

Subject:	Budget & Policy Framework Procedure Rules		
Date of Meeting:	12 July 2012		
Report of:	Monitoring Officer		
Contact Officer:	Name:	Abraham Ghebre-Ghiorg	Tel: 29-1515
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Key Decision:	No		
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. Summary and Policy Context

- 1.1 This paper proposes a process for progressing plans, strategies and other matters reserved to full Council before their submission for approval.

2. Recommendation

- 2.1 Members are recommended to agree the proposed process for approving the Budget and Policy Framework and other items reserved to Council as set out in the attached tables A and B.

3. Relevant Background Information

- 3.1 A number of functions are reserved to full Council under the constitution and cannot be exercised by Committees, sub-committees or officers. These fall into two areas:

- (a) functions generally reserved to full Council and
- (b) functions reserved to full Council as part of the budget and policy framework.

- 3.2 The constitution provides that the process to be followed for approving the budget and policy framework is to be as agreed by the Policy & Resources Committee. Under the executive system, this required ALL items relating to the budget and policy framework to go through Overview & Scrutiny and Cabinet with no discretion. This is unlikely to be necessary or appropriate in all cases under a committee system and, in some cases, could give rise to serious challenge in meeting tight timescales.

- 3.3 Table A below proposes a revised arrangement. This addresses, in particular, the issue of whether the item needs to go to Overview & Scrutiny, the relevant service committee and P&R or all of them before being referred to Council for approval.

- 3.4 For the sake of consistency, it is also considered appropriate to consider how other matters not forming part of the budget and policy framework are dealt with. A suggested procedure similar to the one recommended for the policy framework is attached in table B.
- 3.5 If approved, it is intended that the process will operate as general guidance, but non-compliance with these requirements will not invalidate any decision taken.

Table A: Budget and Policy Framework

	Policy/Strategy	Overview & Scrutiny	Committee
1.	Budget	Yes	P&R
2	Application to SoS for large scale transfer of housing land	Yes	P&R
3.	Annual Investment Strategy	No	P&R
4.	Statement of Pay Policy	No	P&R
5.	Libraries Plan	No	Econ Dev & Culture
6.	Sustainable Community Strategy	Yes	P&R
7.	Crime and Disorder Reduction Strategy	Yes	P&R
8.	Local Transport Plan	Yes	Transport & P&R
9.	Development Plan	Yes	Econ Dev & Culture
10.	Youth Justice Plan	Yes	Children & YP
12.	Statement o Licensing Policy	No	Licensing

13.	Statement of Gambling Policy	No	Licensing
14.	Official feed and food controls service plan	No	Environment & Sustainability
15.	City Employment & Skills Plan	Yes	Econ Dev & Culture
16.	Sustainability Strategy	Yes	Environment & Sustainability and P&R
17.	Corporate Plan	Yes	P&R
18.	Health & Safety Annual service Plan	No	Environment & Sustainability
19.	Equality and Inclusion Policy	Yes	P&R
20.	City Performance Plan	Yes	P&R
22.	Strategy for Gypsies, Roma and Travellers	Yes	Environment & Sustainability
23	Housing Strategy	Yes	Housing
24.	Housing Allocations Policy	Yes	Housing
25	School admissions arrangements	Yes	Children & YP

**Table B: Council Functions not comprised in the
Budget & Policy Framework**

	Function	Overview & Scrutiny	Committee
1.	Adopting or changing the constitution		P&R
2.	Terms of Reference of Committees		P&R
3.	Appointment to outside bodies		
4	Members' allowances		P&R
5	Code of conduct for Members		Audit & Standards
6.	Conferring of titles		
7.	Appointment of Chief Executive		
8.	Byelaws		Relevant Committee
9.	Promoting local legislation or Personal Bill	Yes	P&R
10.	Changing electoral arrangements		P&R
11.	Voting Scheme for O&S Co-optees	Yes	P&R
12	Other matters reserved to Council by law		Relevant Committee

4. Consultation

The proposed process was considered at the Leaders' Group meeting on 11 June 2012.

5. Financial and Other Implications

5.1 Financial Implications

The proposed approval process should ensure that the budget and other key policies are considered and agreed within required statutory timescales.

Finance officer consulted: Anne Silley

Date: 28 June 2012

5.2 Legal Implications

These are covered in the body of the report

Lawyer consulted: Abraham Ghebre-Ghiorghis *Date: 28 June 2012*

5.3 Equalities Implications

The proposed process requires the council's Equality & Inclusion Policy to be considered by overview & scrutiny and the Policy & Resources Committee prior to submission to Full Council for approval.

5.4 Sustainability Implications

The proposed process requires the council's Sustainability Policy to be considered by overview and scrutiny, the Environment & Sustainability Committee, and P& R Committee prior to submission to Full Council for approval.

5.5 Crime & Disorder Implications

The proposed process requires the council's Crime and Disorder Reduction Strategy to be considered by overview & scrutiny and the Policy & Resources Committee prior to submission to Full Council for approval.

5.6 Risk and Opportunity Management Implications

The involvement by overview & scrutiny in the council's budget formulation process and in a number of key plans and strategies reduces the risk of subsequent disagreement and challenge.

5.7 Public Health Implications

None arising directly from this report

5.8 Corporate / citywide Implications

The proposed process requires the Sustainable Community Strategy, which relates to the whole city, to be considered by overview & scrutiny and the Policy & Resources Committee prior to submission to Full Council for approval.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 The Budget & Policy Framework items could all be taken through the Policy & Resources Committee; however it is felt that the number of items would mean that the committee would be over burdened. It is also felt that it would be more appropriate for respective items to be considered by the relevant policy committee.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 The proposed process is recommended so that there is a clear understanding of how and where budget and policy framework items would be considered before being submitted to Full Council.

SUPPORTING DOCUMENTATION

None.