

# GLOSSARY OF TERMS

Throughout the Constitution the following words and expressions are used; the definition of each is detailed below:

TERM	DEFINITION
<b>Access to Information Rules</b>	Provisions that apply to all principal councils that provide the public and press with access to meetings and connected papers of the Council, its committees and sub committees, unless confidential or exempt information is likely to be disclosed.
<b>Allowances</b>	Councillors will be entitled to receive allowances in accordance with the Members' Allowances Scheme set out in Part 6 of this Constitution.
<b>Articles</b>	The basic rules within the Constitution which govern the operation of the Council's business.
<b>Background Papers</b>	Papers containing facts or matters on which the report author thinks the report or an important part of it is based, or which in their opinion are relied on to a material extent in preparing the report.
<b>Budget</b>	The allocation of financial resources to different services and projects, proposed contingency funds, the council tax base, setting the council tax and council house rents and decisions relating to the control of the Council's borrowing requirement, the control of its capital expenditure and the setting of virement limits.
<b>Budget and Policy Framework</b>	The plans and strategies and budget which shall be adopted by the full Council and within which Cabinet shall operate.
<b>Cabinet</b>	The Leader elected by the Council and up to nine other Councillors chosen by the Leader to form a Cabinet with legal powers and responsibilities for discharging executive functions, including the day-to-day management of the Council's business in line with the policy framework and budget approved by the Council.
<b>Call-in</b>	<p>The mechanism by which the Overview and Scrutiny Committee can review or challenge decisions made by the Cabinet, which are not yet implemented.</p> <p>Call-in may be requested by the Chair of the Overview and Scrutiny Committee or any two non-Cabinet Members, one of whom must have been present (in person) at the Cabinet meeting.</p>
<b>Chair</b>	<p>The person appointed to preside at meetings of any constituted body.</p> <p>The Constitution refers throughout to "The Chair", whether of the Council or any committee or sub-committee or, by analogy, any Steering or Task &amp; Finish Group. Any Chair may, however, wish to be referred to as "Chairman", "Chairwoman" or "Chairperson" or some other related term, at any meeting at</p>

TERM	DEFINITION
	<p>which they preside and all Members or other persons speaking at the meeting shall respect that wish.</p> <p>Notwithstanding this, unless Council determines otherwise, minutes of all meetings and all references in one meeting to the Chair shall continue to use the word “Chair”.</p> <p>The same principle shall apply to the Vice-Chair.</p>
<b>Chair of the Council</b>	A civic “non-political” role elected by the Council on an annual basis. To run full Council meetings and represent the Council at various functions of a civic, community and ceremonial nature.
<b>Chief Executive</b>	The officer with overall corporate management and operational responsibility (including overall management responsibility for all officers). This officer is also the Head of Paid Service.
<b>Chief Finance Officer</b>	The officer appointed by the Council under Section 151 of the Local Government Act 1972, to exercise the proper administration of the Council’s financial affairs, with specific responsibilities under the Local Government Act 1972. Also known as the “Section 151 Officer”. This is a statutory officer role.
<b>Chief Officers</b>	The Chief Executive, Deputy Chief Executive and Monitoring Officer and Director – Place and Climate Change, as defined in Article 12 of the Constitution.
<b>Clear Working Days</b>	All agendas and papers for decision shall be available five clear working days before the decision is taken (special rules may apply to urgent late items). A clear working day excludes Saturday, Sunday or Bank and Public Holidays and does not include the day the papers are sent out or the date of the meeting.
<b>Code of Conduct</b>	All Councillors are required to abide by a Code of Conduct (CoC) adopted by the Council which sets out the standards of conduct expected by them. The CoC applies to all Councillors of the Council. The CoC for Councillors can be found in Part 5 – 1 of the Constitution.
<b>Committee</b>	Committees are appointed to carry out functions delegated to them by the Council or Cabinet.
<b>Confidential Information</b>	<p>Confidential information means:</p> <ul style="list-style-type: none"> <li>• information provided to the Council by a Government department on terms which forbid the disclosure of the information to the public; and</li> <li>• information which is prohibited from being disclosed by any enactment or by a court order.</li> </ul>
<b>Constitution</b>	The Constitution sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. Some of these processes are required by law, while others are a matter for the Council to choose.

TERM	DEFINITION
<b>Controlling Group</b>	The political group or groups of the Council whose members have been appointed to the Cabinet by the Leader of the Council shall be identified as the Controlling Group or Groups.
<b>Corporate Management Team</b>	The senior officer team responsible for the operational management of the Authority and comprising the Chief Executive, Deputy Chief Executive and Monitoring Officer, Director – Place and Climate Change, Chief Finance Officer and all Heads of Service.
<b>Councillor</b>	Person elected on the Council to serve a ward; usually known as a “Member”. Councillors are elected to serve a four year term.
<b>Council</b>	Rother District Council comprises of 38 elected Members, elected every four years.
<b>Decision</b>	When a matter is ultimately taken by the appropriate decision maker. A recommendation is not a decision.
<b>Delegation</b>	The Leader of the Council, or the Council, may delegate the exercise of their statutory functions to committees or officers, whilst also retaining the power to carry out the function themselves. Officers who have been given delegated powers may also authorise other officers to carry out all, or part of, their delegated authority on their behalf.
<b>Deputy Leader</b>	Annually appointed by the Leader of the Council to assist the Leader in formal processes and matters of leadership of the authority. To represent the Council and the political administration in the community and elsewhere as required by the Leader and to deputise for the Leader in their absence.
<b>District Council</b>	Rother District Council, sometimes referred to as “the Authority”.
<b>Employee</b>	A collective term for all persons employed by the Council to carry out any function.
<b>Exempt Information</b>	Information falling into one of seven categories listed in the Access to Information Procedure Rules (Part 4 of Constitution) which usually may not be publicly disclosed.
<b>Executive</b>	The Leader and Cabinet; responsible for carrying out most of the Council’s functions. Known as the “Cabinet” in Rother District Council and shall comprise the Leader and up to nine Councillors elected by the Leader.
<b>Executive Functions</b>	The responsibilities of the Cabinet.
<b>Ex-officio</b>	The Chair of the Council to be an ex-officio Member on all Committees (excluding Cabinet), but not have any rights to move or second motions or vote.
<b>Forward Plan</b>	Prepared by the Leader to cover a 4-month period containing all decisions (including key decisions) to be taken by the Cabinet.
<b>Full Council</b>	Full Council is made up of all 38 Councillors in the Rother District. Meetings of the full Council are held in public and are chaired by the Chair of the Council.

TERM	DEFINITION
<b>Head of Paid Service</b>	The most senior officer of the Council, with overall responsibility for the management and operation of the Council. The Chief Executive is the “Head of Paid Service” at Rother District Council. This is a statutory officer role.
<b>Head of Service</b>	Senior officers who report to the Chief Executive, Deputy Chief Executive, Director – Place and Climate Change and are responsible for the effective management, delivery and performance of the services and functions within their specific corporate areas of responsibility.
<b>Independent Persons (Audit)</b>	The Council has appointed one Independent Person to assist the Authority in matters of an audit nature, risk management, corporate governance, performance management and financial governance.
<b>Independent Persons (Standards)</b>	The Council is required, under the provisions of the Localism Act 2011, to appoint at least one Independent Person to assist the Authority in promoting and maintaining high standards of conduct amongst its Councillors.
<b>Key Decision</b>	A decision by the Cabinet which is likely either to incur significant expenditure or make significant savings (£100,000) or to have a significant impact on those living or working in two or more wards. Decisions must be made in line with the Council’s overall policies and budget.
<b>Lead Cabinet Member</b>	The Cabinet Member appointed by the Leader to have responsibility for ensuring the effective management of a particular area of the Council’s work (sometimes referred to as a “portfolio”).
<b>Leader of the Council</b>	The person elected by the Council to be its Leader (4-year term) with powers outlined in the Local Government Act 2000 (as amended). Appoints the Deputy Leader and Cabinet and chairs Cabinet meetings.
<b>Major Opposition Group</b>	The political group with the largest number of seats on the Council and whose members have not been appointed to the Cabinet by the Leader of the Council shall be identified as the Major Opposition Group.
<b>Meeting</b>	A meeting of the Council or the Cabinet, a Committee or of a Sub-Committee.
<b>Member</b>	See Councillor above.
<b>Minor Opposition Groups</b>	Other political groups with seats on the Council and whose members have not been appointed to the Cabinet by the Leader of the Council shall be identified as Minor Opposition Groups.
<b>Monitoring Officer</b>	The officer appointed by the Council in accordance with Section 5 of the Local Government and Housing Act 1989 to promote and maintain high standards of fairness and decision making. The Monitoring Officer is currently the Deputy Chief Executive.

TERM	DEFINITION
<b>Motion</b>	A motion is a proposal put forward for debate or decision. A motion shall be moved and seconded before it may be debated. It shall be expressed as a motion in positive terms to adopt a certain course of action or to do some act or to declare a particular attitude.
<b>Nem Con Vote</b>	No one voting against.
<b>Non-Executive Functions</b>	Those responsibilities of the Council, Committees and Sub-Committees which cannot be discharged by the Cabinet, along with those local choice functions decided by the Council pursuant to regulations made by the Government under the 2000 Act.
<b>Notice of Key Decisions</b>	A plan setting out key decisions (as defined in Article 13) which are expected to be taken by the Cabinet over the coming months. The plan is published on the Council's website and is available at least 28 days before a decision is made. Also referred to as the "Forward Plan".
<b>Officers</b>	A person employed or appointed as a member of staff and implements policy decisions made by Councillors.
<b>Outside Body</b>	Statutory bodies, charities and voluntary organisations, partnership bodies, local government associations, companies and other external organisations to which the Council appoints representatives.
<b>Overview and Scrutiny Committee</b>	Committee established to assist in the development of policy and to hold the Cabinet and other executive decision takers to account by questioning, challenging and monitoring its performance.
<b>Policy Framework</b>	The plans and strategies set out in Article 4 which shall be adopted by the full Council and within which the Cabinet shall operate.
<b>Political Groups</b>	Any two or more Councillors notifying the Chief Executive in the appropriate form is considered a political group for the purpose of seat allocation.
<b>Proper Officer</b>	The term Proper Officer is peculiar to local government, it is a phrase used to identify a person designated as being responsible for a particular function or range of functions. In a governance / committee context it is the officer who is responsible for issuing the summons to a council meeting – i.e. the Chief Executive.
<b>Public</b>	Local people i.e. those that have a connection with the District.
<b>Public Speaking Scheme</b>	The Scheme setting out how members of the public may speak at Planning Committee meetings.
<b>Quorum</b>	The minimum number of Councillors who shall be present before a meeting may take place.
<b>Regulatory Committee</b>	A committee undertaking functions of the Council (such as Licensing or Planning).

<b>TERM</b>	<b>DEFINITION</b>
<b>Scheme of Delegation</b>	The documents in Part 8 of the Constitution which set out which officers are responsible for particular functions of the Council.
<b>Section 151 Officer</b>	See Chief Finance Officer above.
<b>Senior Officer</b>	Officers that report directly to the Chief Executive.
<b>Statutory Officers</b>	This refers to the three statutory posts of Chief Executive (Head of Paid Service), the Monitoring Officer and the Section 151 (Chief Finance Officer).
<b>Substantive Motion</b>	The original motion or one that has been amended and is put forward for decision.
<b>Substitute</b>	A person who is appointed to attend a formal committee or sub-committee meeting in place of a member of their political group where that person is unable to attend themselves. Substitutes are appointed to Licensing and General Purposes, Overview and Scrutiny and Planning Committees only.
<b>Summons</b>	The term used to describe the agenda for the full Council meeting.
<b>Term of Office</b>	In the context of the Chair of Council, this is a period of one civic year.
<b>The Authority</b>	Rother District Council or the District Council.
<b>Vice-Chair</b>	The person appointed to preside, in the absence of the Chair, at meetings. In the case of the Vice-Chair of Council, the post holder shall also deputise for the Chair of the Council at civic and ceremonial events, from time to time, as required.  See definition for “Chair” above as to the right of the individual holding the office to request to be called by some other title.
<b>Virement</b>	Moving budget funds from one area of expenditure to another within a financial year.
<b>Ward</b>	An area within the Rother District which has one or more Members elected to represent the area and the electorate.