

Glossary

The Constitution contains references which may be defined as follows:

Approved Duties	Those meetings, events, etc, approved for the purposes of claiming travel and subsistence allowances.
Background papers	A list at the end of a report of those documents used in compiling the report, which must be available for inspection on request by a Member or the public.
Budget Framework	The revenue and capital budget in any one year.
Call-in	The process by which Members may challenge or require further information on an Executive decision.
Chairman of Committee	The elected Chairman or in his/her absence, the Vice-Chairman. The term may also apply to an elected Member elected to preside in the absence of the Chairman and Vice-Chairman.
Chairman of Council	The Member elected by Council annually to preside over meetings of the Council and to act as the ceremonial head of the Council.
Chief Officer	As detailed at Part 2, Article 12 of the Constitution, the Chief Executive and Directors comprising the Corporate Management Team.
Civic Year	The period between annual meetings of the Council, usually held in May.
Clear Days	This excludes Saturday, Sunday, Bank and Public Holidays, the day of despatch of an agenda, summons or notice (where relevant), the day of the meeting (where relevant).
Code of Conduct	The description of the behaviour and ethical standards required by Members and Officers.
Committee	A formal decision-making body which has the functions of the Council referred or delegated to it.

Community Voice	A means by which the Council can consult with local communities.
Confidential Information	As defined in Section 100A(3) of the Local Government Act 1972, this covers information provided to the Council by a Government department on terms, which prohibit its disclosure and information, which the Council is prohibited from disclosing by statute or by court order.
Constitution	The document describing the decision-making arrangements for the Council, together with the detailed rules and procedures for the operation of the decision-making arrangements.
Co-opted Member	A non-elected person appointed to a committee, sub-committee or panel on a non-voting basis.
Council	The principal decision-maker.
Declaration of Interests	The requirement for Members to give notice of their interests in matters related to an item under consideration.
Delegated Powers	The description of the level of authority delegated to a committee, sub-committee, panel, portfolio holder or Officer.
Deputy Leader of the Council	The elected Member appointed by the Leader as deputy leader for a four year term.
Executive	The decision-making body of the Council.
Executive Members	Those elected Members appointed to the Executive.
Exempt Information	As defined by Section 100(1) of the Local Government Act 1972, this includes a number of different categories of information, under which the Council is entitled to withhold certain reports from the public.
Extraordinary Meeting	A meeting of the Council convened for specific purposes.
Five Day Rule	Under the Local Government Act 1972 (as amended by the Access to Information 1985), the Council is required to give notice and make available, the agenda and associated papers for five clear days.

Forward Plan	A monthly statutory publication describing the key decisions to be taken by the Executive over the next four months.
Group Leader	The Member identified by a political group as its leader by notice in writing to the Chief Executive.
Head of Paid Service	The Officer designated as such under Section 4 of the Local Government and Housing Act 1989.
Key Decision	As defined by the Local Authorities Executive Arrangements (Access to Information) (England) Regulations 2001, the most significant decisions to be taken by the Executive. A more specific definition can be found at Part 2, Article 13.
Leader of the Council	The elected Member appointed by Council as leader for a four year term.
Local Choice Functions	As detailed in Part 3 of the Constitution, the description of responsibility for local choice functions under Section 13(3)(b) of the Local Government Act 2000 to the Council, the Executive, regulatory committees and Officers.
Member	An elected Member of the Council as appropriate.
Members' Allowances Scheme	The scheme approved by the independent remuneration panel for the payment of allowances to Members.
Monitoring Officer	The Officer designated as such under Section 5 of the Local Government and Housing Act 1989 or his/her deputy.
Non-Key Decisions	Executive decisions taken by Portfolio Holders on less significant matters in accordance with the specified procedure.
Officers	The employees of the Council.
Ordinary Meeting	A meeting of the Council included in the approved calendar of meetings.
Outside Bodies	External organisations which have invited the Authority to nominate representative(s) to serve on its management body.
Panel	A formal group of Members with functions referred by a Committee or a Sub-Committee.

Policy Framework	The plans and strategies which are determined by Council.
Political Group	As defined in the Local Government (Committees and Political Groups) Regulations 1990, any group of at least two Members who have notified the Chief Executive in writing that they wish to be treated as a political group.
Portfolio Holder	Those elected Members appointed to the Executive
Proper Officer	The authorised Officer under statutory enactments.
Quasi-Judicial	A process of decision-making which is similar to a court of law, in that each party with an interest in the matter under consideration has an opportunity to make their case, following which a decision on the facts and representation is made.
Regulatory Committees	Those Committees of the Council falling outside of the executive arrangements that are charged with regulatory functions, such as development control, licensing, etc.
Scrutiny	A process of holding the Executive to account.
Section 151 Officer	The Officer designated as such under Section 151 of the Local Government Act 1972.
Sub-Committee	A formal decision-making body with functions referred or delegated to it by a Committee.
Task and Finish Group	An informal group of Members established by a Scrutiny Committee to examine a specific issue.
Terms of Reference	The description of what a committee, sub-committee or panel may concern itself with.
Urgent Matter	A matter which is to be considered at a meeting of the Council, a Committee or a Sub-Committee by virtue of section 100B (4) (b) of the Local Government Act 1972. This provides for matters not appearing on the agenda to be considered at the meeting, if by reason of special circumstances, the Chairman is of the opinion that the item should be considered as a matter of urgency.
Ward	A geographical area of the District represented by 1 – 3 elected Members.

Written Notice

Unless otherwise stated, a notice given in writing, by fax or electronically.