

DECISION PLANNER (INCORPORATING THE FORWARD PLAN)
COVERING PERIOD: 1st October 2025 – 31st December 2025
Published on 2nd September 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/2025/33	Revised Statement of Licensing Policy in respect of the Licensing Act 2003 – to agree the Council’s revised Statement of Licensing Policy		*		Council	27th October 2025	Licensing Committee Report – 18th September 2025 Policy document	Cllr George Prime	Daniel Mellini	No
DP/2025/34	Employee Recognition – to provide Full Council with the details of winners of the Employee Recognition Scheme		*		Council	27th October 2025		Cllr T Cunningham	Tracey Headford	No
DP/2025/53	Local Plan – to approve the Draft Plan ahead of Regulation 19 Consultation		*		Extraordinary Meeting of Full Council	24th November 2025	Minutes and Reports to the Local Plan Sub-Committee	Cllr G Spray	Sarah Ashton	No
D/P2025/40	Braintree District Museum Trust Funding and Management Agreement review – to consider the funding arrangements for the third ‘tranche’ of the 30-year Agreement	*			Cabinet	27th November 2025		Cllr M Cunningham	Tristan Easey	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/2025/41	Award of the Temporary Labour Contract – to award to the successful bidder	*			Cabinet	27th November 2025	Previous contract documents	Cllr T Cunningham	Debbie Horrey	No
DP/2025/43	Medium-Term Financial Strategy 2026/27 to 2029/30 – to consider initial Capital and Revenue budget proposals and agree consultation			*	Cabinet	27th November 2025		Cllr K Bowers	Phil Myers	No
DP/2025/44	Strategic Risk Register – to approve the updated Strategic Risk Register			*	Cabinet	27th November 2025		Cllr K Bowers	Phil Myers / Angie Mitchell	No
DP/2025/45	Award of M&E Contract for four Commercial Sites – to give authority to the Council to enter into a four year M&E contract	*			Cabinet	27th November 2025		Cllr K Bowers	Andrew Brewer / Dominic Collins	No
DP/2025/21	Adoption of the Essex Air Quality Strategy – to approve the adoption of the Essex Air Quality Strategy	*			Cabinet	27th November 2025		Cllr L Bowers-Flint	Josie Falco	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/2025/52	Garden Waste Permit Subscription Service – to award the contract to the successful bidder	*			Cabinet	27th November 2025		Cllr T Cunningham	Debbie Horrey	No
DP/2025/48	Treasury Management Mid-Year Report 2025/26 – to receive the Treasury Management Mid-Year Report 2025/26		*		Council	8th December 2025	Reports and minutes for Governance and Audit Committee – 9th July 2025	Cllr K Bowers	Mark Jarvis	No
DP/2025/49	Second Quarter Performance Management Report 2025/26 – to inform Cabinet on the performance of the Council			*	Cabinet	15th December 2025	Full Second Quarter Performance Management Report 2025/26	Cllr K Bowers	Tom Williams	No
DP/2025/32	Procurement of Plastic Sacks 2026/27 – to award the contract	*			Cabinet	15th December 2025		Cllr T Cunningham	Debbie Horrey	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/2025/50	Commercial Waste Service Review including Trade Waste 2026/27 Fees and Charges – to agree the 2026/27 Commercial Waste Collection Fees and Charges			*	Cabinet	15th December 2025		Cllr T Cunningham	Esme McCambridge	No
DP/2024/45	Gateway to Homechoice Allocations Policy Review – to approve changes to the sub-regional Allocations Policy	*			Cabinet	15th December 2025	Schedule of amendments	Cllr L Bowers-Flint	Donna Goodchild	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/20 25/09	To approve funding for Climate Change Project Manager Post from the Climate Change Reserve Fund	Cllr T Cunningham	Enhancing our environment	15th September 2025		Mark Wilson
CD/20 25/11	Case Management and Document Management Solution (Idox) Contract – approval to award contract	Cllr K Bowers	Delivering and innovating	30th September 2025		Paul Reid
CD/20 25/12	Setting of Section 106 Monitoring Fees for Biodiversity Net Gain Habitat Bank Sites	Cllr G Spray	Enhancing our environment	15th September 2025	The Environment Act 2021 Planning Practice Guidance – Biodiversity net gain – GOV.UK & Planning obligations – GOV.UK	Chris Paggi

**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