

DECISION PLANNER (INCORPORATING THE FORWARD PLAN)
COVERING PERIOD: 1st March 2025 – 31st May 2025
(Originally published on 31st January 2025 and then republished on 12th February 2025)
Republished on 13th February 2025

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/2025/12 | Greater Essex Devolution Priority Programme | | * | | Council | 13th March 2025 | | Cllr G Butland | Dan Gascoyne | No |
| DP/2024/56 | Third Quarter Performance Report 2024/25 – to inform Cabinet on the performance of the Council | | | * | Cabinet | 17th March 2025 | Third Quarter Performance Management Report 2024/25 | Cllr K Bowers | Tom Williams | No |
| DP/2024/57 | Annual Plan 2025/26 – to approve the Plan for the District and agree the proposed key actions and performance measures up to March 2026 | | | * | Cabinet | 17th March 2025 | Annual Plan 2025/26 | Cllr G Butland | Tracey Headford | No |
| DP/2024/58 | The Livewell Strategy Year 1 Outcomes – to provide an update on the Livewell Strategy performance and outcomes achieved throughout 2024 | | | * | Cabinet | 17th March 2025 | | Cllr L Bowers-Flint | Caroline Elias-Stephenson | No |

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| | | Key | Council | Non-Key | | | | | | |
| DP/2024/56 | Waste Water collection from Cordons Farm Waste Transfer Station and Lakes Road Depot – to seek delegated authority to award the contract | * | | | Cabinet | 17th March 2025 | | Cllr T Cunningham | Levi White | No |
| DP/2024/63 | Private Rented Sector Landlord Incentive & tenancy Sustainment Scheme – to provide Cabinet with an evaluation of the scheme | | | * | Cabinet | 17th March 2025 | Private Rented Sector Landlord Incentive & Tenancy Sustainment Scheme Evaluation and Social Return on Investment Report | Cllr L Bowers-Flint | Caroline Elias-Stephenson | No |
| DP/2025/01 | Vehicle Procurement 2025-2026 – procurement of replacement fleet vehicles (to incorporate food waste, waste collection and street cleansing) | * | | | Cabinet | 17th March 2025 | | Cllr T Cunningham | Debbie Bezzina | No |

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|------------|--|------------------|---------|---------|----------------|---------------------------|--|----------------|-----------------|---|
| | | Key | Council | Non-Key | | | | | | |
| DP/2025/13 | Braintree District Council's Response to HM Government's consultation on Devolution for Greater Essex – to consider the consultation and response | * | | | Cabinet | 17th March 2025 | | Cllr G Butland | Suzanne Bennett | No |
| DP/2025/05 | To Elect a Chairman and Vice Chairman of the Council – To elect a Chairman and Vice Chairman of the Council for the Civic Year 2025/26 | | * | | AGM | 28th April 2025 | | | Kim Mayo | No |
| DP/2025/06 | Leader of the Council – To note the Leader of the Council | | * | | AGM | 28th April 2025 | Report and Minutes of AGM – 25th May 2023 (Councillor Graham Butland appointed the Leader of the Council for a four-year term of Office) | Cllr G Butland | Kim Mayo | No |

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|------------|---|------------------|---------|---------|----------------|---------------------------|---|----------------|-----------------|---|
| | | Key | Council | Non-Key | | | | | | |
| DP/2025/07 | Leader's Announcements – To receive notice of: <ul style="list-style-type: none"> The names and Portfolio Areas of Cabinet; Scheme of Delegation for 2025/26; Appointment to Sub-Committees, Working Groups and Member Reference Group of Cabinet | | * | | AGM | 28th April 2025 | Report and Minutes of AGM – 25th May 2023 | Cllr G Butland | Kim Mayo | No |
| DP/2025/08 | Appointments to: <ul style="list-style-type: none"> Committees of the Council Outside Bodies for the Civic Year of 2025/26 | | * | | AGM | 28th April 2025 | The Council's Constitution | Cllr G Butland | Kim Mayo | No |
| DP/2025/09 | Members Allowance Scheme 2025/26 - Increase in Members' Allowances in accordance with the Constitution | | * | | AGM | 28th April 2025 | The Council's Constitution | Cllr G Butland | Kim Mayo | No |

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| | | Key | Council | Non-Key | | | | | | |
| DP/2025/10 | Annual Review of the Constitution | | * | | AGM | 28th April 2025 | The Council's Constitution | Cllr G Butland | Kim Mayo | No |
| DP/2025/11 | Annual Timetable of Council Meetings 2025/26 | | * | | AGM | 28th April 2025 | | Cllr G Butland | Kim Mayo | No |
| DP/2024/61 | Healthy Housing Strategy and Homelessness and Rough Sleeping Strategy Update – to provide an annual update on the work that has been delivered | | | * | Cabinet | 27th May 2025 | Evidence documents Strategy Action Plan | Cllr L Bowers-Flint | Carly Jones / Caroline Elias-Stephenson | No |
| DP/2024/45 | Gateway to Homechoice Allocations Policy – review and amendments 2024 – to approve the adoption of the amended Allocations Policy | * | | | Cabinet | 27th May 2025 | Schedule of amendments | Cllr L Bowers-Flint | Donna Goodchild | No |

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| DP/2025/04 | Waste Review | * | | | Cabinet | 27th May 2025 | Consultation Report | Cllr T Cunningham | Charlotte Paine | No |
| DP/2025/02 | Strategic Risk Register – to approve the updated Strategic Risk Register | | | * | Cabinet | 27th May 2025 | | Cllr K Bowers (Cllr J Coleridge – Lead Member for Risk Management) | Phil Myers / Angie Mitchell | 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/2025/01 | Approval of Terms and Land Transfer for Development of Sible Hedingham Medical Centre | Cllr K Bowers | Supporting our communities | 14th February 2025 | | Saila Haq |
| CD/2025/03 | Award of Contract for the Procurement of Vehicles 2025-26 | Cllr T Cunningham | Delivering and innovating | 11th April 2025 | Report and minutes for Cabinet - 17th March 2025 | Debbie Bezzina |

**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 | | | |

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