

DECISION PLANNER (INCORPORATING THE FORWARD PLAN)
COVERING PERIOD: 1st April 2025 – 30th June 2025
Published on 3rd March 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/2025/05	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

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/2025/07	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/2025/11	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
DP/2025/04	Waste Review	*			Cabinet	27th May 2025	Consultation Report	Cllr T Cunningham	Charlotte Paine	No

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/2025/02	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
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	27th May 2025		Cllr T Cunningham	Levi White	No
DP/2025/14	Climate Strategy Update – approval of the Climate Action Plan 2025/26	*			Cabinet	27th May 2025		Cllr T Cunningham	Josie Falco	No
DP/2023/49	To approve the Steeple Bumpstead Neighbourhood Plan as part of the development plan for the District		*		Council	2nd June 2025	The Steeple Bumpstead 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/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
CD/2025/04	Increase in Commercial Waste Collection Charges for 2025/26	Cllr T Cunningham	Delivering and innovating	14th March 2025		Metin Ledwell
CD/2025/05	Commercial Grounds Maintenance Charges for 2025/26	Cllr T Cunningham	Delivering and innovating	14th March 2025		Metin Ledwell

**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