

# **Budget and Policy Framework Procedure Rules**

## **1.0 The framework for executive decisions**

1.1 The Council will be responsible for the adoption of its budget and policy framework as set out in Article 4. Once a budget or a policy framework is in place, it will be the responsibility of the executive to implement it.

## **2.0 Process for developing the framework**

2.1 The process by which the budget and policy framework shall be developed is:

- (a) The executive will publicise a timetable for making proposals to the Council for the adoption of any plan, strategy or budget that forms part of the budget and policy framework, and its arrangements for consultation after publication of those initial proposals. The Chairmen of the Scrutiny Committees will also be notified.
- (b) At the end of that period, the executive will then draw up firm proposals having regard to the responses to that consultation. If the Scrutiny Committees wishes to respond to the Executive in that consultation process then it may do so. As the Scrutiny Committees have responsibility for fixing their own work programme, it is open to them to investigate, research or report in detail with policy recommendations before the end of the consultation period. The Executive will take any response from a Scrutiny Committee into account in drawing up firm proposals for submission to the Council and its report to Council will reflect the comments made by consultees and the Executive's response.
- (c) Once the Executive has approved the firm proposals, the Chief Executive will refer them at the earliest opportunity to the Council for decision.

(d) Where the Council has any objections to the proposals, it must take the action set out in (e) below.

(e) Before the Council:

(i) amends the proposals;

(ii) approves, for the purpose of its submission to the Secretary of State or any Minister of the Crown for his approval, any proposals (whether or not in the form of a draft) of which any part is required to be so submitted; or

(iii) adopts (with or without modification) the proposals

it must inform the Leader of any objections which it has and must give him instructions requiring the Executive to reconsider, in the light of those objections, the proposal which was submitted to it.

(f) Where the Council gives instructions in accordance with (e) above, it must specify a period of at least five working days beginning on the day after the date on which the Leader receives from the Chief Executive the instructions on behalf of the Executive within which the Leader may:

(i) submit a revision of the proposal as amended by the Executive (the "revised proposals"), with the Executive's reasons for any amendments to the Council for the Council's consideration; or

(ii) inform the Council of any disagreement that the Executive has with any of the Council's objections together with its reasons for any such disagreement.

(g) When the period specified by the Council, referred to in (f) above, has expired, the Council must, when:

(i) amending the proposal or, if there is one, the revised proposal;

- (ii) approving, for the purpose of its submission to the Secretary of State or any Minister of the Crown for his approval, any proposal (whether or not in the form of a draft or revised draft) of which any part is required to be so submitted; or
- (iii) adopting (with or without modification) the proposal

take into account any amendments, representations or observations made by the Executive together with the reasons for them, submitted within the period specified.

(h) Subject to paragraph (l) below, where, before 8 February in any financial year, the Executive submits to the Council for its consideration in relation to the following financial year:

- (i) estimates of the amounts to be aggregated in making a calculation (whether originally or by way of substitute) in accordance with any of sections 32 to 37 of the Local Government Finance Act 1992 (the 1992 Act);
- (ii) estimates of other amounts to be used for the purposes of such a calculation;
- (iii) estimates of such a calculation

and following consideration of those estimates or amounts the Council has any objections to them, it must take the action set out in (i) below.

(i) Before the Council makes a calculation (whether originally or by way of substitute) in accordance with any of the sections referred to in (h) above, it must inform the Leader of any objections which it has to the Executive's estimates or amounts and must give to him instructions requiring the Executive to reconsider, in the light of those objections, those estimates and amounts in accordance with the Council's requirements.

- (j) When the Council give instructions in accordance with (i) above, it must specify a period of at least five working days beginning on the day after the date on which the Leader receives from the Chief Executive the instructions on behalf of the Executive within which the Leader may:
- (i) submit a revision of the estimates or amounts as amended by the Executive (“revised estimates or amounts”), which have been reconsidered in accordance with the Council’s requirements, with the Executive’s reasons for any amendments made to the estimates or amounts to the Council for the Council’s consideration; or
  - (ii) inform the Council of any disagreement that the Executive has with any of the Council’s objections and the Executive’s reasons for any such disagreement.
- (k) When the period specified by the Council, referred to in (j) above has expired, the Council must take into account, when making the calculations (whether originally or by way of substitute) in accordance with the sections referred to in (h) above:
- (i) any amendments to the estimates or amounts that are included in any revised estimates or amounts;
  - (ii) the Executive’s reasons for those amendments;
  - (iii) any disagreement that the Executive has with any of the Council’s objections; and
  - (iv) the Executive’s reasons for that disagreement
- which the Leader submitted to the Council or informed the Council of within the period specified.
- (l) (h) to (k) above shall not apply in relation to calculations or substitute calculations which the Council may be required to make in accordance with section 52I, 52T and 52U of the 1992 Act.

2.2 In approving the budget and policy framework, the Council will also specify the extent of virement within the budget and the degree of in-year changes to the policy framework which may be undertaken by the Executive, in accordance with paragraph 5 and 6 of these rules. Any other changes to the budget and policy framework are reserved to the Council.