

## **Appendix 1 Budget Council Meeting Procedure Rules**

### **Preamble**

Each year before the end of February the Council will meet to determine the budget for the subsequent financial year. The financial year runs from 1<sup>st</sup> April to 31<sup>st</sup> March. Any decisions made by the Council at the Budget Council meeting in February become effective from the following 1<sup>st</sup> April unless there are specific reasons for an earlier or later implementation date.

The agenda for Budget Council usually includes at least three distinct reports –

#### Draft Budget (inc. Council Tax Resolution)

This covers the revenue expenditure forecasts and income required for the forthcoming financial year. This also includes the recommended level of Council Tax income required to be levied by North Northamptonshire Council, which together with precepts levied by other bodies e.g. town/parish councils; the Police, Fire & Crime Commissioner, forms the total Council Tax billed to households. The report will also set out the financial position for the ringfenced Dedicated Schools Grant (DSG).

#### Housing Revenue Account (HRA)

NNC owns a number of residential properties (houses, flats etc) across the area and provides “social housing.” Budget Council sets the rent for these properties each year. The HRA is a “ring fenced” budget therefore income from housing rents can only be spent on the provision of council housing and only certain costs can be recorded within the HRA as set out within guidance.

#### Capital Programme

The Council undertakes a number of capital projects each year. Budget Council sets the amount of money allocated to capital projects for the following financial year. Some capital projects may stagger more than one financial year.

In addition to the three main reports (see above), other finance-related reports may be scheduled for the meeting. If there were other business critical decisions to be made these can also be determined by Budget Council although normally they would be scheduled for the next ordinary Council meeting.

### **Pre- Budget Council Meeting**

The Council will receive recommendations from the Executive included in the budget reports. These recommendations would have been drafted by the Executive and circulated for both public and internal (e.g. scrutiny) consultation.

The Executive would have considered consultation responses prior to agreeing its final recommendations. These recommendations would form the basis of the reports to Budget Full Council.

All political group leaders (or their nominee) who wish to provide proposed amendments to the budget reports on behalf of their groups shall submit these at least 3 clear working days before the Budget Council meeting in writing (inc. by email) to the Proper Officer. This will enable senior leadership and particularly the Chief Finance Officer to have advanced notice and review the proposed amendments prior to the Budget Council meeting.

A Group/members amendments will be taken en bloc on each report.

***Groups/members must be mindful that any amendment(s) must result in a balanced budget and therefore how the amendment(s) would be funded must be clear. Groups/members are encouraged to consult with the Chief Finance Officer and their staff at the earliest opportunity to ensure that any amendments a Group/member is proposing, if approved by Council, will result in the setting of a balanced and lawful budget. Any such discussions regarding potential amendments between a Group/member and officers shall be treated as confidential until issue of the relevant papers to all members.***

The Proper Officer will share copies of the amendment(s) either in the Chamber and/or on screen to ensure that members are able to view them and make an informed decision.

## **At the Meeting**

(to be repeated for each of the three main reports [shown in bold below]. Ordinary Meeting Procedure Rules apply for any other reports scheduled).

### Report Order for the Agenda

- **Draft Budget (inc. Council Tax Resolution)**
  - **Housing Revenue Account (HRA)**
  - **Capital Programme**
  - Other finance related reports
  - Urgency Reports (as per Meeting Procedure Rules)
1. At the beginning of the meeting, the Chair shall remind councillors that there are certain rules of procedure that apply only to the debate on budget reports. Otherwise the meeting will be run according to the usual rules of procedure set out in the Meeting Procedure Rules.
  2. At the beginning of the debate on the report, the Chair shall invite the Leader of the Council or an Executive Member to MOVE (up to 25 minutes) the report. The Chair shall then invite a member to SECOND (up to 5 minutes) the report.
  3. The Chair shall invite a member on behalf of the largest minority group to MOVE any amendment(s) en bloc (up to 10 minutes).
  4. The Chair shall invite a member on behalf of the largest minority group to SECOND any amendment(s) en bloc (up to 5 minutes).
  5. The amendment(s) will be debated (3 minutes per speaker). The MOVER and/or SECONDER of the substantive motion may be called to speak during

the debate. The MOVER of the amendments shall have a right to reply (3 minutes) before a vote is taken on the amendment(s) only. If carried, the amendments will be incorporated into the substantive motion.

6. The Chair shall invite a member on behalf of the second largest minority group to MOVE any amendment(s) en bloc (up to 10 minutes).
7. The Chair shall invite a member on behalf of the second largest minority group to SECOND any amendment(s) en bloc (up to 5 minutes).
8. The amendment(s) will be debated (3 minutes per speaker). The MOVER and/or SECONDER of the substantive motion may be called to speak during the debate. The MOVER of the amendments shall have a right to reply (3 minutes) before a vote is taken on the amendments only. If carried, the amendment(s) will be incorporated into the substantive motion.
9. If any other amendment(s) (with a MOVER and SECONDER indicated) have been received in writing by the deadline the Chair shall call these to be MOVED (5 minutes) and SECONDED (3 minutes). A councillor may only MOVE or SECOND one set of amendments on any one report item.
10. Voting on amendments will normally be en bloc, however the MOVER and SECONDER of the substantive motion are able to approve an amendment or amendments for inclusion in the substantive motion, with the general consent of Council.
11. Voting on amendments will normally be en bloc, however with the general consent of Council, an amendment(s) can be voted on individually with the remainder en bloc.
12. At the conclusion of the debates and votes on all amendments have been exhausted the Chair shall advise the meeting that the substantive motion - the ruling groups budget (as amended) – will be debated. All members may contribute to the debate (for up to 3 minutes each) except the MOVER or SECONDER of the original motion (unless the SECONDER has reserved their right to speak). No further amendments are allowed at this stage by any of the members of the Council.
13. After the debate on the substantive motion, the MOVER of the substantive motion has a right of reply (up to 5 minutes). The debate is then concluded.
14. A vote will then be taken on the report's recommendations. The Council Tax Resolution report must by statute be a "recorded vote."

## **General**

Matters of interpretation of this procedure will be at the Chair's discretion, following consultation with the Monitoring Officer (or their designated representative).