

3: BUDGET AND POLICY FRAMEWORK PROCEDURE RULES

1. The framework for decision making

The Council will be responsible for the adoption of its Budget and Policy Framework as set out in Article 4. Once a Budget and Policy Framework is in place, it will be the responsibility of the Policy and Resources Committee to implement it.

2. Process for developing the Framework

The process by which the Budget and Policy Framework shall be developed is:

- (a) In each year the Policy and Resources Committee will publish a programme for establishing the Budget and Policy Framework for the following year. Within this programme, it will identify up to three strategic policy or resource issues on which it wishes to request studies by the Overview and Scrutiny Committees working jointly together.
- (b) Policy studies undertaken by Overview and Scrutiny Committees should engage as widely as possible with citizens and stakeholders in the community and use a variety of methods to gauge public views. The results should be presented to the Policy and Resources Committee.
- (c) The Policy and Resources Committee will draw upon the studies in developing its proposals to Council
- (d) The Budget and Policy Framework to be presented to Council will be available for public consultation for a period of 4 weeks. As part of this public consultation, the Council will hold a “State of the District” debate to set the proposals in context.
- (e) In approving the Budget and Policy Framework presented to it by the Policy and Resources Committee, the Council will also specify the extent of virement within the Budget and degree of in-year changes to the Policy Framework which may be undertaken by the Policy and Resources Committee, in accordance with

paragraphs 3 and 4 of these Rules (virement and in-year adjustments). Any other changes to the Budget and Policy Framework are reserved to the Council.

3. **Virement**

The details of the virement procedures are contained in the Council's Financial Procedure Rules - see Part 4(5).

4. **In-Year changes to Policy Framework**

The responsibility for agreeing the Budget and Policy Framework lies with the Council and decisions by the Policy and Resources Committee, **the Licensing Committee** and the Planning Committee or officers with delegated authority must be in line with it. No changes to any policy and strategy which make up the Policy Framework may be made by the Policy and Resources Committee, Licensing Committee or the Planning Committee or officer with delegated authority except changes:

- (a) which will result in the closure or discontinuance of a service or part of service to meet a budgetary constraint;
- (b) necessary to ensure compliance with the law, ministerial direction or government guidance; and
- (c) in relation to the Policy Framework in respect of a policy which would normally be agreed annually by the Council following consultation, but where the existing policy document is silent on the matter under consideration.