

**CONSTITUTION 2021 – Version 2.2 (January 2023)**  
**PART 6 – OTHER PROCEDURE RULES**  
**SECTION 2 – BUDGET AND POLICY FRAMEWORK PROCEDURE RULES**

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**1.0 INTRODUCTION**

1.1 The full council will be responsible for the adoption of its budget and policies as set out in Article 4 (Policy Framework) of this constitution. Once the budget and policies are approved, it will be the responsibility of the council's committees and sub-committees to implement them.

**2.0 PROCESS FOR DEVELOPING THE BUDGET AND POLICIES**

**2.1 Budget**

- a) The process by which the budget shall be developed is:
- a) The Policy and Finance Committee will publish initial budget proposals and a timetable for proposals to be made to the council.
  - b) Relevant parts of the Policy and Finance Committee's proposals shall be referred to the council's service committees for advice and consideration.
  - c) The Policy and Finance Committee will receive and consider the advice and comments from the service committees and prepare a budget for consideration and final agreement by the full council.
  - d) The full council will consider the proposals of the Policy and Finance Committee and may adopt them with or without amendments.

**2.2 Policy**

a) The table below sets out which committee will take the lead on developing the policies, plans and strategies within the Policy Framework:

<b>Plan and Strategy</b>	<b>Committee</b>
Crime and Disorder Reduction Strategy	Housing and Wellbeing
Development Plan documents	Planning Policy
Licensing Authority Policy Statement	Licensing
Plans and alterations which together comprise the Development Plan (Local Plan)	Planning Policy
Sustainable Community Strategy (Arun Priorities, Vision 2020 and Strategic Targets)	Policy and Finance
Corporate Plan	Policy and Finance
Leisure Strategy	Housing and Wellbeing
Asset Management Plan	Corporate Support
Capital Strategy	Policy and Finance

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Commercial Strategy	Economy
Housing Revenue Account (HRA) Business Plan	Housing and Wellbeing
Property Investment Strategy	Corporate Support

- b) The process by which policies shall be developed or revised is:
- a) The lead committee will develop the policy, plan or strategy, or undertake a review having taken into account the views of other relevant committees, sub-committees and consultees.
  - b) The lead committee will then make recommendations on any new policy, plan or strategy or on any revision to an existing policy, plan or strategy to the full council.
  - c) When considering such recommendations, the full council may adapt the policy, plan or strategy, amend it, or refer it back to the lead committee for further consideration.
- c) For all other policies where these do not require a full council decision under the Policy Framework, they will be approved by the relevant service committee.

**3.0 VIREMENT AND SUPPLEMENTARY ESTIMATES**

3.1 Virement between budget heads and supplementary estimates is an integral and important feature of budgetary control. It allows service areas to adapt to service changes within council policy. The detailed procedures for virement and supplementary estimates can be found in the Financial Procedure Rules at Part 6 of this constitution.

**4.0 DECISIONS OUTSIDE THE BUDGET AND CONTRARY TO POLICY**

4.1 Subject to the provisions in Part 3 (Responsibility for Functions) and Part 4 (Officer Scheme of Delegation), the council’s committees, sub-committees, joint committees and officers may only take decisions which are in accordance with the budget.

4.2 If any committee, sub-committee, joint committee or officer wishes to make a decision which is contrary to policies that require approval by the full council, then subject to the provisions in Rule 5 below (Urgent decisions outside of the budget or Policy Framework), that decision may only be taken by the full council.

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4.3 The Monitoring Officer and/or the Chief Financial Officer will advise as to whether the decision to be taken would be contrary to policy or contrary to, or not wholly in accordance with, the budget.

**5.0 URGENT DECISIONS OUTSIDE THE BUDGET AND POLICY FRAMEWORK**

5.1 A committee, sub-committee, joint committee or officer discharging functions of the council may take a decision which is contrary to the approved budget or Policy Framework if the decision is a matter of urgency. However, the decision may be taken only:

- a) if it is not practical to convene a quorate meeting of the full council; and
- b) if the Chair of the Policy and Finance Committee and the Leader of the Opposition agree that the decision is a matter of urgency.

5.2 The reasons why it is not practical to convene a quorate meeting of the full council, and the consent of the Chair of the Policy and Finance Committee and the Leader of the Opposition to the decision being taken as a matter of urgency, must be noted in the record of the decision.

5.3 In the absence of the Chair of the Policy and Finance Committee, the Chair of the Corporate Support Committee may provide this consent. In the absence of the Leader of the Opposition, the Deputy Leader of the Opposition may provide this consent.

5.4 Following the decision, the decision-taker will provide a full report to the next available full council meeting explaining the decision, the reasons for it, and why the decision was treated as a matter of urgency.

**6.0 IN-YEAR CHANGES TO THE POLICY FRAMEWORK**

6.1 The responsibility for agreeing the Policy Framework lies with the full council and decisions by the committees, sub-committees, joint committees and officers must be in line with it. No changes to any policy, plan or strategy which make up the Policy Framework may be made by committees, sub-committees, Joint Area Committees and officers, except those changes which are necessary to ensure compliance with the law, ministerial direction or Government guidance.