

GLOSSARY OF TERMS

Definitions

The words and phrases defined in this Section shall have the meanings set out below unless it is clear from another part, or section, of this Constitution that a different or alternate meaning is intended for the purposes of that part or section.

Glossary of Terms	Meaning or Description
Access to Information	There are a number of legislative provisions, which are integral to the Council's decision-making processes. The Council's rules relating to access to meetings and other documentation relating to meetings; including exempt and confidential information, can be found in Part 4 of this Constitution.
Advisory Committee	A Committee appointed by the Council to advise the Council on matters relating to the development of Policy and discharge of Council functions.
Annual Meeting	The ceremonial meeting of the full Council at the beginning of the Civic Year at which the positions of Chair and Leader of the Council are elected. Other business related to the beginning of a new municipal year is also conducted.
Articles in the Constitution	Set out the overall framework of what is to be done and by whom. Standing Orders, Codes of Conduct and the other documents forming part of the Constitution set out how the Articles will be put into effect.
Authority, the	Gloucester City Council.
Background Paper	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> .
Balanced or Hung Authority	Also often referred to as a Hung Council. Where there is no overall political control by any one Political Group.
Budget	This includes the allocation of financial resources to different services and projects, proposed contingency funds, the Council tax base and decisions relating to the control of the Council's borrowing requirement, the control of its capital expenditure and the setting of virements limits.
Cabinet	The Cabinet and its Members (also referred to collectively as the Executive), operate within the policy framework and budgets set by the Council and this constitution, and are responsible for taking most of the day-to day decisions.
Cabinet Members	Those Councillors appointed to the Cabinet. Each Cabinet Member will be responsible for a portfolio (area of work) and attend, speak and vote at meetings of the Cabinet. Any power or responsibility given to a Cabinet Member as a portfolio holder may also be taken or actioned by the Leader.
Call-in	A process whereby non-executive Members can suspend an executive decision within five days of it being taken. The Overview and Scrutiny Management Committee will then meet to consider the decision and may refer it back to the decision-maker for reconsideration. (See overview and Scrutiny Manual).
Capital Expenditure	Expenditure to acquire fixed assets that will be used for more than the year in which they are acquired and which adds to the Council's tangible assets rather than simply maintain existing ones.
Chair	The person who presides over a meeting. The Mayor chairs the meetings of the full Council. Full Council appoints Chairs of Committees and Chairs of sub-committees are appointed by the sub-committee. The Leader of the Council will usually chair meetings of the Cabinet.
S151 Officer	The Officer appointed in accordance with S151 of the Local Government Act 1972 that has responsibility for the administration of the financial affairs of the authority.
Chief Officers	The Head of Paid Service and Officers designated by statutory positions. (see Article 11 – Officers of the Council).

Clear Day	A working day, not including weekends or bank holidays. Access to Information legislation insists that agenda and reports are published “five clear days” in advance. This excludes both the day of the meeting and the day on which the meeting is called.
Code of Conduct for Members	The document which has been adopted by Council setting out what is expected of Members and co-opted Members of the Authority in terms of their conduct and behaviour, as set out in Part 5 of this Constitution.
Committee	A group of Members (including non-voting co-opted Members) appointed to discharge a specific function. The Authority has various types of committees. There are committees both of the Council and of the Executive. The terms of reference of the Council committees and sub-committees are set out in Article 7 and also Part 3 of this Constitution.
Community Health and Well-Being	Means the degree to which persons resident in an area identify with that area and receive an increased quality of life as a result of the nature and the environment of the area.
Confidential Information	As defined in section 100A(3) of the Local Government Act 1972 as information which may not be disclosed to the public, or, information, the disclosure of which, is prohibited by or under any enactment or by the order of a court. The management of confidential information is explained in the Access to Information Procedure Rules set out in Part 4 of this Constitution.
Constitution	A document adopted by the Council which sets out how the Council operates, how decisions are made and the procedures that are followed to ensure that these are efficient, transparent and accountable to local people.
Contract Standing Orders	Are contained in Part 4 of this constitution and set out the rules and procedure, which govern procurement of all goods, services and works for the Council and entering into contracts within the Council.
Co-opted Member	A Member of any committee or sub-committee of the Council (who is not an Independent Member, as defined below) and not a Councillor or Officer of the Council. Co-opted Members do not normally have voting rights on committees.
Cost Centre	A budgeting level which usually reflects a whole service area, or main sub category of a service. It encompasses a number of standard “subjective” coding areas such as those used for staffing related costs, supplies and services, income etc.
Council Functions	Those functions of the Authority, which cannot be exercised by an Executive.
Council Meeting Procedure Rules	Are the Standing Orders, which set out how meetings of the Council and most Committees will be conducted.
Councillor	An individual democratically elected to serve on the Council. There are restrictions as to who can hold office as a Councillor (Article 3 refers). Councillors are also often referred to as ‘Members’.
Council Solicitor	Means the Borough Solicitor of Tewkesbury Borough Council in accordance with an agreement entered into between the Council and Tewkesbury Borough Council pursuant to sections 101(5), 102, 111 and 113 of the Local Government Act 1972 and under Part 1A Chapter 2 Section 9EB of the Local Government Act 2000 and pursuant to the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012
Data Protection	Processes and procedures for securing confidentiality and integrity of both electronic and manually held records whilst also providing disclosure and access of information as registered under the Act. NOTE. Information can only be held for the purposes for which it was collected.
Delegated Power / Authority	Authority, delegated by the Council (or an Officer discharging Statutory duties), to another decision-making body or individual decision-maker to make those decisions or discharge functions.
Deputy Chair	Will deputise for the Chair of the body, including chairing the meeting in the Chair’s absence.

Deputy Leader	Will deputise for the Leader of the Council and be delegated to undertake any action or decision of the Leader in the Leader's absence or an ability to act.
Designated Office	The office designated for the posting and inspection of notices of meetings in Rules 4 and 5 of the Access to Information.
Executive Arrangements	Defined in section 10 of the Local Government Act 2000 as arrangements by a Local Authority for and in connection with the creation and operation of an Executive of the authority; and under which certain functions of the Authority are the responsibilities of the Executive.
Executive Committees	Committees set up by the Executive and to which the Executive has allocated Executive functions under section 15 of the Local Government Act 2000. Members of Executive Committees will be Members of the Executive.
Executive Functions	Any functions of the Authority which are not the responsibility of any other part of the Authority, whether by law or, where the law provides a choice, under the Constitution. The division of functions between the Executive and the Council are set out in Part 3 of this Constitution.
Exempt Information	Information falling within the categories set out in Schedule 12A of the Local Government Act 1972 (as amended) and subject to the relevant qualifications set out in that schedule. The management of exempt information is explained in the Access to Information Procedure Rules set out in part 4 of this Constitution.
Extraordinary (or Special) Meeting	A meeting of the Council, a committee or the Executive, called in addition to ordinary meetings, to consider a particular issue.
Financial Procedure Rules	Are contained in Part 4 of this Constitution and set out the rules and procedure, which govern financial management and control within the Council.
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 Rule 5 of the Access to Information Rules.
Forward Plan	A document prepared by the Policy and Governance Manager on behalf of the Leader which contains details of all the matters likely to be the subject of Key Decisions to be taken by either the Executive or its Committees or Officers and may also include other important decisions to be taken by the Council, its Committees or Officers over the next twelve months.
Freedom of Information	Processes and procedures to enable the public to formally access information held by public bodies subject to certain exemptions.
Full Council	A formal meeting which all Councillors of the Authority are entitled to attend.
Good Governance Statement and Framework	The Council annually reviews a Good Governance Local Framework as recommended by the Audit and Governance Panel and based on the 6 principles outlined in "Delivering Good Governance" a CIPFA / SOLACE Publication. The framework is adopted and then summarised in an Annual Governance Statement.
Audit , Risk and Assurance Manager	The Audit, Risk and Assurance Manager undertakes all responsibilities referred to as Head of Internal Audit.
Head of Internal Audit	The Audit, Risk and Assurance Manager is for legislation and regulation purposes the Head of Internal Audit.
Head of Paid Service	The Officer appointed by the Authority in accordance with section 4 of the Local Government and Housing Act 1989 who has overall corporate management and operational responsibility within the Council.
ICT	Information and Communication Technology – the term used to cover all computer and telephone equipment, hardware, firmware, software, licenses, infrastructure, data and communication lines, mobile phones and all other telephone equipment and recorded in the ICT Asset Database which is held by the Group Manager, Business Transformation and Technology.
Independent Member (Drawn	A representative drawn from the community to sit on a Panel or advisory group. Includes a Member of the <i>Independent Member Remuneration</i>

<i>from the Community)</i>	<i>Panel</i> who is not a <i>Councillor</i> or <i>Officer</i> of the Council. Not to be confused with an elected Member (see below).
Independent Member <i>(Political Description)</i>	Generic term for elected Member(s) who have not joined an existing, or formed their own political group on the Council for purposes of proportionality.
Joint Committee	A Committee comprising Members of two or more Local Authorities created under Section 102(1) of the Local Government Act 1972.
Key Decision	A decision in relation to a Cabinet function which results in the Local Authority incurring expenditure or making of a saving which is significant having regard to the budget for the service or function to which the decision relates. A decision that is likely to have a significant impact on two or more wards within the Local Authority. A decision in relation to expenditure in excess of £100,000 or significant savings. A decision in relation to any contract valued in excess of £500,000. A decision taker may only make a key decision in accordance with the requirements of the Cabinet Procedure Rules set out in Part 4 of this Constitution.
Leader of the Council	The Leader of the Council is elected by the Council annually and is the political spokesperson of the Council. The Leader appoints a “Cabinet” of Members some or all of which will be responsible for a specific area of expertise known as a “Portfolio”. The Leader of the Council may take decisions or actions on behalf of Cabinet Members (Portfolio Holders) in their absence or an ability to act.
Licensing Code of Practice	The document, which has been adopted by the Council to regulate the performance of its licensing function. The main objectives of the Code are to guide Members and Officers of the Council in dealing with licensing related matters and to inform potential licensees and the public generally of the standards adopted by the Council in the exercise of its licensing powers.
Local Assessment	A process to receive and assess complaints that Members have failed to follow their Code of Conduct.
Local Strategic Partnership	The Local Strategic Partnership (LSP), which brings together the different parts of the public, private, community and voluntary sectors with the aim of improving the quality of life for everyone in the borough.
Managing Director	The Head of the Paid Service as defined in section 4 of the Local Government and Housing Act 1989.
Mayor of the Council	The Mayor is the “first citizen” of the city and is elected annually to preside at Full Council Meetings and to promote the Council's constitution, procedures and rules and ensure that they are followed during Council Meetings. The Mayor will undertake a number of Civic events and ceremonies and will represent the Council on formal occasions.
Member	A Councillor generally or, in relation to a committee or sub-committee, a Member of that committee or sub-committee. The Chair and Leader of the Council will be treated as Member of the Council unless the law or context requires otherwise.
Members' Allowances Scheme	Contained in Part 6 of this Constitution and sets out the scheme under which the Councillors, Independent Members and Co-opted Members are entitled to receive allowances in respect of carrying out their duties and for fulfilling any special responsibilities allocated to them.
Monitoring Officer	The Officer appointed by the Authority in accordance with section 5 of the Local Government and Housing Act 1989 to report to it on any proposal, decision or omission by the Authority, or its committees or sub-committees, or its Officers, which has given, or may give rise, to a contravention of law or statutory code of practice or to such maladministration or injustice as is mentioned in Part III of the Local Government Act 1974.
Officers	The Council's staff.
Overview and Scrutiny Management Committee	A committee established by Council to undertake overview and scrutiny functions as set out in section 21 of the Local Government Act 2000 and subsequent legislation. It consists of Councillors who are not Members of the Executive and reflects the political balance of the Council. The Management

	Committee holds the Executive to account through consideration of executive decisions. It is also able to undertake policy reviews of Council functions and anything else affecting the economic, social or environmental well-being of the city's residents.
Overview and Scrutiny "Task and Finish" Group	Undertakes overview and scrutiny functions relating to particular themes or service areas as determined by the Overview and Scrutiny Management Committee. The Panels are politically balanced and report their findings and recommendations to the Overview and Scrutiny Management Committee for approval. The work of the panels is fully scoped, resourced and timetabled from the start to ensure effective scrutiny and overview.
Parish Member	A member of a Parish Council wholly or mainly in the city.
Partnership Arrangement	An arrangement between Gloucester City Council and one or more other bodies or persons to achieve objectives of the Council and at least one of the other parties but which is not a contract for the provision by one party to another of a supply, service or works in exchange for a fee or other consideration.
Planning Code of Practice	The document, which has been adopted by Council to regulate the performance of its planning function. The major objectives of the Code are to guide Members and Officers of the Council in dealing with planning related matters and to inform potential developers and the public generally of the standards adopted by the Council in the exercise of its planning powers.
Policy Framework	A set of plans and strategies set down by legislation (for list see Article 4). Approving or adopting the elements of the policy framework is a function reserved to the full Council.
Political Group	Two or more Members may form a Political Group on the Council for the purposes of Political Proportionality of Members on Committees and certain bodies.
Portfolio	The responsibilities or roles allocated to a Cabinet Member usually the spokesperson.
Proper Officer	Has a statutory definition in section 270(3) of the Local Government Act 1972 and means, in relation to any purpose, the Officer appointed for that purpose by the Authority or for that area, as the case may be. A non-exclusive list of the Proper Officers can be found in the Scheme of Delegation to Officers in Part 3 of this Constitution.
Proportionality (Political)	A mathematical calculation to ensure that political balance is maintained in the membership of the Council's main committees.
Protocol	A document forming part of the Constitution, which sets out a guide to the way, certain individuals and groups interact with each other. They are not rules but they do give guidance and agreements on how things should operate.
Quorum	The number of Members of the Council, the Executive, a Committee or sub-committee required to be present to allow a meeting to transact business validly. The quorums for each body are set out in the relevant procedure rules in part 4 of this Constitution.
Revenue	Income or expenditure arising from or spent on day to day activities and short lived commodities or consumables.
Scheme of Officer Delegation	A record of which powers are delegated to specific Officers and which may be sub-delegated further to individuals.
Scrutiny Rules	This sets out how the Overview and Scrutiny Management Committee and Scrutiny Committees function including the structure of the Overview and Scrutiny process.
S151 Officer	The Officer appointed in accordance with S151 of the Local Government Act 1972 and who has responsibility for the administration of the financial affairs of the authority.
Senior Information Risk Officer (SIRO)	The SIRO is the 'qualified person' for the purposes of determining whether disclosure of particular information under the Freedom of Information Act 2000 would be likely to prejudice the effective conduct of public affairs.

Senior Management Team (SMT)	The Team made up of the Head of Paid Service, Directors and Heads of Service which meets regularly to discuss strategic and operational matters and make decisions.
Service Plan	A plan setting out priorities and service ambitions.
Special Meeting	A meeting of the Executive, any Committee or Sub-Committee of the Council or any Scrutiny body, which was not on the calendar of meetings agreed at the Annual Meeting but is called by the Chair to consider a particular item, or items, of business in accordance with Access to Information provisions.
Special Responsibilities	Roles undertaken by Members for which an Allowance is payable. These include The Chair and Leader of the Council as well as Chairs of specific Committees.
Standing Orders	Rules, which the Council has adopted to regulate its business and proceedings. There are also separate Standing Orders relating to the appointment and dismissal of staff and the process leading up to and the making of contracts. These are set out in Part 4 –Council Meeting procedure Rules.
Statutory Officers	The Head of Paid Service, the S151 Officer and the person appointed as Monitoring Officer or their Deputies are collectively known as Statutory Officers for the purpose of this Constitution.
Sub-committee	A group of Members (including where appropriate co-opted Members) appointed by a Committee to take responsibility for one or more aspects of its functions or function.
Sub-delegation	Specific delegation to an individual to undertake specific actions. Must be recorded in the Scheme of Officer Delegation.
Task-finish Scrutiny Group	A body that may be created by the Overview and Scrutiny Management Committee to undertake a time-limited review of a specific issue as defined within terms of reference set by the Management Committee. The Panel will conclude its work by reporting to the Management Committee and is likely to make recommendations for the Management Committee to consider.
Virement	A transfer of resources between or within approved cost centres for both revenue and capital processes.
Ward	A geographical area of the city represented by one or more Councillors.
Ward Scheme	A scheme by the Local Government Commission and approved by the Secretary of State setting out the Wards of the city and how many Councillors will represent each Ward.
Well-being	See Community health and well-being above.