

POLICY FRAMEWORK DOCUMENTS PROCEDURE RULES

1. RESPONSIBILITY FOR POLICY FRAMEWORK DOCUMENTS (PFDs)

- 1.1. A list of the PFDs, including those which the Council has chosen as its Local Choice Functions (LCFs), is contained within the:
 - Full Council Functions.
 - Executive Functions (The Leader and Cabinet).
- 1.2. The Cabinet is responsible for proposing PFDs (including the LCF plans and strategies) to the Full Council. Once a PFD is in place, it will be the responsibility of the Cabinet to implement it.
- 1.3. The Budget setting process whilst similar to the procedure for PFDs is set out separately within the Financial and Budget Procedure Rules.

2. DEVELOPING POLICY FRAMEWORK DOCUMENTS (PFDs)

- 2.1. The process for developing PFDs (including the LCF plans and strategies) will be as follows (unless regulations dictate otherwise, such as with the Local Development Plan):
 - a) The Cabinet will publicise (including publishing on the Website and taking whatever other steps it deems appropriate such as a Forthcoming Decision Notice) a timetable for making proposals to the Full Council for the adoption of any PFD. This publication will also include the arrangements for consultation after publication of its initial proposals. All Councillors will be informed. The consultation period shall be a minimum of 6 weeks.
 - b) All PFDs will be considered by the Commission as part of the consultation process to investigate, research or report in detail with policy recommendations before the end of the consultation period. The Cabinet will take any response from the Commission into account in drawing up firm proposals for submission to the Full Council, and its report to the Full Council will reflect the comments made by consultees and the Cabinet's response.
 - c) Once the Cabinet has agreed the proposed PFD, the PFD will be considered at the next ordinary meeting of the Full Council for a decision.
 - d) If the Full Council has any objections or wishes to make amendments to the proposed PFD then it must inform the Leader of those objections and instruct the Cabinet to reconsider the PFD, in the light of those objections. Those instructions must specify the period (of at least five clear working days, commencing the day after the Leader receives the instructions) within which the Leader may either:
 - Submit a revised version of the PFD to the Full Council for consideration, with the Cabinet's reasons for any amendments made; or
 - Inform the Full Council of any disagreement that the Cabinet has with any of the Full Council's objections/amendments, giving reasons for any such disagreement.
 - e) Following the expiration of the period referenced above, the Full Council must make a decision on the PFD, having taken into consideration any response received from the Cabinet.

3. DECISIONS OUTSIDE THE POLICY FRAMEWORK DOCUMENTS (PFDs) INCLUDING IN-YEAR CHANGES

- 3.1. Decisions must only be taken which are in accordance with the PFDs approved by the Full Council except when those changes are:
- a) Necessary to ensure compliance with the law, Ministerial direction or Government guidance.
 - b) In relation to a PFD which would normally be agreed annually by the Full Council following consultation, but where the existing policy document is silent on the matter under consideration.
- 3.2. Where a decision needs to be taken and the Monitoring Officer has confirmed that the decision is contrary to an approved PFD, then that decision must be taken by the Full Council. Where that decision is a matter of urgency the procedure set out in the Paragraph 4 (Urgent Decisions Outside the Policy Framework Documents) must be followed.
- 3.3. **Calling-In of a Decision Contrary to a PFD:** If the Commission is of the opinion that a decision was taken which was contrary to a PFD (as approved by the Full Council), the decision may be Called-In and will follow the process set out in the Call-In Procedures.

4. URGENT DECISIONS OUTSIDE THE POLICY FRAMEWORK DOCUMENTS

- 4.1. Any urgent decisions which are contrary to a PFD approved by the Full Council can only be taken if:
- a) It is not practical to convene a quorate meeting of the Full Council.
 - b) The Chair of the Overview and Scrutiny Commission, or in their absence the Mayor (or in the absence of both of them, the Deputy Mayor), has agreed that the decision is urgent and cannot be reasonably deferred.
 - c) The decision maker (normally the Cabinet/Leader) submits a report to the next ordinary meeting of the Full Council. This report will detail the decision made, the reason for urgency and confirmation of the Overview and Scrutiny Commission's consent.