

## **PROCEDURE FOR SETTING STRATEGIC PLANS, POLICY AND BUDGET**

### **1. INTRODUCTION**

- 1.1 This Chapter defines the roles and responsibilities of the Executive, Overview and Scrutiny Panels, Committees of the Council, and the Council in formulating, preparing, reviewing and amending the Council's strategic plans, policies and budgets.
- 1.2 For the purposes of this Chapter, the following definitions shall apply:-
- Budgets – means the preparation of the annual budget of the Council which is to be used for the purposes of setting the Council Tax, all the components of the budget, such as budgetary allocations to the different services and projects, proposed taxation levels, contingency funds ("reserves" and "balances") and any plan or strategy for the control of the Council's borrowing or capital expenditure.
  - Committees – means the Audit Committee, the Planning Development Control Committee, the General Purposes and Licensing Committee, Appeals Committee, and any other Committees established by the Council to undertake any of its functions.
  - Council – means all Members of the Council acting together at formal meetings convened under the provisions of the Local Government Act 1972.
  - Executive – has the meaning assigned by Part II of the Local Government Act 2000.
  - Overview and Scrutiny Panels – means those Panels established under the Local Government Act 2000 with responsibility for undertaking an overview and scrutiny role of all actions of the Executive.
  - Prepare – includes the initial preparation, review, amendment or any modification thereof, of any document or papers relating to corporate plans, policies, or budgets.
  - Strategic Plans – means the Council's corporate plan, and such other similar plans or strategies as the Council may determine.

### **2. STRATEGIC PLANS, POLICIES AND BUDGETS**

- 2.1 The Executive shall be responsible for initiating, preparing, amending and making recommendations to the Council on all matters relating to the strategic plans (other than those that come under the remit solely of the Executive), policies and budgets of the Council.
- 2.2 Consultation arrangements prior to recommendations being formulated for submission to Council are a matter for the Executive. However, the Council expects that the Executive will consult fully with the appropriate Overview and Scrutiny Panels, Committees, other partners and

stakeholders who may be interested in the contents of the strategic plans, policies or budgets.

2.3 Overview and Scrutiny Panels and Committees will consider and advise the Executive on the preparation of strategic plans and policies. Any views Panels or Committees might have on draft budgets will be reported to the Executive for consideration before the Executive makes final detailed proposals for the adoption of the overall budget, the Council Tax and housing rent levels.

2.4 In support of the rights contained within the Local Government Act 2000, the Overview and Scrutiny Panels and Committees shall:-

- (i) Be provided with copies of all relevant papers, reports and other documents upon which the Executive has relied in making its recommendations – provided that if any confidential information is supplied – that confidentiality will be maintained;
- (ii) Have power, subject to the approval of the Chief Executive, to require additional research to be undertaken on specific issues;
- (iii) Comply with all reasonable time scales set by the Executive for response to any consultations;
- (iv) Be empowered to submit a report to Council on any matter relating to strategic plans, policies or budgets where there is a disagreement between the Executive and all or any of the Overview and Scrutiny Panels and Committees.

2.5 In relation to the preparation of strategic plans, the budget and the Council tax, the Council shall retain the absolute right, subject to the provisions of its constitution, to approve, amend, or reject any proposals put to it by the Executive. In determining any proposals, the Council shall:-

- (i) Have regard to any comments made by the Overview and Scrutiny Panels and Committees of the Council, other Local Authorities, partners and stake holders;
- (ii) Take no action on any decision which is contrary to proposals submitted by the Executive until the sixth working day after the decision has been notified to the Leader, or until the decision has been dealt with in accordance with the “disputes procedure” provisions of the Council’s Constitution, whichever is the later.

### **3. POLICIES REQUIRING APPROVAL BY MINISTER OF THE CROWN**

3.1 The provisions of this Chapter shall apply in every respect to those policies which must be submitted to a Minister of the Crown in final or draft form for approval, except that where the Minister requires a submitted policy to be amended, the Executive shall be responsible for effecting such amendment.

#### **4. VARIATION OF PROCEDURE**

- 4.1 This procedure may be varied by resolution of the Council upon a recommendation from the Executive and following consultation with the Overview and Scrutiny Panels and Committees of the Council.