



**COUNCILLOR PHIL DAVIES**

**CABINET  
8 DECEMBER 2016**

**Budget Council Agenda and Procedure –  
6 March 2017**

**Councillor Phil Davies, Leader of the Council, said:**

“The Agenda and Procedure proposed in this report has been discussed with all three Political Group Leaders and enables the requisite arrangements to be put in place for Council to effectively debate and agree its Budget for 2017/18 financial year.”

**REPORT SUMMARY**

This report proposes that Cabinet recommends to Council the Agenda and Procedure for Budget Council (6 March 2017) set out at Appendix 1 be approved.

**RECOMMENDATION/S**

That Cabinet agrees that:

- a) the Agenda and Procedure for Budget Council to be held on 6 March 2017 set out at Appendix 1 to this report be recommended to Council for approval; and
- b) Council be recommended to agree that the Assistant Director: Law and Governance be authorised to make changes to the Agenda and/or Procedure for Budget Council set out at Appendix 1 providing the consent of all the three Political Group Leaders has been obtained.

## **SUPPORTING INFORMATION**

### **1.0 REASONS FOR RECOMMENDATIONS**

- 1.1 Cabinet is required to recommend a Budget to Council on 6 March 2017 (“Budget Council”). The issues detailed in this report support the recommendations which all contribute to enabling Cabinet to be in a position to recommend a Budget proposal to Budget Council.
- 1.2 Section 25 of the Local Government Act 2003, requires the Chief Finance Officer to report on the robustness of the estimates made for the purposes of the Council’s Budget calculations and the adequacy of the General Fund Balances and Reserves.
- 1.3 The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 requires that a recorded vote, detailing the names of all Councillors voting and how they voted, be taken in respect of all votes involved in setting the Budget and Council Tax levels.
- 1.4 The Police & Crime Commissioner for Merseyside and the Merseyside Fire & Rescue Service issue a precept on the Council to be paid through the Council Tax.

### **2.0 OTHER OPTIONS CONSIDERED**

- 2.1 No other options were considered given that all three Political Group Leaders were consulted in relation to the proposed Council Budget Procedure.

### **3.0 BACKGROUND AND KEY ISSUES**

- 3.1 Standing Order 13 provides that the Head of Legal & Member Services:

“shall, prior to the Budget meeting of the Council, consult with the Leaders of each political group and submit to the Cabinet and Council a suggested procedure to be adopted at the budget meeting, but if no such procedure is adopted the normal procedures of the Council in relation to amendments to Cabinet recommendations will apply”.

### **4.0 Proposed Budget Council Agenda and Procedure**

- 4.1 The Budget meeting of the Council is scheduled to take place on Monday, 6 March 2017.
- 4.2 The Agenda and Procedure for the Budget meeting of the Council is set at Appendix 1 to this report and has been prepared following consultation with all the three Political Group Leaders.

### **5.0 FINANCIAL IMPLICATIONS**

- 5.1 The Council is required to set its Budget for the 2017/18 financial year by 10 March 2017.

## **6.0 LEGAL IMPLICATIONS**

6.1 The legal implications are set out in the main body of the report.

## **7.0 RESOURCE IMPLICATIONS: ICT, STAFFING AND ASSETS**

7.1 There are no such issues directly arising from this report.

## **8.0 RELEVANT RISKS**

8.1 The Council is under a legal obligation to set a lawful budget. The proposed Budget Council Agenda and Procedure seeks to facilitate and assist the Council in this regard.

## **9.0 ENGAGEMENT/CONSULTATION**

9.1 All three Political Group Leaders were consulted in relation to the proposed Budget Council Procedure.

## **10.0 EQUALITIES IMPLICATIONS**

10.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?

No such implications arise.

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## **APPENDICES**

**Appendix 1 - Budget Council Procedure**

## **BACKGROUND PAPERS/REFERENCE MATERIAL**

**None**

**BUDGET COUNCIL  
AGENDA and PROCEDURE**

**COUNCIL  
Monday, 6 March 2017**

- 1. Apologises for absence**
- 2. Declarations of Interest / Restrictions on voting**
- 3. Mayor's Announcements**
- 4. Approval of Minutes**
- 5. Petitions (pursuant to Standing Order 5(2)(d) Council Procedure Rules)**  
*However, if a petition relates to the setting of the Budget, the member who presents it should be given the opportunity during the main debate to speak to it, in order that the Council can take account of it in that context.*
- 6. Suspension of Standing Orders of the Council's Constitution**
  - (i) Standing Order 12(1) relates to 'Motions and Amendments' and provides that:  
  
"A motion or amendment shall relate to a recommendation of a committee submitted in accordance with Standing Order 5.2(i), or to a matter referred to in Standing Orders 7 and 8. It shall not be discussed unless it has been proposed and seconded.  
  
The terms of any amendment or notice of motion shall not be varied except with the agreement of the Council."  
  
  - (ii) Standing Order 12(9) relates to 'Amendments' and provides that:  
  
"Subject to Standing Order 7(5) an amendment to a motion or recommendation of the Cabinet or of a Committee shall be relevant to the motion or recommendation under consideration and shall be either
    - (a) to refer or refer back a subject of debate for consideration or reconsideration as the case may be;
    - (b) to leave out words;
    - (c) to leave out words and insert or add others;
    - (d) to insert or add words.

as long as the effect of any amendment is not to negate the motion or recommendation.”

- (iii) Standing Order 12(10) relates to ‘Amendments to be dealt with in order’ and provides that:

“Only one amendment may be moved and discussed at a time”.

For the purposes of the Budget Debate, Council is requested to suspend:

- (a) Standing Orders 12(1) insofar as it relates to amendments;
- (b) Standing Order 12(9); and
- (c) Standing Order 12(10).

## **7. Council Budget**

The Budget Debate will only consider:

- (i) the Cabinet’s Budget Recommendations/Minutes, which shall include any additional paragraphs/ recommendations (e.g. those relating to precepts), together with any other recommendation(s)/minute(s) from the Cabinet meeting to be held on 20 February 2017 (and/or any other relevant Cabinet meeting) that require approval by the Council; and
- (ii) any Alternative Budget Proposal(s) or Amendment(s) to the Cabinet’s Budget Recommendations/Minutes referred to at (i) above duly lodged with the Assistant Director: Law and Governance on or before **12noon on Wednesday, 1 March 2017**.
- (iii) Budget Debate shall be conducted in accordance with the Budget Debate Process set out at Annex 1 to this Appendix.

## **8. Appointments**

Council shall consider any recommendations referred for appointment, approval and/or designation (as appropriate).

## **9. Vacancies**

Council shall consider any appointments to be approved or any changes proposed to existing appointments.

## **10. Any Urgent Business**

Council to consider any urgent business approved by the Mayor

**Budget Debate Process**

**1. Cabinet Minute**

- a. The Cabinet's Budget Recommendations/Minute(s) referred to at 7(i) of the Budget Council Procedure is formally moved by the Leader of the Council.
- b. The Cabinet's Budget Recommendations/Minute(s) is formally seconded.

**2. Alternative Budget Proposal(s)/Amendments**

- a. The Mayor will advise Council that Alternative Budget Proposal(s) or Amendments (submitted in accordance with 7(ii) of the Budget Council, Procedure) are to be proposed by both the other two Political Group Leaders and the Green Party Member (if applicable).

**First Alternative Budget Proposal(s) or Amendment**

- b. The Mayor will invite the Group Leader of the largest opposition political group to first propose his Alternative Budget Proposal(s) or Amendment.
- c. The Group Leader of the largest opposition political group formally moves his Alternative Budget Proposal(s) or Amendment.
- d. The Alternative Budget Proposal(s) or Amendment is formally seconded.

**Second Alternative Budget Proposal(s)/Amendment**

- e. The Mayor will invite the Group Leader of the other opposition political group to propose his Alternative Budget Proposal(s) or Amendment.
- f. The Group Leader of the other opposition political group formally moves his Alternative Budget Proposal(s) or Amendment.
- g. The Alternative Budget Proposal(s) or Amendment is formally seconded.

Third Alternative Budget Proposal(s) or Amendment  
(If applicable)

- h. The Mayor will invite the Green Party Member to propose his Alternative Budget Proposal(s) or Amendment.
- i. The Green Party Member formally moves his Alternative Budget Proposal(s) or Amendment.
- j. The Alternative Budget Proposal(s) or Amendment is formally seconded.

In the event that there is no seconder, the Third Alternative Budget Proposal(s) or Amendment(s) shall not be debated or voted upon.

**3. Debating and Voting**

The moved and seconded Cabinet's Minute and Alternative Budget Proposal(s)/Amendments shall be debated together (in accordance with the Rules of Debate set out below) and a vote then taken on each of them in turn.

Order of Speakers

- a. The Leader of the Council will speak to the Cabinet Budget Recommendations/Minute(s) (15 Minutes).
- b. The Portfolio Holder for Children's Services will speak to the Schools' Budget element of the Cabinet Budget Recommendations/Minute(s). (7 Minutes).
- c. The Group Leader of the largest opposition political group will speak to the First Alternative Budget Proposal(s)/Amendment (15 Minutes).
- d. The Group Leader of the other opposition political group will speak to the Second Alternative Budget Proposal(s)/Amendment (15 Minutes).
- e. If applicable, the Green Party Member will speak to the Third Alternative Budget Proposal(s)/Amendment (5 Minutes).
- f. Other members wishing to speak shall indicate to the Mayor, who will call them to speak in the order determined by the Mayor (Each Member - 3 Minutes).
- g. The budget debate shall end with the Seconders, **unless** they have spoken earlier. (Each Secunder - 7 Minutes save for the Secunder of the Green Party Alternative Budget Proposal(s)/Amendment who shall have 3 Minutes).

### **Right of Reply**

- h. If applicable, the Proposer of the Third Alternative Budget Proposal(s)/Amendment will be invited to exercise his right of reply. (3 Minutes).
- i. The Proposer of the Second Alternative Budget Proposal(s)/Amendment will be invited to exercise his right of reply. (5 Minutes).
- j. The Proposer of the First Alternative Budget Proposal(s)/Amendment will be invited to exercise his right of reply. (5 Minutes).
- k. The Leader of the Council will be invited to exercise his right of reply. (5 Minutes).

### **Speakers**

Speakers will be allocated the following time:

The Leader of the Council speaking to the Cabinet's Budget Recommendation(s)/Minute(s)	15 minutes
The Portfolio Holder for Children's Services (speaking on the Schools' Budget element)	7 minutes
The Group Leaders of the opposition political groups Green party Member (if applicable) speaking to their respective Alternative Budget Proposal(s)/ Amendment	15 minutes
Green Party Member speaking to their respective Alternative Budget Proposal(s)/ Amendment (if applicable)	5 minutes
Other speakers	3 minutes
Seconder of the Third Alternative Budget Proposal(s)/Amendment (if applicable)	3 minutes
Seconder of First and Second Alternative Budget Proposal(s)/Amendment	7 minutes
The Seconder of the Cabinet Budget Recommendation(s)/Minutes(s)	7 minutes
Green Party Member (if applicable) – right of reply	3 minutes
The Group Leaders of the opposition political groups – right of reply	5 minutes
The Leader of the Council – right of reply	5 minutes

(For the avoidance of any doubt the times mentioned in the table above shall not affect the Mayor's discretion to permit a speaker to speak beyond the allotted time).



#### 4. Voting

The order of voting shall be as follows (and subject to 4(d)(ii) below):

a. If applicable, Third Alternative Budget Proposal(s)/ Amendment

A vote will be taken on the Third Alternative Budget Proposal(s)/Amendment.

b. Second Alternative Budget Proposal(s)/Amendment

A vote will be taken on the Second Alternative Budget Proposal(s)/Amendment.

c. First Alternative Budget Proposal(s)/Amendment

A vote will be taken on the First Alternative Budget Proposal(s)/Amendment.

d. Cabinet Recommendation(s)/Minute(s)

(i) If all the Alternative Budget Proposal(s)/Amendments to the Cabinet's Budget Recommendation(s)/Minute(s) fall, a vote will be taken on the Cabinet's Budget Recommendation(s)/Minute(s).

(ii) If the Cabinet's Budget Recommendation(s)/Minute(s) are amended or an Alternative Budget Proposal(s) carried pursuant to 4a–c above, that decision will be regarded as an in-principle decision, and the Budget meeting of the Council shall be adjourned to 6:15pm on Thursday, 9 March 2017 unless the Leader of the Council confirms to Council that he does not intend to challenge the in-principle decision, in which case it shall become effective.

In the event that the meeting is adjourned, the Council will reconsider its decision having regard to the Leader of the Council's written submission which must be submitted to the Assistant Director: Law and Governance by 4.00pm on Wednesday, 8 March 2016.

At that the adjourned meeting, the Council can:

(i) accept the Cabinet Budget Recommendation(s)/Minute(s) (without amendment); or

- (ii) re-affirm its approval of the in-principle decision made on Monday, 6 March 2017, upon the occurrence of which it will shall become effective; or
- (iii) approve a different decision that does not accord with the Cabinet Budget Recommendation(s)/Minute(s).

NOTE: The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 requires a recorded vote (i.e. names of all councillors voting and how they voted) to be taken in respect of all votes.