

Summary of amendments to Constitution 2022/2023

Page Number/Section	Details Amendment
Entire Document	Replace 'Chairman' with 'Chair' and 'Vice Chairman' with 'Vice Chair', add asterisk at first mention of Chairman/Vice Chairman and insert note to make it clear that the Chair / Vice Chair can choose alternative terminology should they wish to.
TOR for Planning Committee, Licensing Committee, EAC, Interviewing Committee, Civic Hospitality, LDG and Standards	Replace 'principals' with 'principles'
Part 1 – Introduction	
Page 2	Amend para 1.4 to reflect Cabinet structure following the election
Part 2 – Political Leadership and Management Structure	
Page 11 Management Structure	Add photograph of Helen Knott – Service Manager for Planning
Page 10 Cabinet Structure	Changes to Cabinet members and portfolios following the election Remove Business recovery after covid from Deputy Leader portfolio
Page 11	Amendments to Scrutiny Group Chairs and Vice Chairs following the election.
Page 12	Replace 'Know your Councillor' details following the election.
Part 3 – Responsibility for Functions and Scheme of Delegation	
Page 16 para 3.1	Remove reference to Crime and Disorder reduction strategy – this has been replaced with the Community Safety Agreement which is signed off by Safer Notts Board.
Page 17 para 3.7	Responsibilities – Cabinet Portfolio holder for 'resources' should be replaced with Cabinet Portfolio holder for Finance

<p>Page 18 (within Community and Leisure responsibilities)</p>	<p>Remove reference to YOUNG?</p>
<p>Page 22 para 3.30</p>	<p>Under general responsibilities as Chief Executive:</p> <p>Add role as Electoral Registration Officer:</p> <p>Electoral Registration Officer</p> <p>The council of every district and London borough must appoint an officer of the council to be the ERO. In the City of London, the Common Council must appoint an officer as the ERO.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • compiling the register of electors • Electoral Registration Officer ability to appoint deputies. <p>Add new heading after head of paid service section:</p> <p>Returning Officer</p> <p>Every district, county, unitary and metropolitan council is required to appoint an officer of the council to be the RO for the election of councillors to their local authority.</p> <p>Responsible for the conduct of a local government election, including:</p> <ul style="list-style-type: none"> • publishing the notice of election • administering the nomination process • printing the ballot papers

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	<ul style="list-style-type: none"> publishing the notice of poll, statement of persons nominated and notice of situation of polling stations the provision of polling stations appointing Presiding Officers and Poll Clerks managing the postal voting process verifying and counting the votes declaring the result to select an appropriate alternative polling place (if required). Formal retrospective approval be sought by Council following the election if appropriate. to appoint deputy returning officers as required.
Page 23	Amend provisions around solo sealing – remove ‘In respect of any order’
Page 24	Amend offices to officers
Page 25 para 3.35	Add appointment of Deputy Returning Officers and Deputy Registration Officers. Also add a sentence re altering Polling Places
Page 27	Footpath and bridleway diversions and creation orders under Property (acquisitions and disposals) 2
Page 27	Energy Performance of Buildings Regulations Directive
Page 27	Remove Strategic HR from Leanne Ashmore’s list of responsibilities and add new bullet point: <ul style="list-style-type: none"> Determine Certificates of Compliance
Page 28	Insert bullet point: <ul style="list-style-type: none"> Where the Member(s) consulted on a Certificate of Compliance have a difference of opinion with the planning officer, the planning officers will work with the Cllr(s) and the applicant to satisfy material objections. Where the difference of opinion cannot be resolved, it will be referred to the Cabinet Portfolio Holder for Planning and the Director for Development & Economic

	<p>Growth for consideration. The Director will work with the Cllr(s) to arrive at a consensus. Where a consensus is not achieved, the Director, in consultation with the Portfolio Holder will seek to arrive at a consensus, where this is not forthcoming, the Director will make the final decision in determining the Certificate of Compliance.</p>
<p>Page 38/39 para 3.44</p>	<p>Amend the text as follows:</p> <p>Applications made under the following statutory provisions shall be referred to Planning Committee for decision or to make observations, as may be required, in the circumstances set out below:</p> <ul style="list-style-type: none"> • where, following consultation in accordance with the codes and protocols guidance on planning application procedures, the Director Development and Economic Growth and ward Councillor(s) have different views on a matter which is considered by the Director - Development and Economic Growth to constitute a material planning consideration. • where the application has been submitted by the Council, with the exception of applications to secure non-material amendments to schemes, in consultation with the Chair/Vice Chair of Planning Committee. • where the application has been submitted by the County Council; except minor development relating to existing operational premises (eg school classrooms, fences, etc) or where the timescales to respond do not allow for referral to the Planning Committee or an extension of time is not agreed, in which case a response will be submitted following consultation with the Chair/Vice Chair of Planning Committee and Director • where the Council is being consulted by an adjoining authority on an application, except where a response is required prior to the next meeting of the Planning Committee. in which case a response will be submitted following consultation with the Chair/Vice Chair of Planning Committee and Director

- where a planning permission has expired and an identical or slightly amended scheme is submitted, unless there is a change in material planning considerations and or policy requirements, ward member should not refer them to the Planning Committee
- where the application involves any Councillor or senior officer* as applicant or agent in consultation with the Chair of Planning Committee and Director
- where a ward Councillor declares an interest and has made a request for referral to Planning Committee
- where a Section 106 planning agreement is required, unless the agreement relates to standard drainage requirements or the proposed agreement complies with the Council's Supplementary Planning Guidance.

3.45. A valid request that the application be referred to the Planning Committee for determination has been made by a ward Councillor(s) in accordance with this referral procedure.

~~• Following a planning application being registered and made valid, officers will write to:~~

- ~~• the ward Councillors of the ward where the application is,~~
- ~~• ward Councillors where part of the application site is in their ward~~
- ~~• ward Councillors where the application site is immediately adjacent to or within 15 metres of the boundary of their ward.~~
- Ward Councillors where the application site is wholly or partly within the boundary of their ward may request that the application be referred to Planning Committee which would otherwise have been determined by the Director Development and Economic Growth under delegated authority. **Such a request must be made within the statutory consultee timescale of 21 days. Requests outside of this timeframe can be made in the event that new information has been submitted for consideration in connection with the planning application.**

- Where a ward Councillor refers an application to the Planning Committee they must attend the Committee to present their views, limiting them to relevant policy and material planning considerations for the Committee to consider before making a decision, unless exceptional circumstances prevent this and agreement is obtained from the Council's Monitoring Officer.

3.46. To notify Ward Councillor(s) following the making of a Tree Preservation Order or serving a Building Preservation Notice, except where immediate action is required.

3.47. To refer to Planning Committee any Tree Preservation Order where a valid objection has been received following the service of notice in accordance with the relevant Regulations.

3.48. To refer to Planning Committee for decision any application to lop, top or fell trees included in a Tree Preservation Order where compensation may be payable if the application is refused.

3.49. To refer to the Monitoring Officer/Borough Solicitor for determination applications for Certificates of Lawful Use or Development arising under section 191 of the Town and County Planning Act 1990.

3.50. To consult ward Councillors before commenting on proposed traffic regulation orders.

3.51. To consult the relevant Cabinet portfolio holder **on any challenges surrounding the authorisation of** ~~before approving the expenditure of~~ Section 106 **payments.** ~~agreement monies where such expenditure exceeds £250,000.~~

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	<p>3.52. In consultation with the relevant Cabinet member and ward Councillor(s) to exercise the power necessary to implement or amend conservation area boundaries as set out within Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990.</p> <p>* Senior officer shall mean any officer of the Council at Grade LS11 or above and shall also include any other post specified in the Officers' Code of Conduct for this purpose.</p>
Page 45 para 3.62	<p>Insert the following bullet point into terms of reference for Governance Scrutiny Group:</p> <ul style="list-style-type: none"> • Reports on the Council as a 'Going Concern'
Appendix 5 – Terms of Ref and Membership of Committees, Groups, Panels and Boards	Insert Terms of Reference for Member Development Group and Rushcliffe Strategic Growth Board (set out in full below)
Part 4 – Standing Orders, Rules and Financial Regulations	
Page 64 para 4.8	All meetings shall start at 7.00pm (with the exception of Planning Committee which will start at 2:30pm 6.00pm)
Page 66 para 4.20	Meetings of the Council, committees and member groups (with the exception of Planning Committee) shall adjourn at 10.00pm. At Planning Committee, no new items shall be started after 9.00pm.
Page 66 para 4.21	Provided that the Council, committee or member group may be resolution extend the closing time by 30 minutes to no later than 10:30pm. (with the exception of the Planning Committee which shall adjourn no later than 6.30pm)-
Page 82	Remove 'Rules of Debate: Amendments to Motions' flowchart and replace with updated version (reproduced below)
Page 83 para 4.105	All meetings shall start at 7pm (with the exception of Planning Committee which will start at 2:30pm 6:00pm)

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Page 85 para 4.118	Provided that the Council, committee or member group may be resolution extend the closing time by 30 minutes to no later than 10:30pm (with the exception of the Planning Committee) shall adjourn no later than 6:30pm).
Page 93	<p>Amend text as set out below:</p> <p>4.209. If you are the applicant, an objector or Ward Councillor (Borough Councillor for the ward in which the application is being made), and an application is to be discussed at Planning Committee in which you have an interest, you can present your views directly to the Committee via virtual link. The Planning Committee agenda is available on the website (at the same address as above) a week before the meeting and it lists the applications that will be discussed at the meeting. You will be able to speak directly to the Planning Committee if you are the applicant for the application under consideration or if you are representing objectors to the application for a maximum of five minutes; or if you are the ward Councillor for the ward in which the application is being made you may speak to the Committee for up to five minutes (in multi councillor wards where the views of ward councillors are different, then both viewpoints will be heard). Speakers will be heard by the Committee in the following order: Planning Officer (time unlimited), applicant, objector, and ward Councillor. No cross examination of the applicant or objector will be permitted.</p> <p>The following interested parties of an application to be discussed at Planning Committee will be able to speak directly to the Planning Committee for up to a maximum of five minutes each:</p> <ul style="list-style-type: none">• The applicant or representative (one speaker)• Objecting to the application (one speaker)• A Ward Councillor (in multi councillor wards where the views of ward councillors are different, then both viewpoints will be heard).

	<p>The Planning Committee agenda listing all applications to be considered is available on the website a week before the meeting. Speakers will be heard by the Committee in the order as set out below in para.4.214. Members of the Planning Committee may ask questions of the representative of the objectors and the applicant to seek clarity and material planning considerations raised.</p>
<p>Page 94</p>	<p>Amend text as set out below:</p> <p>4.214. Then the applications for consideration at this meeting are presented – for each application:</p> <ul style="list-style-type: none"> • The planning officer presents a report containing the recommendation • Opportunity for one representative of objectors to speak (5 minutes) • Opportunity for the committee to ask questions, seeking clarity from objector or their representative • opportunity for the applicant or applicant's representative to speak (5 minutes) • Opportunity for the committee to question and seek clarity from the applicant or their representative. • opportunity for a representative of any objectors to speak • Opportunity for the relevant ward councillor to speak • The committee members will then discuss the application and take a vote • This process will be repeated until all applications have been considered • Any Councillor entitled to vote on an application must be present for the entirety of the consideration of that matter in order to take part in the vote on that application.
<p>Page 115</p>	<p>Insert procedure for proposal of Alternative budget (set out in full below)</p>

<p>Page 192</p>	<p>Amend text as set out below:</p> <p>Planning application procedures 5.89. The following principles shall be followed by the Council in dealing with planning applications: Once a planning application has been registered and validated, officers will write to:</p> <ul style="list-style-type: none"> • The ward Councillors for the ward in which the application site is located • Ward Councillors where a section of the application site lies within their ward • Ward Councillors where a section of the application is immediately adjacent to the boundary of their ward • Councillors and officers will, wherever possible, avoid indicating the likely decision on an application or otherwise committing the Council during contact with applicants or objectors • Details of all applications will be sent to local ward Councillors and parish councils with the opportunity to comment. Any comments must be made in writing and returned to the planning department no later than 21 days from the date of the consultation. • The Director Development and Economic Growth will be responsible for determining all applications except those which, in accordance with the Council’s scheme of delegation, must be referred to the Planning Committee for determination.
<p>Part 5 – Codes of Conduct and Protocols</p>	
<p>Page 188 para 5.50</p>	<p>Add new bullet point:</p> <ul style="list-style-type: none"> • I behave in accordance with all legal obligations, alongside any requirements contained within the Council’s policies, protocols and procedures.
<p>Part 6 – Member Allowances</p>	
<p>Page 224 – Schedule 2 Part 1</p>	<p>Update Councillor mileage rates in line with those paid to employees.</p>

Strategic Growth Board Terms of Reference

Objectives

The Board shall:

- Lead, support and deliver the strategic growth agenda for the Borough in line with the key themes of:
 - Major infrastructure (roads, rail and broadband)
 - Business Growth
 - Employment/skill growth
 - Housing Growth
- Consider issues, provide feedback and support the Leader and the Deputy Leader of the Council when making representations to the appropriate bodies, such as the Local Enterprise Partnership, and the Nottinghamshire Joint Economic Prosperity Committee regarding future priorities and funding applications
- Oversee the development and delivery of the work programme from the local growth boards and receive reports from these groups when necessary
- Support and monitor the future implementation of the Housing delivery plan within the Core Strategy
- Allocate and monitor the Growth Board's budget as determined within the Council's budget
- Commission necessary and relevant pieces of work that will assist in the delivery of the Board's work programme and aid and support delivery of the strategic priorities for economic development
- Where necessary, make recommendations to the Cabinet regarding the Strategic Growth agenda for the Borough

Membership

Core membership of the Board:

- Council Leader – Chairperson
- Nine elected members - including the Leaders of the two political groups and also a representative from the Green party, with its cross party membership reflecting the Council's political proportionality.
- Cabinet Portfolio holders for Finance and Business and Growth
- Nottinghamshire County Councillor

Due to the nature of the Boards' work it will be necessary to ensure sufficient external expertise is available when it gives consideration to specific topics and issues. In view of this non-voting co-optees to the board will be invited to attend from organisations such as:

- D2N2 Local Enterprise Partnership
- Rushcliffe Business Partnership

- Universities
- Homes England

This list is not exhaustive and additional coopted members may be invited/included to support the work of the Board with the approval of the Chairperson.

Governance arrangements

The Board meetings are not public meetings and information shared/discussed is to remain confidential to the Board members to enable open discussions about commercially sensitive information.

Meeting notes will be taken and distributed to Board members.

It is anticipated that the Board will meet once a quarter.

Resources and support

The Council has allocated a budget to support the work of the Strategic Growth Board and decisions on expenditure will be taken by the Chairperson and Board as required.

The hosting, coordination and secretariat support will be provided by Rushcliffe Borough Council.

Terms of Reference for the Member Development Group

Membership

- Chairman of the Group currently from an Opposition Group
- Group to comprise of nine Councillors and be politically proportionate

Terms of Reference

This Group is responsible for the training and development of elected Councillors ensuring that they have the skills and knowledge required to fulfil their roles. The Group will achieve this by:

- Creating an environment that encourages self-development and continuous learning
- Identifying, delivering and evaluating training and development opportunities for all Councillors
- Creating an effective Councillor Induction programme for delivery following a Borough Council election
- Overseeing changes to the way Councillors work and deliver their role
- Evaluating and making changes to the Councillors' Community Grant Scheme as required.

Support and Resources

- The Group will be supported by Charlotte Caven-Atack, Service Manager for Corporate Services

Process for debating motions at Council – unamended motion

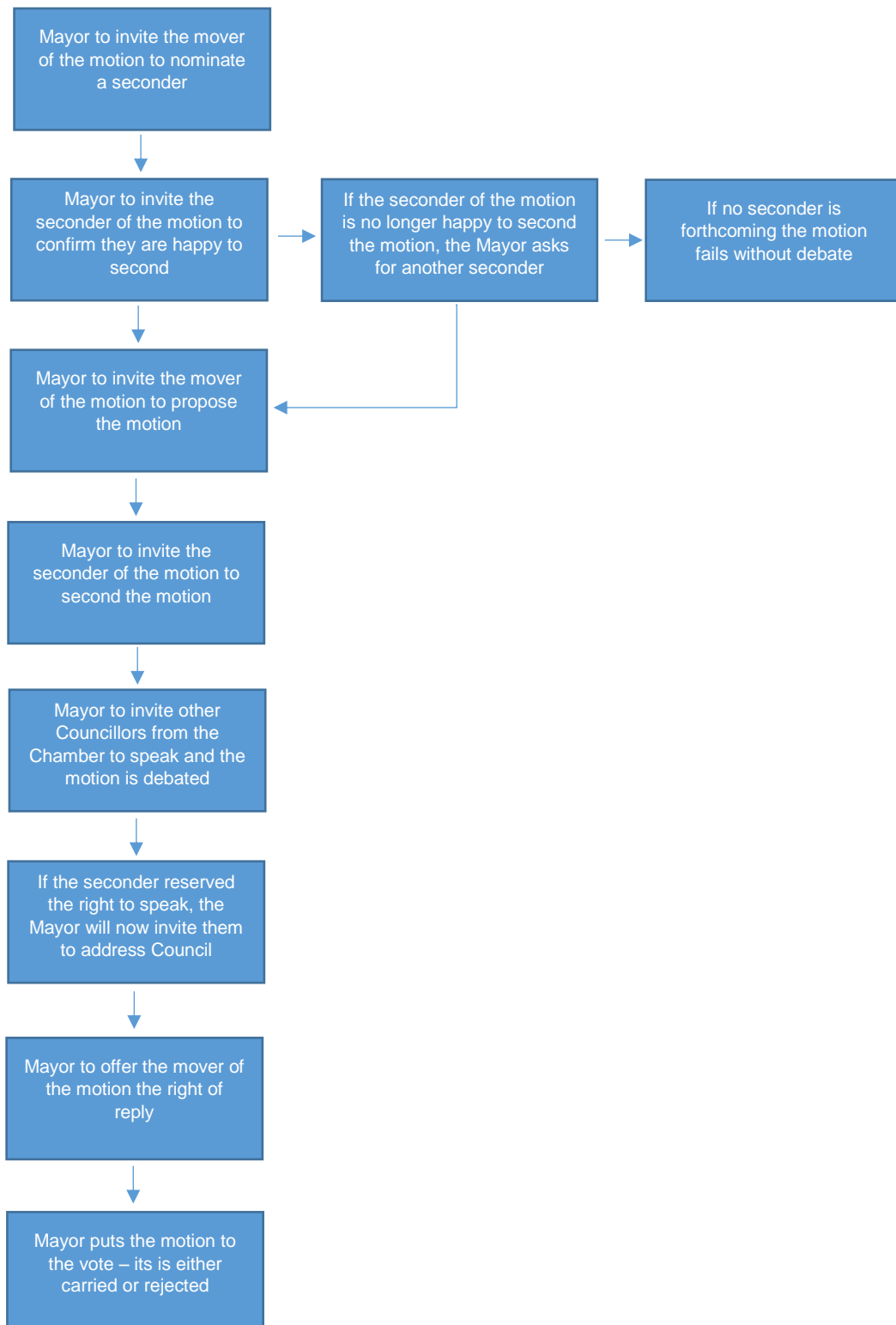
Motions for debate at Council need to be submitted in writing to the Chief Executive and Monitoring Officer no later than 5pm seven clear working days (not including the day of the meeting) before the meeting. Motions that meet the criteria set out in the Council's Constitution and accepted by the Chief Executive and Monitoring Officer will be printed with the agenda pack for the meeting and published five clear working days (not including the day of the meeting) before the meeting. At the majority of Council meetings, motions are debated towards the end of the agenda after the reports have been discussed. The following process is followed until such a point that an amendment to the motion is proposed (this will not happen in all cases). If an amendment is proposed a separate process is followed (please see Process for debating motions at Council – amended motion).

Action	Explanation
Mayor to invite the mover of the motion to nominate a seconder	Motions require a mover (the person who has submitted the motion and will propose it to Council) and a seconder (a supporter of the motion). Without a seconder the motion cannot be moved.
Mayor to invite the seconder of the motion to confirm they are happy to second	If the identified seconder is no longer happy to second the motion the Mayor can open the position out to any Councillor. If there is still no seconder, the motion has failed without debate and the Mayor will move on to the next item on the agenda.
Mayor to invite the mover of the motion to propose the motion	The mover of the motion can speak for ten minutes on the motion. Occasionally, the mover of the motion will propose a change to the motion they have submitted. These are usually minor amendments or clarifications and can be changed with the agreement of the Council. If agreement is not given the mover must present the motion as it appears in the meeting papers.
Mayor to invite the seconder of the motion to second the motion	The seconder may speak for up to five minutes in support of the motion or reserve the right to speak later in the debate.
Mayor to invite other Councillors from the Chamber to speak and the motion is debated	Any other Councillors in the Chamber can speak in support of or against the motion by indicating to the Mayor that they wish to speak and waiting to be invited to do so. They can speak for up to five minutes. The Mayor will invite Councillors to speak in the order that they indicate their wish to speak until no more speakers are waiting or until such a time that they feel the motion has been sufficiently debated and no new points of view are being raised.
If the seconder reserved the right to speak, the Mayor will now invite them to address Council	Often a seconder will reserve the right to speak until later in the debate to assist the mover of the motion in addressing the objections made by Councillors during the

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	debate. They may speak for up to five minutes. If they have spoken earlier, they will not be able to speak a second time.
Mayor to offer the mover of the motion the right of reply	The mover of the motion has the opportunity to address the objections made by Councillors during the debate. They may speak for up to five minutes.
Mayor puts the motion to the vote	The Mayor will ask Councillors to indicate with a show of hands whether they vote for the motion, against the motion, or if they wish to abstain.

Process of debating a motion – unamended motion – flowchart



Process for debating motions at Council – amended motion

Sometimes a Councillor (or political group) may wish to make an amendment to a motion. This could be for a variety of different reasons including a clarification of responsibilities, bringing the action within the control of the Council, or to strengthen what is being proposed by being more specific about the action to be taken (the ways in which a motion can be amended are outlined in more detail in the Constitution). When an amendment is proposed, the main debate on the motion is paused and a debate on the amendment is undertaken. At the end of the debate on the amendment a vote is taken. If the amended motion is accepted by Council it becomes the substantive motion and replaces the original motion under debate. The debate continues. A motion can be amended multiple times and in each case the main debate is paused, the amendment is debated and then voted upon. Debate returns to the substantive motion each time. The substantive motion will always reflect the latest version of the motion as agreed upon by Council. The following table explains the process further with text in green highlighting those actions that are specific to debating an amendment to a motion.

Action	Explanation
Mayor to invite the mover of the motion to nominate a seconder	Motions require a mover (the person who has submitted the motion and will propose it to Council) and a seconder (a supporter of the motion). Without a seconder the motion cannot be moved.
Mayor to invite the seconder of the motion to confirm they are happy to second	If the identified seconder is no longer happy to second the motion the Mayor can open the position out to any Councillor. If there is still no seconder, the motion has failed without debate and the Mayor will move on to the next item on the agenda.
Mayor to invite the mover of the motion to propose the motion	The mover of the motion can speak for ten minutes on the motion. Occasionally, the mover of the motion will propose a change to the motion they have submitted. These are usually minor amendments or clarifications and can be changed with the agreement of the Council. If agreement is not given the mover must present the motion as it appears in the meeting papers.
Mayor to invite the seconder of the motion to second the motion	The seconder may speak for up to five minutes in support of the motion or reserve the right to speak later in the debate.
Mayor to invite other Councillors from the Chamber to speak and the motion is debated	Any other Councillors in the Chamber can speak in support of or against the motion by indicating to the Mayor that they wish to speak and waiting to be invited to do so. They can speak for up to five minutes. This is the point at which amendments will be proposed.
Mayor invites a Councillor to speak	The Councillor that has been invited to speak wishes to propose an amendment to the motion.

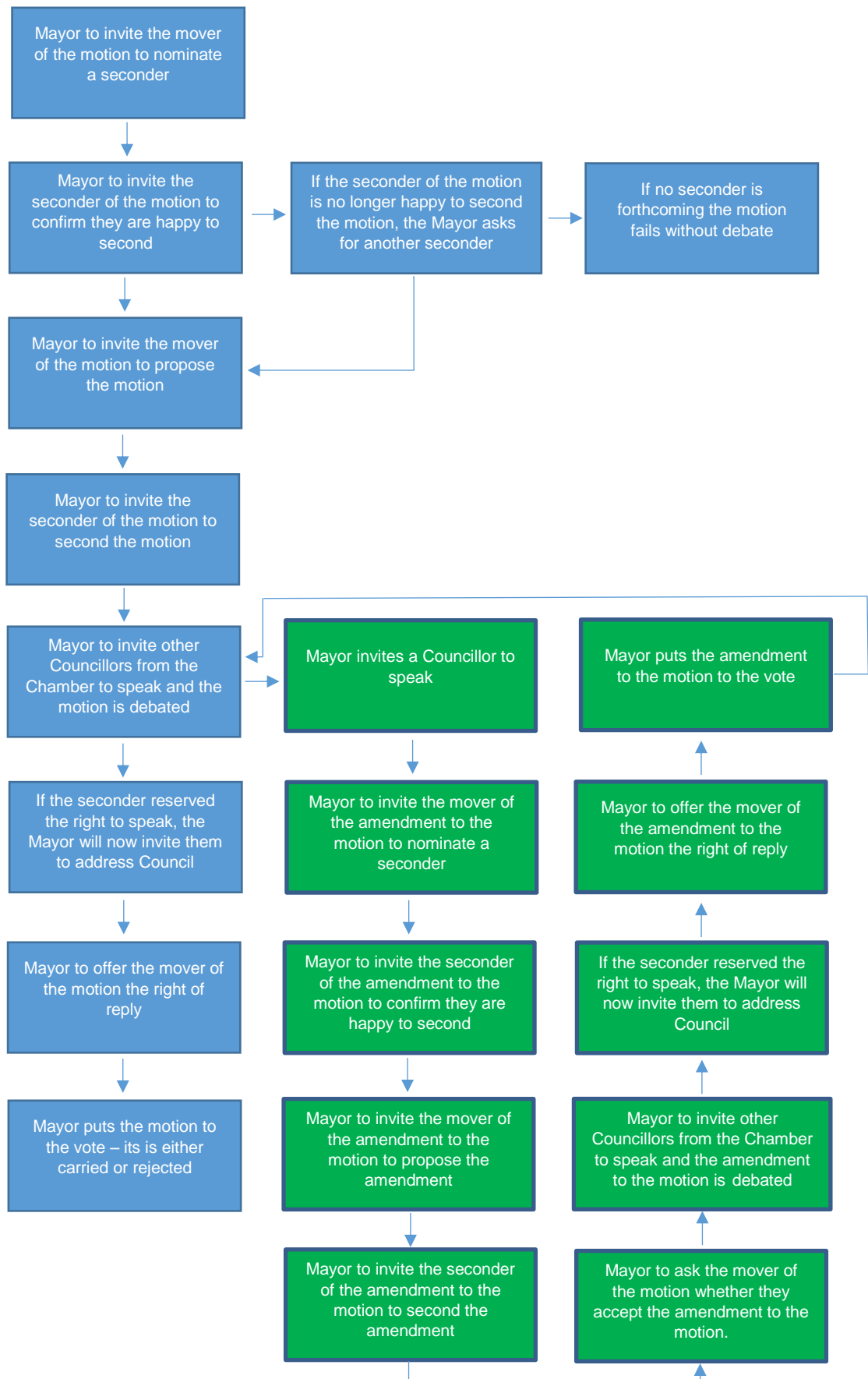
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<p>Mayor to invite the mover of the amendment to the motion to nominate a seconder</p>	<p>The same as motions, amendments to motions require a mover (the person who has submitted the amendment to the motion) and a seconder (a supporter of the amendment to the motion). Without a seconder the amendment to the motion cannot be moved.</p>
<p>Mayor to invite the seconder of the amendment to the motion to confirm they are happy to second</p>	<p>If the identified seconder is no longer happy to second the amendment to the motion the Mayor can open the position out to any Councillor. If there is still no seconder, the amendment to the motion has failed without debate and the Mayor will return to the debate on the motion.</p>
<p>Mayor to invite the mover of the amendment to the motion to propose the amendment</p>	<p>The mover of the amendment to the motion can speak for five minutes on the motion.</p>
<p>Mayor to invite the seconder of the amendment to the motion to second the amendment</p>	<p>The seconder may speak for up to five minutes in support of the amendment to the motion or reserve the right to speak later in the debate.</p>
<p>Mayor to ask the mover of the motion whether they accept the amendment to the motion.</p>	<p>The mover of the original motion has the opportunity to accept the amendment. If they do so, no further debate on the amendment is heard, no vote is taken, and the motion still 'belongs' to them. The amended motion becomes the substantive motion and the debate continues.</p> <p>If they do not accept the amendment to the motion the Mayor proceeds with the debate on the amendment.</p>
<p>Mayor to invite other Councillors from the Chamber to speak and the amendment to the motion is debated</p>	<p>Any other Councillors in the Chamber can speak in support of or against the amendment to the motion by indicating to the Mayor that they wish to speak and waiting to be invited to do so. They can speak for up to five minutes. The Mayor will invite Councillors to speak in the order that they indicate their wish to speak until no more speakers are waiting or until such a time that they feel the amendment to the motion has been sufficiently debated and no new points of view are being raised.</p>
<p>If the seconder reserved the right to speak, the Mayor will now invite them to address Council</p>	<p>Often a seconder will reserve the right to speak until later in the debate to assist the mover of the amendment to the motion in addressing the objections made by Councillors during the debate. They may speak for up to five minutes. If they have spoken earlier, they will not be able to speak a second time.</p>

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<p>Mayor to offer the mover of the amendment to the motion the right of reply</p>	<p>The mover of the amendment to the motion has the opportunity to address the objections made by Councillors during the debate. They may speak for up to five minutes.</p>
<p>Mayor to offer the mover of the original motion the right of reply</p>	<p>The mover of the original motion is also given the right of reply, often focusing on why the original motion should be supported and the amendment cast aside. They may speak for up to five minutes.</p>
<p>Mayor puts the amendment to the motion to the vote</p>	<p>The Mayor will ask Councillors to indicate with a show of hands whether they vote for the amendment to the motion, against the amendment to the motion, or if they wish to abstain.</p> <p>If Council votes to accept the amendment to the motion, it becomes the substantive motion belonging to the Councillor that proposed the amendment.</p> <p>If Council votes to reject the amendment, the debate returns to the original motion.</p> <p>The process to debate an amendment to the motion (in this table as green text) will be followed each time an amendment is proposed until no further amendments are proposed. At this time the debate returns to the main process (in this table as black text).</p>
<p>Mayor to invite other Councillors from the Chamber to speak and the motion is debated</p>	<p>The Mayor will invite Councillors to speak in the order that they indicate their wish to speak until no more speakers are waiting or until such a time that they feel the motion has been sufficiently debated and no new points of view are being raised.</p>
<p>If the seconder reserved the right to speak, the Mayor will now invite them to address Council</p>	<p>Often a seconder will reserve the right to speak until later in the debate to assist the mover of the motion in addressing the objections made by Councillors during the debate. They may speak for up to five minutes. If they have spoken earlier, they will not be able to speak a second time.</p>
<p>Mayor to offer the mover of the motion the right of reply</p>	<p>The mover of the motion has the opportunity to address the objections made by Councillors during the debate. They may speak for up to five minutes.</p>
<p>Mayor puts the motion to the vote</p>	<p>The Mayor will ask Councillors to indicate with a show of hands whether they vote for the motion, against the motion, or if they wish to abstain.</p>

Process of debating a motion – amended motion – flowchart



Glossary:

Motion: a proposed policy or action for the Council to take

Mover: a councillor who proposes a motion or an amendment to a motion

Seconded: a councillor who formally supports a motion or an amendment to a motion

Amendment: a proposed change to a motion

Debate: the opportunity for Councillors within the Chamber to put forward their views on the motion or an amendment to the motion

Substantive motion: the motion that is debated after an amendment is carried (replacing the original motion)

Provisions relating to the Budget for the Authority

Once the budget proposals are agreed by the Cabinet, a political group and/or any member of the Council can choose to prepare an alternative budget or amendments. The Finance function will specifically assign a senior finance officer to each political group to support this exercise. Consistent information will be made available to all groups but discussions and requests for supplementary information within the groups are confidential to that group. If similar requests are made by more than one group, officers will take steps to ensure there is no duplication of effort, whilst maintaining group confidentiality.

The alternative budgets / amendments produced must have the effect of providing the Council with a “balanced budget”. This must be determined by the Council’s Section 151 Officer in collaboration with the Council’s Monitoring Officer, following which a budget motion can be submitted for presentation to Full Council. Any motion to amend the Cabinet’s budget proposals will only be permissible if it has been provided to the Council’s Section 151 Officer at least 7 working days prior to the Council’s Budget Meeting; and certified by the Section 151 Officer at least 2 working days prior to the Council’s Budget Meeting as being reasonably calculated and sufficiently deliverable as to be robust and sustainable in the medium term and continue to ensure that reserves are maintained at an adequate level which protects the Council’s financial standing.

Alternative Budget Proposal Commentary

Alternative budget proposals should be published one working day in advance of Council. Further commentary can be provided when specific proposals are released. Alternative proposals are required to include Section 151 commentary which will set out the financial implications of the proposals. In general terms, alternate budget proposals would typically involve one or more of the following:

- An amendment to the proposed Council Tax increase;
- Use of reserves or contingency to fund additional revenue proposals; or
- An expansion of the Capital Programme.

Procedure for Budget Debate

All Group Leaders (or their nominated speaker) will have the opportunity to move a revenue budget or make a budget statement at the meeting in connection with the Medium Term Financial Strategy. If they intend to propose an alternative budget, the details of the proposed amendments should also be submitted in writing to the Chief Executive and Monitoring Officer by the third working day before the meeting, in

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order for them to be considered by the Council's Section 151 Officer prior to the meeting.

Speeches from the Group Leaders (or their nominated speaker) will be time limited in accordance with existing procedure rules and any extension agreed at the meeting with agreement by the Mayor. The Leader of the Council (or nominated speaker) will introduce the report and move The Cabinet's recommendations. This will be the Leader's opportunity to speak on the budget and put forward any proposed additions or amendments. The motion will be seconded by the Leader's nominated Cabinet member. The other Group Leaders (or their nominated spokesperson) will then be given the opportunity to move an alternative budget or make a budget statement. Alternative budget proposals will need to be seconded.

Once all proposals and statements have been made, a vote will be taken on each budget proposal, commencing with the majority group's budget proposal first. If the vote is carried on the first proposal that will conclude the item. If the vote is not carried, the remaining budget proposals will be voted upon in the order in which they were presented, until a motion is carried. The vote on the budget will be taken by way of recorded vote.

Rates of Travelling Allowance and Provisions Relating Thereto (from 1 May 2023)

Travel by public transport (which, for the avoidance of doubt, excludes air travel) where more than one class of fare is available shall be booked/paid for with a view to ensuring best value and economy wherever possible.

The rate for travel by a Councillor's own solo motorcycle will be 24.0p per mile.

The rate for travel by a Councillor's own private motor vehicle, or one belonging to a member of his family or otherwise provided for their use, other than a solo motor cycle, shall be in accordance with the National Joint Council (NJC) rates for officers applying at the relevant time, which, from 1 May 2023 45.0p per mile.

The rates specified may be increased by not more than the amount of any expenditure incurred on tolls, ferries or parking fees and overnight garaging.

The rate for travel by bicycle shall be 20p per mile.

The rate for travel by taxicab or cab shall not exceed:

- in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity paid, and
- in any other case, the amount of the fare for travel by appropriate public transport.

The rate for travel by a hired motor vehicle other than a taxi-cab shall not exceed the rate which would have been applicable had the vehicle belonged to the Councillor who hired it provided that where the body so approves the rate may be increased to an amount not exceeding the actual cost of hiring.

The rate for travel by air shall not exceed the rate applicable to travel by appropriate alternative means of transport together with an allowance equivalent to the amount of any saving in subsistence allowance consequent on travel by air. Provided that if the Council resolves, either generally or specifically, that the saving in time is so substantial as to justify payment of the fare for travel by air, there may be paid an amount not exceeding:

- the ordinary fare or any available cheap fare for travel by regular air service; or
- where no such service is available or in case of urgency, the fare actually paid by the Councillor.

As per the independent panel recommendations, approved March 2015, the rate of allowances will remain in parity with officer allowance rates.

The cost of travel outside of the UK shall not be reimbursed unless it has previously been authorised by the Council.

Appendix 1

Travel allowances to be payable from home to place of duty, or another location (if applicable and less), except that where a Councillor's main residence is no longer in Rushcliffe and is a greater distance than their last qualifying address in the Borough, such allowances shall be payable from the latter.