

**DECISION PLANNER (INCORPORATING THE FORWARD PLAN)
COVERING PERIOD: 1st March 2023 – 30th June 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

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/2022/71	Hybrid Mail – To award the contract	*			Cabinet	13th March 2023		Cllr J McKee	James Sinclair	No
DP/2022/16	Third Quarter Performance Report 2022/23 – 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/2022/63	Healthy Housing Strategy - To agree to adopt the Healthy Housing Strategy.	*			Cabinet	13th March 2023	Evidence base Consultation Report	Cllr K Bowers	Carly Jones	No
DP/2022/62	Cabinet's response to the Scrutiny Review into Section 106 Expenditure			*	Cabinet	13th March 2023	Section 106 Expenditure - Performance Management Scrutiny Report, 23rd November 2022	Cllr Mrs G Spray	Emma Goodings/ Dominic Collins	No

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		Key	Council	Non-Key						
DP/2022/66	Parking Strategy 2023-2027 and new Off-Street Parking Places Order – To approve the parking strategy 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	Annual Plan 2023/24 – 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	Economic Growth Strategy 2023-2028 – To agree the Draft Annual Action Plan			*	Cabinet	13th March 2023	Economic Growth Strategy 2023-2028	Cllr T Cunningham	Danielle Estlea	No

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		Key	Council	Non-Key						
DP/2022/72	NEEB Business support SPF Programmes - To approve awarding of the contract.	*			Cabinet	13th March 2023		Cllr T Cunningham	Penny Calder	No
DP/2022/70	Street Sweepings Arisings Framework Contract – To award a framework agreement and to award a call off contract under the agreement.	*			Cabinet	13th March 2023		Cllr R van Dulken	James Sinclair	No
DP/2023/01	A Domestic Garden Waste Service – to approve the next steps.	*			Cabinet	13th March 2023	Briefing Note to Management Board – 8th January 2019 and 21st April 2021 Report to Investment & Development Programme Steering Group – 12th May 2021 Defra Consultations on the Resources & Waste Strategy 2018 and Environment Bill 2020	Cllr R van Dulken	Paul Partridge	No

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		Key	Council	Non-Key						
DP/2023/09	Planned maintenance works relating to the Council's roadways and car parks – to award the contract to the winning tenderer, following the Council's procurement process utilising the Essex Procurement Framework.	*			Cabinet	13th March 2023	Copy of ITT Copy of JCT Contract	Cllr K Bowers	Paul Quin	No
DP/2023/10	Cabinet to receive the Scrutiny Review into Markets and Associated Events within the District			*	Cabinet	13th March 2023	Reports, Minutes and Scrutiny Committee Report of the Community Development Scrutiny Committee	Cllr T Cunningham	Emma Goodings	No
DP/2023/11	Cabinet to receive the Scrutiny Review into Litter Management in the District			*	Cabinet	13th March 2023	Reports, Minutes and Scrutiny Committee Report of the Partnership Development Scrutiny Committee	Cllr Mrs W Schmitt	Steve Wilson	No
DP/2023/12	Greater Essex Devolution Bid: Expression of Interest			*	Cabinet	13th March 2023		Cllr G Butland	Dan Gascoyne	No

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DP/2023/13	Climate Strategy Update		*		Council	20th March 2023	Climate Strategy Climate Action Plan	Cllr Mrs W Schmitt	Josie Falco	No
DP/2023/14	Healthy Communities Update – To note the progress made against the Livewell Strategy and emerging Health and Communities’ Priorities and to agree the process for the development of the next Livewell Strategy during 2023		*		Council	20th March 2023		Cllr F Ricci / Cllr P Tattersley	Cherie Root / Caroline Elias Stephenson	No
DP/2023/15	Appointment of Deputy Returning Officer		*		Council	20th March 2023		Cllr G Butland	Dan Gascoyne	No
DP/2023/08	Apprenticeship Update – To receive an update on the Council’s Apprenticeship Programme.		*		Council	20th March 2023		Cllr J McKee	Suzanne Bennett	No

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		Key	Council	Non-Key						
DP/2023/02	To elect the Chairman and Vice-Chairman of the District Council for the Civic Year 2023/24		*		Annual General Meeting (Council)	25th May 2023			Kim Mayo	No
DP/2023/03	Leader of the Council – To elect a Leader of the Council for the four year term.		*		Annual General Meeting (Council)	25th May 2023			Kim Mayo	No
DP/2023/04	Appointments to Committees/Sub-Committees and Panels of the Council – To consider the political balance and appoint Members to the Committees of Council.		*		Annual General Meeting (Council)	25th May 2023			Kim Mayo	No
DP/2023/05	Appointments to Outside Bodies for the Civic Year of 2023/24 – To make Council appointments to Outside Bodies.		*		Annual General Meeting (Council)	25th May 2023			Kim Mayo	No

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		Key	Council	Non-Key						
DP/2023/06	Leader's Scheme of Delegation – To note the Leader's Scheme of Delegation and Cabinet portfolios and Members.		*		Annual General Meeting (Council)	25th May 2023			Kim Mayo	No
DP/2023/07	Appointments to Cabinet Sub-Committees and Outside Bodies – To note appointments to Cabinet Sub-Committees and Outside Bodies		*		Annual General Meeting (Council)	25th May 2023			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
To approve procurement and delivery of an open space improvement project at Rose Hill, Braintree	Cllr Mrs W Schmitt	Enhancing our Environment	31st October 2022	None	Emma Goodings
Increase in Commercial Grounds Maintenance Charges	Cllr R van Dulken	Operations and Commercialisation	20th February 2023	None	Samir Pandya
Commercial Waste charges 2023-24	Cllr R van Dulken	Operations and Commercialisation	20th February 2023	None	Claire Sargeant
To consider the procurement of contractors to undertake improvements to open space in the vicinity of Mill Park Drive, Braintree	Cllr Mrs W Schmitt	Enhancing our Environment	24th March 2023	None	Emma Goodings

**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		3 rd March 2023	

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