

## CHAPTER 6

### GLOSSARY

This glossary is designed to help the reader understand the terminology used in the Constitution and in Council related business. It is recognised that local government has its own 'language' just like any other business and therefore this glossary is designed to help with understanding the Council's decision-making and the way the Council works.

This glossary will be regularly reviewed and updated to take account of new concepts and words that are raised in Council business.

No	Term	Meaning
1	Allowance	Paid to Councillors in recognition of role and ward related expenses (often referred to as basic allowance)
2	Budget and Policy Framework	A set of strategies and policies (framework) within which the Cabinet must make decisions
3	Cabinet	Leader and appointed group of Councillors (portfolio holders) who are individually and collectively responsible for the policy and budgetary decision-making of the Council
4	Call in	Cabinet decisions are reviewed by a separate body (Scrutiny Committee) and returned to decision-maker
5	Chief Executive	Head of Paid Service
6	Civic Year	12 month period from the Annual Meeting in May to the next Annual Meeting
7	Member Code of Conduct	Expected behaviour of Councillors including the principles in public life
8	Committee	Group of Councillors appointed to make decisions on specific matters
9	Constitution	Rules and procedures on how the Council works including decision-making arrangements
10	Contract Procedure Rules	Process to be followed in procurement of services and goods

11	Councillor	Person who has been elected by the registered voters of the Council area
12	Decision	Conclusion or resolution reached after consideration
13	Decision-making	Process to achieve a conclusion or resolution
14	Deputy Leader	Appointed by the Leader of the Council to act as Deputy Leader and be a member of the Cabinet
15	Election	Process in which the public (18 years and over) have a vote to choose a person or group of people to represent them
16	Portfolio holder delegation	Portfolio Holder appointed to make a specific decision
17	Financial Procedure Rules	Process to be followed in managing budgets for resources, services and goods
18	Financial Year	12 month period from 1 April to 31 March
19	Forward Plan	Lists key decisions to be taken by the Cabinet, Portfolio Holders, Officers during the period covered by the plan
20	Group Leader	Leader of a political group
21	Key Decision	A decision which is likely to result in the Council: <ul style="list-style-type: none"> <li>• Incurring expenditure of £50,000 or more, or;</li> <li>• Making savings or generate income of £50,000 or more, and/or</li> <li>• Has a significant impact on two or more wards in the Borough <u>and</u> on communities living or working in those areas</li> </ul>
22	Leader of the Council	Elected by the Council, usually the Leader of the largest political group
23	Mayor	The Borough's first person and Civic head of the Council
24	Member	Another name for Councillor and often used in Council business

25	Monitoring Officer	Specific duty to ensure that the Council, its officers and Councillors, maintain the highest standards of conduct
26	Officer	Employee of the Council
27	Officer Delegation	Individual Senior Officer appointed to make a specific decision
28	Policy	Formal arrangement/process for dealing with a specific matter
29	Portfolio Holder	Councillor responsible for a pre-determined group of Council services
30	Scrutiny Committee	Provides checks and balance to Cabinet
31	Section 151 Officer	Responsible for the proper administration of the Council's financial affairs
32	Special Responsibility Allowance (SRA)	An allowance paid to a Councillor who has extra responsibility eg. Leader, Chair
33	Sub Committee	A small group of Councillors appointed by the main committee with authority to make decisions on a specific area of the committee's work
34	Substitute Member	A Councillor who is authorised to attend a meeting in place of an absent Councillor
35	Task Group	Small group of Councillors and Officers appointed by Cabinet or a Committee to look into and report back on a specific area of the Cabinet or Committee's area of work
36	Whistleblowing	The act of drawing attention to perceived wrongdoing or misconduct within the organisation