

**SUPPLEMENT TO THE AGENDA FOR**

# **Council**

**Friday 7 February 2014**

**10.00 am**

**Council Chamber - Brockington**

**Budget Council Meeting Procedure**

The attached document sets out guidance on how the debate on the budget will be conducted,

**Pages**

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# Herefordshire Council

## Budget Council procedure

### A. Introduction

A1. The council's constitution sets aside the February meeting of Council to deal with only certain specified items. These are set out in paragraph 4.1.6.4 of the Council and Committee Meeting Rules as follows:

- a elect a person to preside if the Chairman or Vice- Chairman is not present;
- b approve the minutes of the last Meeting;
- c receive any declarations of interest from Councillors;
- d consider the Budget;
- e receive any questions from, and provide answers to, the public, but only on matters listed on the agenda
- f receive any questions from and provide answers to Councillors, but only on matters listed on the agenda
- g deal with statutory plans or other matters within the Policy Framework that require Council approval: and
- h consider any other business specified in the summons to the Meeting

A2 As questions under items e and f above must relate to items on the agenda it is appropriate to take them before those items are considered.

A3. In relation to items for debate, such as the budget, the constitution includes a number of rules of debate to ensure that all members have an opportunity to express their views within the time available. The Chairman remains responsible for the management of the meeting

A4. This guidance is intended to remind members of those rules of debate and in particular to provide guidance as to how during the debate on the budget any proposed amendments will all be discussed in a single budget debate after which there will be a vote on each amendment and a final vote on the Cabinet's proposals (or as amended).

A5 Any alternative proposals to those of the Cabinet must have been discussed with the Chief Finance Officer beforehand and received his confirmation that the amended proposal would be deliverable.

A6. In order to ensure that all members have the opportunity to contribute to the budget debate the Chairman will ask all speakers to be succinct and keep within the following time limits:

- Leader of the Council – up to 10 minutes proposing Budget;
- Deputy Leader of the Council – up to 5 minutes seconding;
- Other Group Leaders – up to 5 minutes each;
- Proposers of Amendments – up to 5 minutes each;

Leader of the Council – up to 3 minutes responding to each amendment  
All other members – up to 2 minutes each  
Other Group Leaders – up to 3 minutes closing remarks  
Leader of the Council – up to 5 minutes closing remarks

**B. Procedure**

- B1. The Leader will formally move the Cabinet's budget recommendations, with any additional paragraphs that require approval by the Council.
- B2. The Leader's motion is formally seconded
- B3. Any proposed amendments to the Cabinet's budget recommendations by members of the Independent Group are formally moved and formally seconded.
- B4. Any proposed amendments to the Cabinet's budget recommendations by members of the It's Our County Group are formally moved and formally seconded.
- B5. Any proposed amendments to the Cabinet's budget recommendations by members of the Liberal Democrat Group are formally moved and formally seconded.
- B6. The Chief Finance Officer is invited to confirm whether or not the Cabinet's budget recommendations and each proposed amendment, if adopted, would result in the setting of a lawful and balanced budget; and to give any advice that he considers appropriate in relation to the setting of the budget.
- B7. The Chief Executive and the Solicitor to the Council are invited to give any advice to the Council that they consider appropriate in relation to the setting of the budget.
- B8. There will be one debate on the budget and any proposed amendments.
- B9. The Leader will introduce the Cabinet's budget proposals
- B10. The Deputy Leader may speak in support or reserve her right to speak later.
- B11. The Group Leader of the Independent Group will speak.
- B12. The Group Leader of the It's Our County Group will speak.
- B13. The Group Leader of the Liberal Democrat Group will speak.
- B14. The proposers of any amendments (if they have not already spoken) may speak.
- B15. Other members may speak.

- B16. The first amendment is read out to the meeting. The Leader may then respond to that amendment. It is then put to the vote.
- B17. Any other amendments are dealt with in turn in like manner.
- B18. If any amendment is passed and the Leader supports or is prepared to accept the amendment he may request Council to suspend Standing Orders to avoid the need to defer approval of the budget pending a further meeting of the Cabinet. If such a request is made it may be dealt with after all amendments have been considered.
- B19. The other Group Leaders (commencing with the Leader of the Liberal Democrat Group) make their closing remarks.
- B20. The Leader makes his closing remarks.
- B21. The Cabinet's budget proposals (as amended, if applicable) are put to the vote.
- B22. If the Cabinet's budget proposals (as amended, if applicable) are not approved, the Chairman may adjourn the meeting and, after that adjournment, the matter may be put to the vote again after consideration of any further amendments, if appropriate.

**Bill Norman**  
Solicitor to the Council

30 January 2014

