

**Cambridgeshire County Council
Meeting of Full Council – 5th February 2019**

Protocol for Debating the Council's Proposed Business Plan 2019-2020

Background to the Business Planning Process

The Council's Business Plan is subject to annual review and approval. In accordance with the Council's Constitution, the General Purposes Committee leads and co-ordinates the process of developing a draft Business Plan for submission to Full Council to be debated in the annual Business Plan debate.

The Council is legally obliged to set a lawful budget before the 1 March 2019 at the latest.

The structure of the Council's Business Plan mainly follows that of the service departments into which the Council is organised, namely:

- People and Communities
- Place and Economy
- Corporate and Managed Services
- LGSS – Cambridge Office
- Public Health
- Commercial and Investments

Outline of the Process for Debating the Business Plan

This protocol sets out the process by which the Business Plan debate will be conducted and the first action of the Council Chairman will be to move that the Standing Orders be suspended to permit the debate to proceed as set out below.

Suspension of Standing Orders

- i) The Chairman of Council will move Suspension of Standing Orders

The Business Plan debate is different to other debates and as such, the Council's Standing Orders relating to amendments and debates shall be varied in order to enable the debate to progress in an orderly fashion.

Moving the Proposed Business Plan

- ii) The Chairman of Council shall move the proposed Business Plan.

(Chairman shall move the report of the S.151 Officer with a speech, prepared by officers, explaining that GPC has put forward a range of options for Council to decide how it wishes to balance the budget and as such it falls to the Chairman of Council to formally put the report before council in order that it may be debated and amended as necessary. The speech will also include the context.) (5 minutes).

- iii) Vice-Chairman of Council to second without comment. Speech reserved until main debate.

Opening Speeches

- iv) Group Leaders to have Opening Speeches in addition to their speech in the main debate itself and in any debate of an amendment. (5 minutes)

Main Debate

- v) After Group Leaders have completed their opening speeches the Chairman of Council will invite members to debate the recommendation. If there are any amendments, they will be debated in the order in which they were received by Democratic Services Manager.

All members will be invited to speak once in relation to the proposal. (5 mins)

There will be one single debate on all sections of the Business Plan and amendments may be moved, subject to the notice requirements below.

Speaking in the Debate

- All speeches are limited to five minutes.
- Group Leaders will have a second opportunity to speak on the budget proposals in a personal capacity (the speaking rights for the Chairman of General Purposes Committee are set out in the last bullet point in this section).
- Members will be entitled to speak once only on the Plan and once to each amendment.
- The Chairman of General Purposes Committee shall have right of reply to any amendment at the end of the discussion of that amendment and at the end of the debate on the Plan, immediately before the substantive motion is put to the vote.

Notice of Amendments

Due to the complexity of the Business Plan and the need for financial compliance this Protocol varies the Standing Orders in relation to amendments in the following way.

Any significant* amendments to the Business Plan must be submitted to the Section 151 Officer, Chris Malyon, and the Democratic Services Manager, Michelle Rowe, at least five working days before the date of Full Council in order to enable the Section 151 Officer to confirm whether the proposed amendments would result in a lawful budget. The Section 151 Officer will exercise discretion in relation to the need for Opposition Groups to revise their amendments to reflect an amendment from the Administration. The deadline for these amendments will be 10.00a.m. on Thursday, 31 January 2019.

Any minor* amendments must be submitted to the officers above at least one working day before the date of Full Council.

*[*Note – Amendments will be classified as significant if they call for changes, which will require the Section 151 Officer to expend a considerable amount of time checking the budget figures. Minor amendments will be those that relate to a single budget line e.g. remove £10k here and add here etc. The final decision as to whether an amendment is significant rests with the Section 151 Officer and Members are advised to seek guidance from him, at least five working days before the date of Full Council, if they are unsure about the classification of their amendment]*

Process for Dealing with Amendments

All amendments will be moved, debated and voted upon during the main debate on the proposed Business Plan in the sequence in which they were received by the Democratic Services Manager.

If the recommendation is amended, the amended recommendation becomes the substantive motion which will be debated and voted upon by Full Council.

If a majority vote in favour of either the original recommendation or the amended version is not achieved the Chairman shall immediately adjourn the debate and meeting and ask members to go to their group rooms with a view to commencing discussions/negotiations in order to arrive at a recommendation which will gain sufficient support to achieve a majority.

As soon as a new recommendation has been proposed, (which is approved by the S.151 officer), the Chairman shall reconvene the meeting and ask for the amendment to be moved and debated.

Notes

Number of speeches

Chairman of GPC	<p>Main Debate 1 opening speech as Group Leader (5 mins)</p> <p>Amendment 1 speech in reply to any amendment at the end of the discussion of that amendment</p> <p>Immediately before vote 1 speech at the end of the debate on the Plan, immediately before the substantive motion is put to the vote.</p>
-----------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Group Leaders	Main Debate 1 Opening Speech (5 mins) 1 Speech in capacity as ordinary member (5 mins) Amendment 1 Speech in debate (5 mins)
Service Committee Chairman/woman	Main Debate 1 speech (5 mins) Amendment 1 speech (5 mins)
Service Committee Vice- Chairman/woman	Main Debate 1 speech (5 mins) Amendment 1 speech (5 mins)
Members without special responsibility	Main Debate 1 speech (5 mins) Amendment 1 speech (5 mins)