

# Policy Framework and Budget Procedure Rules

## 1 The Framework for Decision Making

- 1.1. The Council will be responsible for the adoption of its policy framework and its budget as set out in Article 4. Once a budget or a policy framework is in place, it will be the responsibility of the Cabinet to implement it.

## 2 Process for Developing the Framework

- 2.1. The process by which the policy framework and budget shall be developed is that:
  - a) each year the Cabinet will publish a programme for establishing the policy framework and budget .Within this programme, it will identify the strategic policy or resource issues on which it wishes to request studies by the Scrutiny Committee or the Cabinet Working Group(s). The programme will be informed by corporate policy and procedures, including the Medium Term Financial Strategy and Corporate Strategy
  - b) within the overall programme, the Cabinet may identify any studies it wishes to request from the Scrutiny Committee related to the activities of external organisations or individuals on which they wish to make recommendations as part of the policy framework and budget
  - c) work undertaken by the Scrutiny Committee or a relevant Working Group should engage as widely as possible with residents, organisations and stakeholders in the community. It should use a variety of methods to gauge public views/information. The results should be presented to the Cabinet with clear recommendations.

## 3 Virement

- 3.1. Virement (the transfer of items between approved budgets) will be allowed within the limits prescribed in the Financial Regulations or otherwise determined by Council.

#### **4 In Year Changes to Policy Framework**

- 4.1. The responsibility for agreeing the policy framework and budget lies with the Council. decisions by the Cabinet or Officers with delegated authority must be in accordance with it.
- 4.2. Changes to any policy and strategy which forms part of the policy framework may be made by the Cabinet or an Officer with delegated authority except where such changes:
  - a) will result in the closure or end of a service or part of a service to meet a budgetary constraint
  - b) are necessary to ensure compliance with the law, ministerial direction or Government guidance
  - c) in relation to the policy framework, in respect of a policy which would normally be agreed annually by Council following consultation, but where the existing policy document is silent on the matter under consideration.
- 4.3. For any action taken to be taken in the respect of exceptions (a) to (c) above a report should be submitted to the next meeting of the Council.