

# GLOSSARY

## Glossary of some of the terms used in the Constitution

Articles	The basic rules governing the Council's business, which cannot be suspended.
Budget/ Budget framework	All the financial resources allocated to different services and projects.  The agreed budget levels for each year form a framework for expenditure which only the Council can alter.  The cabinet manage the budget within the limits applied by the Council.
Cabinet	Portfolio-holding Councillors, including the Leader, responsible for carrying out almost all of the local authority's functions. Also known as the Executive
Call-in	A mechanism, which allows Overview & Scrutiny Committees to examine, and challenge, an Executive decision before it is implemented.
Chief Finance Officer	The officer responsible for the administration of the financial affairs of the Council..
Chief Officers	The most senior Council staff – see Article 13 and the Officer Employment Procedure Rules.
Committee/Sub-Committee	A group of members appointed by the Council to undertake tasks allocated to it under the articles of this constitution or my direct instruction of Council. Decisions are taken collectively by majority present at a meeting.
Confidential Information	Information either given to the Council by the Government on terms which forbid its public disclosure or which cannot be publicly disclosed by Court Order.
Constitution	The document setting out how the Council operates, how decisions are made and all the procedures that have to be followed.
Co-optee/Co-opted	A non-voting, non-Councillor appointed to serve on a Committee/Sub-Committee in an advisory capacity.
Councillors/Members	A person elected by their local community to represent them. Each Councillor represents a ward (a defined area of the District) for a period of four years.
Council	The collective term for all 58 Councillors. The Council meets as a group seven times a year to take decisions on matters that affect the budget and policy framework.

Director	The most senior officers, after the Chief Executive, each of whom is responsible for Council service departments Also called a Chief Officer.
Executive	Term used to describe the collective role of the Leader, Cabinet & individual Cabinet Members.
Exempt Information	Information falling into one of 15 categories set out in the Local Government (Access to Information) Act 1985 which usually cannot be publicly disclosed – see the Access to Information Procedure Rules.
Forward Plan	A schedule of all the Key Decisions the Executive expects to take over the next 4 months.
Governance	The collective terms used to describe the process of continuous monitoring of the implementation of policies and practices that ensure the good management of the Council. The Council has a Corporate Governance Group which oversees this
Head of Paid Service	The most senior officer, with overall responsibility for the management and operation of the Council; also known as the Chief Executive.
Joint Committee	A body appointed under Section 101 of the Local Government Act 1972 normally in connection with another authority
Key Decision	A decision by the Cabinet or Cabinet Member, which is likely either to incur significant expenditure/make significant savings or to have a significant impact on local communities. The criteria used to identify Key Decisions are set out in the Article 14. (Decision Making)
Leader	A Councillor that is appointed by Council to chair the Cabinet, give strategic direction to the Council and its Officers. Also appoints the Cabinet and decides upon delegation arrangements for executive functions.
Monitoring Officer	The officer charged with ensuring that everything that the Council does is fair and lawful. Also deals with complaints about Councillors
Overview & Scrutiny	Providing support and advice to the Executive by contributing to the review and development of policy; holding the Executive to account by questioning, challenging and monitoring their performance.
Policy Framework	The plans and strategies, which have to be adopted by the full Council and in accordance with which the Cabinet have to operate – see Article 4. (Full Council)

Portfolio/Portfolio Holder	<p>A group of Council functions for which a member of the Cabinet has responsibility for decision making and affecting use of Council resources.</p> <p>A member of the Cabinet who has collective and individual decision making powers for an number of Council services and sections</p>
Procedure Rules	Detailed rules, which govern how the Council operates and how decisions are taken. See section 4 of this Constitution
Proper Officer	An Officer appointed by the Council to undertake a statutory function, can be a different person for each function. Often the Chief Executive or Monitoring Officer.
Protocols	Codes of Practice, which set out how, for example, how various elements of the Council, are expected to operate a.
Quorum	The minimum number of people who have to be present before a meeting can take place.
Standards Committee	A Committee responsible for promoting and maintaining high standards of conduct by Councillors and considers written allegations that a Councillor has failed to comply with their Code of Conduct.
Terms of Reference	Each Committee will have rules and constraints within which it can take decisions. These rules are its Terms of Reference .
Virement	Moving funds from one area of expenditure to another.