

Agenda Item 4

Schedule for Budget debate 2018. Total maximum time 2 hours 30 minutes

- All speakers a maximum of 3 mins unless otherwise stated.
- Any unused time from slots will be added to stage (d).
- Timings do not include voting but an allowance for calling speakers.
- Please give names in the order you wish the Lord Mayor to call

Stage	Time slot (maximum)	Speakers
(a) Proposal of the City Executive Board budget	15 minutes	Councillor Turner
(b) Proposal of Liberal Democrat budget/ amendments (in briefing note)	30 minutes + 3 minutes for Cllr Turner's response	Councillor Gant – max 10 minutes 5 additional speakers from any group (15min) Response from Councillor Turner – 3 minutes (not included in the 30 minutes). Sum up from Councillor Gant – 3 minutes
Vote on the Liberal Democrat proposals as one amendment		
(b) Proposal of the Green Group budget/ amendments (in briefing note)	30 minutes + 3 minutes for Cllr Turner's response	Councillor Thomas – max 10 minutes 5 additional speakers from any group (15min) Response from Councillor Turner – 3 minutes (not included in the 30 minutes). Sum up from Councillor Thomas – 3 min
Vote on the Green Group proposals as one amendment		
Break	At least 30 minutes	Tea and submission of individual amendments for debate to Andrew or Jennifer no more than 15 minutes after the start of the break
(c) Individual amendments debate – circulated in writing after the break, numbered and taken in order received.	40 minutes	Taken as read with proposer and seconder named by Lord Mayor. Proposer does not start debate. Time allocated to debate with sum up from proposer. No limit on debate for each amendment and taken in order received. Those out of time fall.
Vote on each amendment or groups of amendments		
(d) Debate on City Executive Board Budget (as amended)	30 minutes + unused time from (a), (b) and (c)	Seconder to CEB budget - Cllr Brown usually - 3 minutes 8 additional speakers plus others should time allow Sum up Councillor Turner – 3 minutes
Recorded vote		
Leaders Adjournment	10 minutes	If needed by the Leader

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COUNCIL

BUDGET DEBATE – Process for submitting amendments

Alternative Budgets

These are considered as substantive amendments to the administration budget and must be available in advance. These are published in the briefing note. These are discussed with Finance before publication.

Individual amendments submitted

To be considered they must be in writing on this form and sent or given to the Clerk for copying and circulation to members in good time before the debate begins.

Council needs to be clear what is being suggested along with the implications for the budget:

- What is proposed and why;
- Impact on the budget - cost and how it is to be funded;
- Commencement and duration of the proposal.

Amendments will be taken in the order given to the Clerk.

Any amendments not taken within the 40 mins allowed for debate will fall unless Council decides to continue.

Deadlines for individual amendments:

Substantive amendments – **by email by 1.00pm on the working day before the meeting.**

Minor amendments, or those as a result of the preceding debate – must be set out clearly and legibly **on the form** (over) and handed to the Committee secretary no later than **15 minutes after the meeting breaks for tea.**

These will be circulated and debated ‘as read’ – please make sure the forms will be legible after copying. Emails cannot be accepted after noon on the day of the meeting as there is no facility to print these.

The Head of Finance will review these and decide if an amendment is minor and can be taken; or substantive and cannot be taken at this late stage. His decision is final.

Debating amendments - each separately or in groups as appropriate

1. the amendment is taken as read – so the proposer and seconder do not speak at the start
2. Lord Mayor calls the amendment number and speakers - will take 1 from each Group.
3. If the seconder wishes to speak they should indicate.
4. Cllr Turner responds.
5. Proposer sums up.
6. Vote.

Amendment to Budget – Amendment number _____

Proposer _____

Secunder _____

What is proposed

Reason

Cost (or estimated maximum cost)

How it is to be funded – what is to be stopped/reduced

When the proposal starts and how long it lasts

Return to Jennifer Thompson, in person at the meeting (or if by email before noon on 19 February via democraticservices@oxford.gov.uk)