

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)