

DECISION PLANNER (INCORPORATING THE FORWARD PLAN)
COVERING PERIOD: 1st July 2024 – 30th September 2024
Published on 30th May 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

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 £250,000 (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/2022/51	Witham Community Centre – to agree to the transfer of the Community Centre and adjoining sports grounds.	*			Cabinet	1st July 2024	TBC	Cllr K Bowers	Saila Haq	Yes
DP/2023/21	Access rights over land adjoining Horizon 120	*			Cabinet	1st July 2024		Cllr K Bowers	Dominic Collins	Yes
DP/2024/11	Leisure Management – Service Delivery Options Appraisal	*			Cabinet	1st July 2024		Cllr L Bowers-Flint	Peter Appleton	Yes
DP/2024/14	Fourth Quarter and Annual Performance Report 2023/24 – to inform Cabinet on the performance of the Council			*	Cabinet	1st July 2024	Fourth Quarter and Annual Performance Report 2023/24	Cllr K Bowers	Tom Williams	No
DP/2024/15	Waste Strategy for Essex – To adopt a strategy for the management of waste across Essex for the next 30 years (to 2054)	*			Cabinet	1st July 2024	Environment Act 2021 Simpler Recycling/Collection and Packaging Reforms Defra's Resources and Waste Strategy	Cllr T Cunningham	Charlotte Paine	No

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		Key	Council	Non-Key						
DP/2024/16	Procurement of 7 Light Commercial Vehicles for 2025/26	*			Cabinet	1st July 2024		Cllr T Cunningham	Debbie Bezzina	No
DP/2024/12	Microsoft Enterprise Agreement	*			Cabinet	1st July 2024		Cllr K Bowers	Paul Reid	No
DP/2024/19	To Consider the Proposal to Develop a Community Delivery Plan for 2025-28			*	Cabinet	1st July 2024	Report and Minutes of Council – 18th March 2024	Cllr G Butland	Jessica Mann	No
DP/2024/20	Braintree District Council Productivity Plan			*	Cabinet	1st July 2024		Cllr G Butland	Suzanne Bennett	No
DP/2024/22	Hackney Carriage Fares – to consider a request to amend the table of fares	*			Cabinet	1st July 2024	Request and supporting documents from Hackney Carriage Proprietors	Cllr M Cunningham	John Meddings	No
DP/2024/24	Strategic Risk Register			*	Cabinet	1st July 2024	Risk Management Policy and Strategy Report and minutes for Cabinet – 4th March 2024	Cllr K Bowers	Phil Myers/ Angie Mitchell	No

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		Key	Council	Non-Key						
DP/2024/26	To agree surrender and grant of a New Lease for Land and Buildings north of Perry Road, Witham	*			Cabinet	1st July 2024	Asset Management files	Cllr K Bowers	Paul Quin	Yes
DP/2024/30	Climate Strategy update – Climate Action Plan 2024-25			*	Cabinet	1st July 2024	Climate Change Strategy	Cllr T Cunningham	Josie Falco	No
DP/2024/32	Reestablishing the Framework Agreement for Digital Solutions and Associated Services	*			Cabinet	1st July 2024		Cllr K Bowers	Lili Roqueta	No
DP/2024/35	To agree lease surrender and regrant arrangements for Units 3 and 4 Century Drive, Freeport Office Village, Braintree	*			Cabinet	1st July 2024		Cllr K Bowers	Mike Shorten	Yes
DP/2023/86	Members Allowance Scheme 2024/25		*		Council	23rd July 2024		Cllr G Butland	Kim Mayo	No

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		Key	Council	Non-Key						
DP/2024/23	Urgent Key Decision – Sport England Phase 2 Capital Swimming Pool Support Fund adherence agreement to the grant offer		*		Council	23rd July 2024		Cllr G Butland	Kim Mayo	No
DP/2024/27	First Quarter Performance Report 2024/25 – to inform Cabinet on the performance of the Council			*	Cabinet	9th September 2024	First Quarter Performance Management Report 2024/25	Cllr K Bowers	Tom Williams	No
DP/2024/29	Garden Waste Service	*			Cabinet	9th September 2024		Cllr T Cunningham	Charlotte Paine	No
DP/2024/31	Climate Annual Report 2023/24			*	Cabinet	9th September 2024	Climate Change Strategy Climate Update Report 2023	Cllr T Cunningham	Josie Falco	No
DP/2024/33	The Asset Management Strategy	*			Cabinet	9th September 2024		Cllr K Bowers	Dominic Collins	No

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		Key	Council	Non-Key						
DP/2024/34	Medium Term Financial Strategy 2024/25 to 2027/28			*	Cabinet	9th September 2024		Cllr K Bowers	Phil Myers	No
DP/2023/50	To approve an updated Neighbourhood Plan for Hatfield Peverel		*		Council	23rd September 2024	The Hatfield Peverel Neighbourhood Plan Examiners Report	Cllr G Spray	Alan Massow	No

DECISIONS TO BE TAKEN BY CABINET MEMBERS UNDER DELEGATED POWERS

Ref No.	Title and Description of Decision	Cabinet Member	Corporate Priority/Vision/Outcome	Proposed date of decision	Consultation and Background papers	Contact Officer
CD/2024/04	Approval of the award of contract for the Green Skills Training Programme	Cllr F Ricci	Promoting prosperity	30th April 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/2024/08	Approval of a Community Impact Grant	Cllr G Butland	Supporting our communities	30th April 2024	Reports and minutes for Cabinet – 18th December 2023	Rachel Kelly
CD/2024/14	Grant Agreement with Community360 for 2024/25	Cllr M Cunningham	Supporting our communities	30th April 2024		Tracey Parry
CD/2024/17	Approval of the Strategic Environmental Assessment Screening Determination Statement for the Council's Draft Affordable Housing Supplementary Planning Document	Cllr G Spray	Connecting people and places	7th June 2024	Affordable Housing SPD SEA Report SEA Screening Determination Statement Affordable Housing	Alan Massow

CD/2024/15	Cemeteries Service Policy	Cllr T Cunningham	Enhancing our environment	30 th June 2024	Cemeteries Service Policy	Esme McCambridge
CD/2024/16	Approval of funding to Braintree Area Foodbank Food Purchase and lived Experience Project	Cllr G Butland	Supporting our communities	1st August 2024		Michael Graham

**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
Witham Community Centre – to agree to the transfer of the Community Centre and adjoining sports grounds. (DP/2022/51)	Cabinet – 1st July 2024	2nd October 2023	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).
Access rights over land adjoining Horizon 120 (DP/2023/21)	Cabinet – 1st July 2024	1st February 2024	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).

Leisure Service Options Appraisal (DP/2024/11)	Cabinet – 1st July 2024	1st March 2024	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).
To agree surrender and grant of a New Lease for Land and Buildings north of Perry Road, Witham (DP/2024/26)	Cabinet – 1st July 2024	30th May 2024	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).
To agree lease surrender and regrant arrangements for Units 3 and 4 Century Drive, Freeport Office Village, Braintree (DP/2024/35)	Cabinet – 1st July 2024	30th May 2024	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).

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