



**ONCHAN
DISTRICT
COMMISSIONERS**

Aim: To ensure compliance with the Authority's Standing Orders in Budget and Policy Framework.

RULES AND PROCEDURES

Budget and Policy Framework Procedure Rules

Policy Date: August 2019
Review Date: August 2021

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Budget and Policy Framework Procedure Rules

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Policy Review - History:

Please be aware that a hard copy of this document may not be the latest available version, which is available in the Authority's document management system, and which supersedes all previous versions.

Those to whom this policy applies are responsible for familiarising themselves periodically with the latest version and for complying with policy requirements at all times.

Acknowledgement to Douglas Borough Council for sharing their policy and procedures.

Effective from:	Replaces:	Originator:	Page X of Y
August 2019	New	Chief Executive	1 of 2
Board Ratification:			5 th August 2019

History or Most Recent Policy Changes – MUST BE COMPLETED		
Version:	Date:	Change:
1	05/08/19	New Document

Part 4 – Rules and Procedures

Section 3 - Budget and Policy Framework Procedure Rules

1. The framework for decision making

The Authority will be responsible for the adoption of its Budget and Policy Framework as set out in Standing Orders 2019. Once a Budget or a Policy Framework is in place, it will be the responsibility of the Executive to implement it.

2. Process for developing the Framework

The process by which the Budget and Policy Framework shall be developed is:

- (a) Each year the Authority will publish a programme for establishing the Budget and Policy Framework for the following year.
- (b) The Authority will as part of the process leading to the approval of the Policy and Budget Framework make enquiries to satisfy itself that:
 - specific revenue and capital funding is being directed at corporate priorities as specified in the Corporate Planⁱ;
 - the budget strategy does not in any way contradict the Corporate Plan;
 - the Authority's processes for accurate budget estimation and expenditure monitoring are suitable and sufficient.
- (c) The Policy and Budget Framework to be presented to Board for approval on the recommendation of the Chief Executive/Clerk.
- (d) Any changes to the Budget and Policy Framework are reserved to the Authority.
- (e) All the Authority's Departments will be consulted about their budget allocation following agreement of the Budget and Policy Framework.

3. Virement

The Authority will decide on virement limits in accordance with the nature of its functions and the size of its budget. This will be by reference to a financial limit. These details are contained in the Authority's Financial Regulationsⁱⁱ.

4. In-Year changes to Policy Framework

The responsibility for agreeing the Budget and Policy Framework lies with the Authority, and decisions by Lead Members or Officers with delegated authority must be in line with that Framework. All changes must be reported to the Board at the earliest opportunity. No changes to any policy and strategy which make up the Budget and Policy Framework may be made by Lead Members or officers with delegated authority except changes:

- (a) which will result in the closure or discontinuance of a service or part of service to meet a budgetary constraint;
- (b) necessary to ensure compliance with the law, or government guidance.

ⁱ Please note that the Corporate Plan is yet to be developed.

ⁱⁱ Financial Regulations yet to be developed.