

COUNCIL MEETING 22 FEBRUARY 2011

PROCEDURAL NOTE FOR DEALING WITH THE BUDGET (Agenda item 6)

For the purposes of this procedure note "The Budget" covers the content of the Budget and Corporate Business Plan Report, the Corporate Business Plan and the content of the Cabinet Issues Report.

1. The Generality of the Budget

The main debate will encompass all speeches, amendments and questions on the generality of the budget.

The sequence in summary will be:

- (1) The Chairman will call on the Leader of the Council to present the budget 2011/12, make his budget speech and move the motion to adopt the recommendations – **no time limit**.
(A copy of the speech will be supplied to all members once the Leader has finished speaking.)
- (2) The Cabinet Member for Finance and Transformation Programme will formally second the motion and reserve his right to speak until later in the debate.
- (3) Response by the Leader of the Liberal Democrat Group and any proposed amendments of principle (to be formally seconded) - **10 minutes**.
- (4) The Chairman will ask if any other member wishes to propose an amendment of principle (to be formally seconded) – **three minutes each**.
- (5) The Chairman will declare (if there are any amendments duly seconded) that it would be conducive for there to be a single debate on the generality of the budget.
- (6) Debate: individual Members' speeches and questions related to the generality of the budget – **three minutes each**.
- (7) The Cabinet Member for Finance and Transformation Programme will make his speech in support of the motion – **10 minutes**.
- (8) Leader of the Council's closing speech – **no time limit**.
- (9) The Chairman will put any amendments of principle in the order they are moved. After they have been voted upon, the Chairman will put the substantive motion. If the substantive Motion should fall, the Council must refer the matter to Cabinet for reconsideration or substitute its own proposals.

2. Individual Portfolios

Following this the Chairman will call on Members to propose any amendments of detail (but not so as to alter the generality of the budget or overall portfolio allocations) or ask questions relating to individual Portfolio Budgets. He will do this in the order set out in the draft Corporate Business Plan i.e.:

- (1) Adults, Health and Community Wellbeing
- (2) Children's Services
- (3) Education and the 2012 Games

- (4) Highways and Transportation
- (5) Environment and Waste
- (6) Heritage, Culture and the Arts
- (7) Leader
- (8) Communities and Planning
- (9) Major Projects and Commercial Services
- (10) Finance and Transformation

It will be open to Members who spoke on the generality of the budget to participate again in this part of the budget process.

The sequence in summary will be:

- (1) Individual Members' questions and or amendments of detail to individual portfolio budgets – **three minutes each**.
- (2) Cabinet Members will respond to particular portfolio issues only where such issues are raised – **six minutes each**.
- (3) Vote on amendments of detail.
- (4) Repeat for each portfolio.

It will not be open to a Member to raise any matter on a portfolio budget after the Cabinet Member has responded and any amendment of detail has been put to the meeting or the Chairman has moved to the next portfolio.

For clarification:

- **An amendment of principle** is one that proposes additional provision to the budgets, a reduction in the budgets or the deletion of an item from the budgets and that will have a consequential effect on the precept and/or the level of balances. If any amendment of principle is moved it must be put in writing and members may find it helpful to have the draft forms of amendment attached ((a) and (b)).
- **An amendment of detail** is one that amends the portfolio budgets without affecting the precept or the level of balances (i.e. it may only affect lines within a given portfolio). If any amendment of detail is moved it must be put in writing and members may find it helpful to have the draft forms of amendment attached ((c)).

Suggested Forms of Words for Amendments of Principle and of Detail

Amendments to Add Words

That the following words be added to recommendation (1) of the motion:

Use (a) or (b) for an amendment of principle (i.e. which involves adjustment of the precept or general balance)

- (a) “subject to additional provision of £..... being included in the budgets for(indicate portfolio and service or items related) and to any necessary consequential adjustment being made in the precept [or the general balance] recommended to Council”

or

- (b) “subject to the provision of £..... for (indicate portfolio and item or service) [being deleted from] the budgets for..... or [being reduced from] £.....to £..... in such budgets, and to any necessary consequential adjustment being made in the precept [or the general balance] recommended to Council”

Use (c) for an amendment of detail (i.e. which does not involve adjustment of precept or general balance)

- (c) “subject to additional provision of £..... being included in the budgets for (indicate portfolio and service or items related) and to the amount of £..... for(indicate portfolio and service or items) being correspondingly reduced or deleted”