

## Budget and Policy Framework Procedure Rules

### 1. The framework for decisions

- 1.1 References in these rules to the statutory policy framework are to the plans and strategies required by law to be adopted by the Council as set out in Article 4.
- 1.2 The Council will be responsible for the adoption of its statutory policy framework.
- 1.3 The Council will be responsible for adopting its budget prepared in accordance with the Financial Planning Regulations in the Constitution.
- 1.4 The Council will also be responsible for the adoption of all other policies including those listed in the Constitution (Responsibility for Functions).
- 1.5 Once a budget or a policy within the statutory policy framework is in place, it will be the responsibility of the Council to implement it.

### 2. Procedure for policy development

- 2.1 The procedure for developing policies before they are submitted to Full Council, and policies that are not required to be submitted to Full Council, shall be at the discretion of Policy and Resources Committee but the following procedure will usually be followed:
  - a) Policy and Resources Committee may initiate a new policy proposal, or a review of an existing policy, by undertaking consultation with the public and/or persons affected by it before referring it to Council or developing it in detail.
  - b) With or without such consultation, Policy and Resources Committee may refer the proposal or review to Council for discussion.
  - c) Council Officers may also refer policy proposals to Council.

### 3. Procedure for budget preparation

- 3.1 The Council will follow the process set out in the Financial Regulations in the Constitution, or a similar process determined by it. This will include the following elements.
  - a) Council Officers will provide draft budget headlines for discussion at Policy and Resources Committee;

- b) Policy and Resources Committee will arrange detailed consultation with key stakeholders if necessary;
- c) The Operational Committee will consider the budget for their areas of responsibility and submit proposals to the Policy and Resources Committee;
- d) Policy and Resources Committee will take into account any comments made during consultation, and from the Operational Committee, before deciding to refer the final budget proposals to full Council for adoption.

#### **4. Decisions outside the budget or statutory policy framework**

4.1 Committees may only take decisions which are not contrary to the budget and statutory policy framework. If any of these bodies or persons wishes to make a decision which is contrary to the statutory policy framework, or contrary to or not wholly in accordance with the budget approved by full council, then that decision may only be taken by the Council, subject to 5 and 6 below.

4.2 If any Committee and any officers, area committees or joint arrangements want to make such a decision, they shall take advice from the Clerk and Chief Executive as to whether the decision they want to make would be contrary to the statutory policy framework, or contrary to or not wholly in accordance with the budget. If the advice of either of those officers is that the decision would not be in line with the existing budget and/or statutory policy framework, then the decision must be referred by that body or person to the Council for decision, unless the decision is a matter of urgency, in which case the provisions in paragraph 6 (urgent decisions outside the budget and statutory policy framework) shall apply.

#### **5. Urgent decisions outside the budget or statutory policy framework**

5.1 A Committee or officers, or joint arrangements may take a decision which is contrary to the Council's statutory policy framework or contrary to or not wholly in accordance with the budget approved by full Council if the decision is a matter of urgency.

5.2 However, the decision may only be taken:

- a) if it is not practical to convene a quorate meeting of the full Council;  
and
- b) if the Mayor is of the opinion that the need for a decision is a matter of urgency.

5.3 The reasons why it is not practical to convene a quorate meeting of full Council and the Mayor's consent to the decision being taken as a matter of urgency must be noted on the record of the decision.

5.4 In the absence of the Mayor, the consent of the Mayor will be sufficient, the consent of the Deputy Mayor will be sufficient and in the absence of both

the consent of the Chair of the Policy and Resources Committee will be sufficient.

- 5.5 Following the decision, the decision taker will provide a full report to the next available Council meeting explaining the decision, the reasons for it and why the decision was treated as a matter of urgency.

## **6. In-year changes to the policy framework**

- 6.1 The responsibility for agreeing the budget and statutory policy framework lies with the Council, and decisions by Committees or officers, or joint arrangements must not conflict with it. No changes to any policy and strategy which make up the statutory policy framework may be made by those bodies or individuals.