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## PART 10

### Glossary of terms used in the Constitution

In the Constitution the words and phrases in the left hand column have the meaning given in the right hand column:-

Administration	The Political Group with an overall majority of Councillors
Audit and Standards Committee	The Audit and Standards Committee considers the Council's governance arrangements, ensures that the financial affairs of the Council are properly conducted and is responsible for promoting and maintaining high standards of behaviour by members of the Council.
Agenda Papers	These set out the business to be considered at formal meetings of the Council, Cabinet and Committees. They are public documents and are available for inspection before each meeting at the Council's main offices and on the Council's website ( <a href="http://www.chiltern.gov.uk">www.chiltern.gov.uk</a> )
Annual Meeting	The annual meeting of the Council which appoints the Chairman, Vice Chairman, Leader of the Council (at the first Annual Meeting after the District Elections only), Committee chairmen and members of committees. The meeting takes place within 21 days of the retirement of outgoing Councillors in an election year and in March, April or May in other years
Appointor	A committee, sub-committee or Officer carrying out the function of appointing an Officer under the Employment Procedure Rules
Background Papers	Documents relating to the subject matter of a report which in the opinion of the Proper Officer:(a) disclose any facts or matters on which the report or any important part of the report is based; and (b) which have been relied on to a material extent in preparing the report but does not include published works or those which disclose <i>Exempt or Confidential Information</i> and in respect of <i>Cabinet</i> reports, the advice of a political advisor.
Budget Meeting	The Ordinary Meeting of the Council normally taking place in February which considers the Budget

<p>Budget and Policy Framework</p>	<p>The following plans and strategies comprise the budget and policy framework:-</p> <ul style="list-style-type: none"> <li>• Chiltern and South Bucks Joint Business Plan</li> <li>• Chiltern and South Bucks Joint Sustainable Community Strategy</li> <li>• Plans and Strategies which together comprise the Development Plan, the Local Development Framework and Local Development Scheme</li> <li>• Joint Waste Strategy for Buckinghamshire</li> <li>• Chiltern Community and Well Being Plan</li> <li>• Housing strategies and policies comprising the Housing Framework including the Private Sector Housing Strategy and policy documents), Homelessness Strategy and Temporary Accommodation Strategy).</li> <li>• Medium Term Financial Strategy</li> <li>• Treasury Management Strategy</li> <li>• Information Strategy</li> <li>• Statement of Principles under the Gambling Act 2005</li> <li>• Licensing Policy – under the Licensing Act 2003</li> <li>• Contaminated Land Strategy</li> <li>• Asset Management Plan</li> <li>• Corporate Enforcement Policy</li> <li>• Chiltern and South Bucks Economic Development Strategy</li> <li>• Any other plan or strategy which the Council from time to time determines shall be adopted or approved by the Council.</li> </ul> <p>Budget includes the allocation of financial resources to different functions, services and projects; proposed contingency funds; setting the Council Tax; decisions relating to the control of the Council's investment policies, borrowing requirement and capital expenditure.</p> <p>Full Council will decide the Council's overall revenue and budget an overall capital budget.</p>
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Cabinet	<p>The Cabinet is a group of Councillors including the Leader who work with Council staff to run the Council and take most decisions except those about major policy issues or setting the annual budget (which only the Council Meeting can do) or decisions on regulatory matters such as whether to give planning permissions or licenses which only Committees established for those purposes can take.</p> <p>The Leader of the Council appoints the Cabinet and chairs its meetings. The Cabinet must consist of a minimum of three Councillors including the Leader and up to a maximum of 10 Councillors including the Leader. The Councillors in the Cabinet each have responsibility for areas of the Council's work called a portfolio, allocated to them by the Leader.</p> <p>The Councillors in the Cabinet can only make decisions within the scope of the overall Budget and Policy Framework set by the Council.</p>
Cabinet Functions	Those functions of the Council which are reserved to the Cabinet. These may be delegated to individual Cabinet members or Officers
Cabinet Member Portfolios	These are areas of responsibility allocated by the Leader to Cabinet Members. Each area of responsibility is known as a Cabinet Member portfolio and each portfolio is given a title.
Call In	"Call In" is a statutory right for Members of the Council to call in a decision of Cabinet or an individual Cabinet Member or Cabinet Members after it has been made and before it has been implemented.
Champions	These are individual Councillors or other individuals who are appointed by the Council to champion a particular issue within the Council, with its partners, in communities, across the Council, regionally or nationally.
Chief Executive	The Chief Executive is the Head of the Council's paid

	service (see the glossary for the definition of the Head of Paid Service). The Chief Executive and the Directors comprise the senior management team that runs the day to day work of the Council working with the Leader of the Council and Cabinet and supported by the Council's staff.
Chief Finance Officer (Section 151 Officer)	This is a statutory appointment required under section 151 of the Local Government Act 1972. Every Council must designate an officer as responsible for the proper administration of the Council's financial affairs. The Director of Resources has been designated as the section 151 officer.
Chairman of the Council	The Chairman of the Council is elected annually at the Council meeting. Their responsibilities include:- <ul style="list-style-type: none"> <li>• upholding and promoting the purpose of the Constitution;</li> <li>• deciding what the Constitution means if there is a dispute, on advice from the Monitoring Officer;</li> <li>• chairing Council meetings so that decisions can be taken efficiently and with regard to the rights of Councillors and the interests of the community;</li> <li>• making sure that Council Meetings are a place for debating matters of concern to the local community and the place at which members who are not on the Cabinet are able to hold the Cabinet to account;</li> <li>• promoting public involvement in the Council's activities and in the democratic process;</li> <li>• being the conscience of the Council; and</li> <li>• attending those civic and ceremonial functions which he/she or the Council consider appropriate.</li> </ul>
Codes	In making decisions and conducting its business, the Council and the bodies and persons exercising functions on its behalf will have regard to the Codes set out in Part 5 of the Constitution.
Councillor Code of Conduct	A code based on a national model that must be followed by all Councillors, governing their behaviour and responsibilities.
Common Seal	The Common Seal is the Council's mark of authentication and is attached to documents which are decisions of the Council or to documents which in the opinion of the Monitoring Officer should be sealed or as required by the Contract Procedure Rules.

Confidential Information	Information given to the Council by a Government Department on terms which forbid its public disclosure or information which cannot be publicly disclosed by Court Order (see also exempt information).
Constitution	Every principal Council must produce a document known as the Constitution which sets out how the Council will conduct its business.
Contract Procedure Rules	These provide a corporate framework for the procurement of all goods, services and works for the Council
Council Functions	The local authority functions which by law cannot be carried out by the Cabinet.
Council Meeting	When all Councillors meet formally to conduct business
Council Procedure Rules	These set out how meetings of the Council, the Cabinet, most Committees and other bodies will be conducted. These are contained in Part 4 of the Constitution.
Councillor	Sometimes known as a 'Member' a councillor represents his or her ward on the council and acts as an advocate and decision-maker for local issues. To find out who your Councillor is please go to the website or ring the Council offices.
Disciplinary Action	In relation to a member of staff of the Council, any action occasioned by alleged misconduct which, if proved, would according to the usual practice of the Council, be recorded on the member of staff's personal file, and includes any proposal for dismissal of a member of staff for any reason other than redundancy, permanent ill health or infirmity of mind or body, but does not include failure to renew a contract of employment for a fixed term unless the Council has undertaken to renew such a contract
Dismissor	A committee, sub-committee or Officer carrying out the function of dismissing an Officer under the Employment Procedure Rules
Employee	Person appointed to or holding a paid office of the authority or employed by the authority.
Executive Functions	These may be carried out by the Cabinet, a Committee, of the Cabinet, an officer, another authority, or by joint arrangements

Exempt Information	Information that the Council may not be required to publish because it falls within specific categories defined in Schedule 12A of the Local Government Act 1972.
Extraordinary Meeting	A Council Meeting called by resolution of the Council, the Chairman of the Council, the Chief Executive or by requisition of any five Councillors which takes place in addition to an Ordinary Meeting or the Annual Meeting
Financial Procedure Rules	The Financial Procedure Rules control the way the Council manages its finances and safeguards its assets. The rules apply to the Council's Members and officers and anyone acting on its behalf
Five Clear Days	A period of five days, excluding the day of the meeting, the day on which the meeting is called, weekends and bank holidays during which copies of the agenda and reports of a meeting must normally be available for inspection under the Access to Information Procedure Rules
Group Leaders	Political groups will appoint a person to lead their group who are known as group leaders.
Independent Person	Person appointed by the Council pursuant to section 28 of the Localism Act 2011 whose views must be sought and taken into account before deciding on any action it may take following investigation into an allegation that a Councillor has breached the Code of Conduct
Head of Paid Service	This is a statutory appointment under Section 4 of the Local Government and Housing Act 1989. Every council has to have a Head of Paid Service, who is ultimately responsible for the councils' delivery of good services and is responsible for reporting to the Council on how staff are organised and deployed. The Chief Executive has been designated as the Head of Paid Service.

Key Decision	<p>(1) Any decision in relation to an executive function which results 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 concerned. A threshold of £50,000 is regarded as significant except contracts for repairs, maintenance and improvement works within budget provision and approved policy where the contract or expenditure has either been properly and specifically approved by or on behalf of the Cabinet or any an Officer acting under delegated powers except where Contract Procedure Rules require the Cabinet itself to authorise acceptance of a tender and such acceptance has not previously been authorised or delegated by the Cabinet.</p> <p>(2) Any other decision which in the opinion of the Proper Officer is likely to be significant in terms of its effect on two or more wards</p>
Leader of the Council	The Leader of the Council is the political Head of the Council, elected by the Council.
Local Choice Functions	By law, these are responsibilities which the Council can choose to make the function of the Council or Cabinet.
Local Strategic Partnership (LSP)	The LSP is a single body that brings together at a local level the different parts of the public sector as well as the private, business, community and voluntary sectors so that different initiatives and services support each other and work together. It is responsible for developing and driving the implementation of the Sustainable Community Strategies.
Monitoring Officer	This is a statutory appointment under Section 5 of the Local Government and Housing Act 1989. The Monitoring Officer is responsible for reporting the actual or potential breach of a legal requirement to the Council Meeting or Cabinet and for dealing with complaints of breaches of the code of conduct by Councillors, reporting as necessary to the Audit and Standards Committee. The Head of Legal and Democratic Services has been designated as the Monitoring Officer.
Officer	An employee of the Council
Ordinary Meeting	Council Meetings held in accordance with a programme of meetings decided by the Council.

Overview and Scrutiny	The action of overseeing and scrutinising decisions made by the Cabinet undertaken by an Overview and Scrutiny Committee
Petition	A communication signed or sent to the Council on behalf of at least 50 signatories of people who live, work or study in the District and including a clear and concise statement indicating what action the petitioners wish the Council to take and the name, identifiable address and signature of any person supporting the petition. Petitions will be received by the Council in accordance with the Petitions Scheme in Part 5
Planning Committee	The Planning Committee is comprised of Councillors and is responsible for the Council's statutory town and country planning and development control functions.
Political Assistant	An officer appointed specifically to assist a Political Group on the Council. There are no such Assistants appointed by Chiltern District Council.
Political Group	Two or more Councillors who belong to the same political party or have some other common interest may form a Political Group. Such Groups are recognised by law and in the Council's Constitution.
Procurement	Procurement is the identification and acquisition from third parties and in house providers, of goods, services and works.
Proper Officer	A person designated as being responsible for a particular function or range of functions.
Quorum	This is the required number of members which need to be present at a meeting to enable the business of that meeting to be transacted.
Licensing Committee	The Licensing Committee is comprised of Councillors and is responsible for the overseeing and regulation of certain legislation and legislative processes including all types of licence, registrations, street trading and appeals relating to them.
Returning Officer	The individual who is responsible for the running of national and local elections and referenda.



Scrutiny	<p>Scrutiny is a role fulfilled by all Councillors who are not Members of the Cabinet. It is a statutory function under the Local Government Act 2000.</p> <p>The role of the scrutiny committees is to help develop policy, to carry out reviews of Council and other local services and to hold Cabinet and Cabinet Members to account for their actions and decisions.</p>
Section 106 Agreement	A Section 106 Agreement, sometimes known as a planning obligation, is a legally binding agreement entered into between a local authority and a developer and is an established and valuable way of bringing development in line with the objectives of sustainable development as articulated through relevant local, regional and national planning policies.
Sustainable Community Strategy	This Strategy is the overarching long term vision and plan for a local area.
The Council	Chiltern District Council
The 1989 Act	The Local Government and Housing Act 1989
The 2000 Act	The Local Government Act 2000
Ward	A geographical area of the District represented by one or more Councillors.