

**PROCEDURE FOR SETTING THE BUDGET AT  
COUNCIL**

**17 FEBRUARY 2021**

**1. Background**

- 1.1 This note is to advise Members of the procedure which it is recommended should be adopted for setting the Council's budget at the Special Council Meeting fixed for 17 February 2021. It is not intended to override the Council's Procedure Rules of Debate but to help Members in finalising this part of the budget process.
- 1.2 The Executive presented their budget proposals to Council to consider on 2 February, and the Council agreed two proposed amendments to the Executive's budget proposals (known as "objections" under our Budget Procedure Rules) which operated as a reference back to the Executive for them to consider further.
- 1.3 The Leader has been formally notified of the Council's proposed amendments which will be considered by the Executive at their meeting on 15 February. At the Council Meeting on 17 February, the Executive may submit revised budget proposals to incorporate the Council's requirements and explain the reasons for any changes it may make to its original proposals. Alternatively, the Executive may inform the Council that it disagrees with the Council's objections and proposed amendment(s), and the reasons why, and stand by its original budget proposals.
- 1.4 When the matter comes back before the Council, it must take into account the Executive's response before reaching a final decision on the budget. In practice, the Council can accept any revised proposals which come back from the Executive and which pick up the changes which the Council has said it wishes to see. Alternatively, if the Executive is not prepared to agree to any of the changes requested by Council and the Council still wishes the amendments to be made, then the Council can vote through the budget with the proposed amendment, notwithstanding that this may be against the wishes of the Executive. Either way, a final decision on the format of the budget will be made at the reconvened Council meeting on 17 February and the full Council will have the final say.

## 2. **Proposed Procedure for the Council Meeting on 17 February**

- 2.1 In the light of the above, it is suggested that the meeting on the 17 February should proceed as follows:
- 2.2 The Leader will move the receipt of the Minutes of the City Council held on 2 February and the Minutes of the Executive held on 15 February 2021 which relate to the setting of the City Council budget for 2021/22, and ask the Council to accept that those Minutes and all the Reports etc as outlined on the Council Summons be dealt with as one item of business as part of setting the General Fund Revenue Budget for 2021/22 and the Council's Capital Budget for 2021/22.
- 2.3 The Local Authorities (Standing Orders) (England) Regulations 2001 require that any vote taken at a Council's budget decision meeting is a recorded vote.
- 2.4 The Leader or Deputy Leader will then propose a motion moving the final recommendations of the Executive in respect of the General Fund Revenue Budget and the Council's Capital Budget for 2021/22 and explain the Executive's response to the amendments which were referred back. If the Executive have accepted the amendments and incorporated them into their final budget recommendations, then they will need to be put to the Council for formal approval as the Council's budget for 2021/22. Any Member may speak on the Leader or Deputy Leader's motion in the usual way and the Leader or Deputy Leader will have the right to close any debate before his motion is put to the vote.
- 2.5 If the Executive has not accepted any amendment referred back by the Council, then it is open to any Member to move it if they so wish as an amendment to the Leader or Deputy Leader's motion. Once seconded, the amendment will be open to debate in the usual way. If the amendment is agreed, it will be incorporated into the substantive motion before Council. When the amendment has been dealt with, the final substantive motion will then be put to Council for approval in the usual way and, once agreed, will form the Council's budget for 2021/22.

NOTE

Before the amendment is voted on, the Council will give the Corporate Director of Finance and Resources an opportunity to address the meeting to explain, if necessary, the effect of the proposed amendment before the vote is taken and may agree to an adjournment to enable Members to consider the said Corporate Director's advice prior to the vote on the amendment. The Mayor may also ask the Council to consider a short adjournment if, for any reason, this is necessary to enable the proper consideration of the business before the meeting.

Mark Lambert  
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February 2021