transfer the land to a Developer to deliver the medical centre. | * | | | Cabinet | 17th May 2021 | Cabinet report 26th November 2018 | Cllr J McKee | Aidan Kelly | No |
| Annual Report and Fourth Quarter Performance Management Report 2020/21 – To inform Cabinet of the performance of the Council | | | * | Cabinet | 12th July 2021 | Fourth Quarter Performance Management Report 2020/21 | Cllr D Bebb | 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 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------------|---------------------------|-------------------------------------------------|-----------------|
| <p>1, Stepfield, Witham - Ground Lease Extension – Portfolio Holder to the surrender of the current lease and the regrant of a new 125 year lease on the agreed terms.</p> | Cllr J McKee | Corporate Transformation | 1st March 2021 | Property File: 1, Stepfield, Witham (Asset/230) | Mike Shorten |

**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 |
|----------------------------------|-------------------------------------------------------------------------------|-----------------------|-----------------------------------------------|
| 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 or governance@braintree.gov.uk