

SUPPLEMENT TO THE AGENDA FOR

Council

Friday 6 February 2015

10.00 am

The Shire Hall, St Peter's Square, Hereford HR1 2HX

Supplement 2 - Budget Council Procedure

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 how the Chairman may use those rules to help ensure that all members who wish to do so have an opportunity to speak.

A5 Any alternative proposals to those of the Cabinet should have been discussed with the Chief Financial Officer before the day of the meeting 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 the 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;
- Seconders of any Amendments – up to 3 minutes each

Leader of the Council (or relevant cabinet lead) – 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

Where specific questions have been addressed to a Cabinet Member, that Cabinet Member may have up to 2 minutes to respond.

- A7 Members are reminded that on 12 December 2014 Council resolved to approve the inclusion of additional items to the 2015/18 capital programme. Under paragraph 4.1.16.32 a motion to rescind a decision arising from a motion passed by Council within the previous six months cannot be moved unless a notice of motion to do so has been signed by at least a third of the members of Council.

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. The Leader will introduce the Cabinet's budget proposals

- B4. The Deputy Leader may speak in support or reserve her right to speak later.

- B5. The Chief Financial Officer is invited to confirm whether or not the Cabinet's budget recommendations, 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.

- B6. The Group Leader of the Independent Group may speak.

- B7. The Group Leader of the It's Our County Group may speak.

- B8. The Group Leader of the Liberal Democrat Group may speak.

- B9. The Group Leader of the Green Group may speak.

- B10 Proposed amendments (if any) will be taken in the following order of proposer:

- Independents
- It's Our County
- Liberal Democrats
- Greens

B11. Each amendment will be dealt with as follows:

- The proposer will propose and speak in support.
- The seconder will second and may speak in support (or reserve their right to speak).
- The Chief Financial Officer confirms whether or not each proposed amendment, if adopted, would result in the setting of a lawful and balanced budget; and gives any advice that he considers appropriate in relation to each proposed amendment.
- The Chief Executive and the Assistant Director Governance are invited to give any advice to Council that they consider appropriate in relation to each proposed amendment.
- Members may speak (but not more than once on any one amendment).
- The seconder (if they have reserved their right to speak) may speak.
- The Leader (as proposer of the original motion) may speak immediately before the vote on the amendment (but not otherwise).
- The proposer shall have no right of reply to the debate on the amendment.
- The amendment is put to the vote.

B12. The other Group Leaders (in reverse order to that listed in paragraph B10, commencing with the Leader of the Green Group) may make their closing remarks.

B13. The Leader makes his closing remarks.

B14. The Cabinet's budget proposals (as amended, if applicable) are put to the vote.

B15. If the budget proposals passed have been passed with any amendment, 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.

B16. 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. The Chairman may repeat this process as often as he considers appropriate.

Bill Norman
Assistant Director Governance

28 January 2015

