

# Protocol on Procedural Arrangements for Budget Setting

- 1 In accordance with usual practice the Administration will publish its budget recommendations in advance of the budget-setting Council meeting.
- 2 Following the publication of the budget proposals there will be a deadline for the written submission of amendments to the Chief Executive. Subject to limited exceptions (see below) amendments submitted beyond the deadline will not be considered. The deadline is two clear working days before the Full Council meeting (excluding the day of the submission of the amendment and the day of the meeting). For example, if a meeting is held on a Thursday evening, submission of amendments must be sent to the Chief Executive by noon on the preceding Monday.
- 3 Proposed amendments submitted to the Chief Executive will remain confidential until they have been reviewed by the Section 151 Officer. The Section 151 Officer will confirm the arithmetical accuracy of the amendments, the impact on Council tax, Housing Revenue Account, balances or capital resources as appropriate and that any proposals are not precluded under Section 114 (1) of the Local Government and Finance Act 1988. By noon on the day before the Council meeting the Chief Executive will circulate all proposed amendments to Councillors electronically.
- 4 Although the basic premise is that advance notification of amendments should be given and any amendments where advance notice is not given will not be discussed it would be impractical and undesirable to adopt this as a rigid rule. The following exemption to this rule will therefore apply.
- 5 The Chair of the Council shall have discretion to permit amendments from Councillors if they are satisfied that the need for an amendment could not have been anticipated prior to the deadline. The Chair should also be satisfied that advance notice of such amendments was given as soon as reasonably practicable and not left to the day of the Council meeting.
- 6 Suggested forms of wording for amendments will be made available from the Chief Executive.