

Part Six

Glossary of Terms

Agenda	This sets out the business to be conducted at Council meetings and must be published in advance of the meeting in accordance with legislation and the Access to Information Rules.
Annual Governance Statement	<p>The Annual Governance Statement is a statutory document which explains the processes and procedures in place to enable the Council to carry out its functions effectively. The statement is produced following an annual review of the Council's governance arrangements and the effectiveness of its system of internal control. The statement includes an action plan to address any significant governance issues identified.</p> <p>The Annual Governance Statement is prepared in accordance with the CIPFA Framework. The Annual Governance Statement must be published by the Council by 31 July each year. It is usually published alongside the Council's Statement of Accounts.</p>
Audit Committee	The Audit Committee considers the Council's governance arrangements and ensures that the financial affairs of the Council are properly conducted.
Background Papers	Papers which relate to agenda items and meetings and which must be referred to in the reports with the agenda for inspection by the public, in accordance with the Access to information Rules
Best Value	<p>The 'Best Value Duty' is a legal duty on the Council, in accordance with section 3 of the Local Government Act 1999. This general duty of Best Value requires the Council to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.</p> <p>When reviewing service provision the Council should consider overall value, including economic, environmental and social value.</p>
Budget	All the financial resources allocated to different services and projects.

With regards to the Council's budget, that means the allocation of financial resources to different services and projects, proposed contingency funds, the council tax base, setting the council tax and decisions relating to the control of the Council's borrowing requirement, the control of its capital expenditure and setting virement limits, as a whole.

Budget and Policy Framework		The Full Council is responsible for setting the Budget and Policy Framework . The Budget and Policy Framework sets out the Council's key policies and agreed budget for each year. All decisions must be taken in accordance with these agreed documents. Only Full Council can change the Budget and Policy Framework .
Budget Meeting	Council	The meeting of the Full Council that takes place each year in order to calculate the budget requirement and set the council tax.
Cabinet		The Executive committee comprising the Leader of the Council and up to 9 individual Cabinet members selected by the Leader.
Cabinet member		A member of the Cabinet , with specific responsibilities (a 'portfolio') delegated by the Leader of the Council. Also known as 'portfolio holders' and Executive members
Call-In		A mechanism, which allows the Overview and Scrutiny Committee to examine, and challenge, an Executive decision before it is implemented.
Chief Executive		The most senior officer, with overall responsibility for the management of the Council, also known as the Head of Paid Service.
Chief Finance Officer		The officer responsible for the administration of the financial affairs of the Council (under section 151 of the Local Government Act 1972). Also known as the Section 151 Officer
Chief Officer		The most senior Council staff who are responsible for managing each of the Council's departments, as defined in section 2 of the Local Government and Housing Act 1989. It means the Council's Chief Finance Officer , Monitoring Officer as well as any officers whom report directly to the Head of Paid Service (but does not include secretarial, clerical or support staff). The Council's Executive Directors are chief officers
CIPFA		The Chartered Institute of Public Finance and Accountancy.

Code of Conduct for Councillors	The Code which sets out the standards of behaviour expected of Councillors and co-opted members.
Code of Conduct for Officers	The Code which sets out the standards of behaviour expected of officers.
Code of Corporate Governance	The Code setting out the Council's governance framework. The Code of Corporate Governance is prepared in accordance with the CIPFA Framework.
Committee	A Committee authorised to make executive or non-executive decisions.
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.
Constituency Cotermious	A constituency having some of the same boundaries as another constituency
Constitution	The document setting out how the Council operates, how decisions are made and all the procedures that have to be followed.
Contract Standing Orders	The rules which set out how the Council buys goods and services and enters into contracts.
Co-optee/Co-opted	A person appointed to serve on a Committee/Sub-Committee in an advisory capacity. They are not Councillors and are not entitled to vote.
Council companies	A company in which the Council is a shareholder
Councillor	A person elected by voters to be a member of the Council. Also known as a 'member' of the Council.
Councillors' Planning Code of Conduct	The Code which sets out the standards of behaviour expected of Councillors on Planning Committee
Council and Cabinet Forward Plan	A list of all major decisions to be made by Council and key decisions to made by Cabinet
Data Protection Legislation	means all privacy laws applicable to personal data including the Data Protection Act 2018 and regulations made under it and the General Data Protection Regulation (Regulation (EU) 2016/679); together with all codes of practice and other statutory guidance issued by the Information Commissioner's Office

Deputy Chief Officers	The second most senior Council staff, whom report directly to the Council's Chief Officers
Designated Officer	For the purposes of officer delegated powers within this Constitution, the term "Designated Officer" shall include the following officers: <ul style="list-style-type: none"> • The Chief Executive • Director for Regeneration & Place • Client Relationship Director • Director for Corporate Services & Chief Finance Officer (Section 151 Officer)
Development Plan	Development plan and development plan documents include the local plan, neighbourhood plans, and other information contained in section 38 Planning and Compulsory Purchase Act 2004
Executive	The collective term for the Leader of the Council, individual Cabinet members , the Cabinet or a committee of the Cabinet.
Executive Board	The meeting of Chief Officers, also referred to as Executive Directors
Executive Functions/ Executive Decisions	The majority of the Council's functions, which are the responsibility of the Leader of the Council or if he or she decides by the Cabinet , individual Cabinet members , a committee of the Cabinet, a joint committee, another local authority, or officers. Functions that are not stated in the Local Authorities (Functions and Responsibilities) Regulations 2000 or in other legislation to be non-executive functions are, by default, executive functions.
Executive Director	The Director for Regeneration & Place, the Client Relationship Director and the Director for Corporate Services & Chief Finance Officer (Section 151)
Executive Member	Leader of the Council, Deputy Leader of the Council and other Cabinet members
Exempt Information	Information falling into one of the categories set out in the law which usually cannot be publicly disclosed – see the Access to Information Procedure Rules.
Financial Procedure Rules	The Rules which sets out how the Council's financial procedures operate to safeguard public money
Five Clear Days	The period during which copies of the agenda and reports of a meeting must normally be available for inspection

under the Access to Information Procedure Rules. The period of five working days not counting;

- the day of the meeting
- the day on which the meeting is called
- days which fall at the weekends, public holidays or bank holidays.

Full Council	The meeting of all Councillors of the Council
Group Leaders	People appointed by a political group to act as the leader of that group of Councillors.
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 .
Imprest Account	The imprest system is a form of financial accounting system. The most common imprest system is the petty cash system. The base characteristic of an imprest system is that a fixed amount is reserved, which after a certain period of time or when circumstances require, because money was spent, it will be replenished.
Independent Persons Panel	The Panel established by East Hampshire District Council and Havant Borough Council to review the recommendations of the Investigation and Disciplinary Committee into Statutory Officer discipline and compile a recommendation of its own for consideration by the Full Council.
Investigation and Disciplinary Committee	The Committee as referred to in the JNC Conditions of Service for Chief Executives and Chief Officers. It is the Committee appointed by the Joint Human Resources Committee to consider disciplinary issues in relation to the Council's Statutory Officers : the Chief Executive (Head of Paid Service) , Chief Finance Officer and Monitoring Officer .
Joint Committee	A committee appointed jointly by the Council and one or more other Council's to jointly oversee carrying out functions.
Key Decision	An executive decision which is likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates, and/or is likely to be significant in terms of its effects on communities living or working in an area comprising one or more wards or

electoral divisions in the area of the Council. For these purposes, savings and expenditure are “significant” if they are equal to or greater than £250,000. For clarification, no **treasury management** decision shall constitute a Key Decision.

LA SAAC	Local Authority (Scotland) Accounts Advisory Committee (LASAAC)
Large Scale Major Development	Residential developments of 100 dwellings or more, or 2 HA or more; 5,000 square metres or more, or 2HA or more, of retail, commercial or industrial or other floor space
Leader	The person elected as the Leader of the majority party and Leader of the Council. They are responsible for carrying out the executive functions of the Council.
Licensing Committee	The committee that carries out the Council’s licensing responsibilities including under the Licensing Act 2003 Act and the Gambling Act 2005.
Local Choice Functions	These are functions specified in Regulations issued under the Local Government Act 2000 Act and which the Council can choose to be either executive or non-executive functions.
Local Government Application Note	The guidance note on the requirements and practice of internal audit in the local government environment, in line with Public Sector Internal Audit Standards .
Mayor of the Council	The Councillor elected each year to act as Mayor of the Council.
Monitoring Officer	The officer charged with ensuring that everything that the Council does is fair and lawful.
Non-Executive Functions	These are functions specified in Regulations issued under the Local Government Act 2000 Act and include functions such as those relating to Officers, Planning and Licensing. Non-executive functions may be delegated to Committees, Sub-Committees or Officers under Section 101 of the Local Government Act 1972 (“the 1972 Act”). Unless specified as a non-executive function, a function is presumed to be an executive function .
Officer	A person employed by the Council to carry out the work of the authority. Officers cannot be Councillors
Officer Scheme of Delegation	The way in which the officers of the Council can make decisions and which decisions they have the power to make, as set out at Part 2 Section G of the Constitution.

Order	Means a Standing Order in the Rules of Procedure contained in Part 3 of this Constitution
Overview & Scrutiny	<p>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.</p> <p>This function is undertaken by the Overview and Scrutiny Committee</p>
Planning Committee	The committee of Councillors which makes planning decisions (not delegated to officers) on behalf of the Council.
Planning Protocol	The code of practice which sets out the standards of behaviour expected of members of the Planning Committee when sitting on this committee
Political Balance	<p>Political balance means:</p> <ul style="list-style-type: none"> (i) That not all seats on the committee, sub-committee or relevant joint authority or joint committee ("the body") are allocated to the same political group; (ii) That the majority of seats on the body are allocated to a political group holding the majority of seats on the Council; (iii) That, subject to (i) and (ii) above, the total number of seats held by each political group on all committees of the Council taken as a whole is proportionate to that group's membership of the authority; and (iv) That, subject to (i) and (iii) above, the number of seats held by each political group on individual bodies is proportionate to that group's membership of the Council.
Political Group	Two or more Councillors who have joined together and asked to be recognised as a political group.
Politically Restricted Post	Employees in politically restricted posts are prevented from having any active political role either in or outside of work
Portfolios/Portfolio Holder/Responsibility	A portfolio describes the specific responsibilities delegated by the Leader of the Council to a Cabinet member, for which they are the portfolio holder.
Private Meeting	A private meeting' means a meeting or part of a meeting of the Cabinet or a Cabinet Committee during which the

	public are excluded in accordance with Standing Order 42 (Exclusion of Access by the Public to Meetings).
Procedure Rules	The rules governing the processes of the Council's decision-making
Proper Officer	An officer designated as being responsible for a specific function.
Protocols	Codes of Practice, which set out how, for example, various elements of the Council, are expected to interact with each other.
PSAA	Public Sector Audit Appointments Limited, established by the Secretary of State for Housing Communities and Local Government as an appointing person under provisions of the Local Audit and Accountability Act 2014. The PSAA appoint external auditors to local public bodies
Public Sector Internal Audit Standards	The UK Public Sector Internal Audit Standards (PSIAS) have been developed to apply across the whole of the public sector in all sectors of government. The PSIAS are based on standards issued by the Institute of Internal Auditors (IIA), with additional requirements and interpretations that make them directly applicable to the UK public sector. The PSIAS are developed jointly by the relevant internal audit standard setters (RIASS) for central government, local government, devolved government administration bodies and the National Health Service (NHS). The PSIAS set out requirements which apply generally to all UK public sector engagements, but do not include any sector requirements or guidance for specific parts of government.
Quorum	The minimum number of people who have to be present before a meeting can take place.
Section 151 Officer	The officer responsible for the administration of the financial affairs of the Council (under section 151 of the Local Government Act 1972). Also known as the Chief Finance Officer
Standards Committee	A Committee responsible for promoting and maintaining high standards of conduct by Councillors and considering written allegations that a Councillor has failed to comply with their Code of Conduct.
Statement of Accounts	The Statement of Accounts inform interested parties of the Council's finances and includes such information as the Council's assets and liabilities at the end of the financial

year, the cost of the services provided by the Council and the way in which these services were financed. These must be published by the Council by 31 July each year.

Statutory Officers

These are officers that the authority must have in place, some of which may be combined and some of which cannot, but they all have additional personal responsibilities. In this council they are the **Head of Paid Service**, the **Monitoring Officer** and the **Chief Finance Officer**

Sub-Committee

A sub-committee authorised to make executive decisions and non-executive decisions.

Treasury Management

Treasury management functions are those functions carried out in accordance with the approved Treasury Management Strategy. The Chief Finance Officer is responsible for the Treasury Management Strategy.

Virement

Moving funds from one area of expenditure to another.

Whip

The member of a political group appointed to ensure discipline amongst other members of the same political group. A whip's role included ensuring members of the party vote according to the party platform. In certain regulatory functions such as Planning and Licensing, Councillors are required to act independently and are not subject to the group/party whip. Special training is arranged for Councillors for this.