

## GLOSSARY OF TERMS

<b>Articles</b>	The basic rules governing the Council's business. Articles cannot be suspended.
<b>Background Papers</b>	Report authors must list any unpublished papers used in compiling a report for decision, and these papers must be available for 4 years for public inspection.
<b>Budget</b>	The budget includes 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 the capital expenditure and the setting of virement limits.
<b>Budget and Policy Framework</b>	The plans and strategies, which have to be adopted by the Council and within which the Executive have to operate – see Article 4.
<b>Executive</b>	The councillors who together with the Leader form the Executive.
<b>Call-in</b>	The process by which the Scrutiny Committee consider whether a decision is properly taken or is the right decision.
<b>Capital Expenditure</b>	Spending, usually on major assets like a building, where the benefit of the asset lasts for more than one year.
<b>Casting Vote</b>	A vote made by the Chairman to decide a matter when there is a tied vote.
<b>Chairman</b>	The civic head of the Council, who chairs the meeting of the Council. The Chairman is not responsible for the running of the Council.
<b>Chair/Vice-Chair</b>	The person (man or woman) who chairs a body of the Council, e.g., committee etc. /the deputy to the Chair.
<b>Chief Executive</b>	The most senior officer, with overall responsibility for the management and operation of the Council also known as the Head of the Paid Service.
<b>Chief Finance Officer</b>	The officer responsible for the administration of the financial affairs of the Council. Also known as the Section 151 Officer.
<b>Chief Officers</b>	A general term for the Chief Executive and Deputy Chief Executive.
<b>Code of Practice</b>	A set of rules, usually of expected behaviour.
<b>Committee</b>	A formal body consisting of elected councillors, constituted under the Local Government Act 1972.

<b>Constitution</b>	A document setting out how the Council operates, how decisions are made and all the procedures that have to be followed.
<b>Co-opted Member</b>	A non-voting, non-councillor appointed to serve on a committee in an advisory capacity.
<b>Council</b>	This can be used either: <ul style="list-style-type: none"><li>• as the term used for the organisation; or</li><li>• in respect of the meeting of all of the councillors.</li></ul>
<b>Councillor</b>	A specific term for an elected member of the Council and representative of the local community.
<b>Code of Conduct for Councillors</b>	Agreed Code set out in the Constitution governing how councillors must conduct themselves whilst carrying out Council business or acting as a representative of the Authority.
<b>Councillors' Allowance Scheme</b>	The scheme of payments made to councillors.
<b>Council Tax</b>	The money raised by the Council from residents of the District.
<b>Disclosable Pecuniary Interest</b>	A category of interest established under the Localism Act 2011 and subsequent regulations. It is a criminal offence for a Councillor to fail to register a DPI or to take part in decision making on matters affected by a Councillor's DPIs.
<b>Executive</b>	The Leader and Executive, responsible for carrying out almost all of the local authority's functions.
<b>Exempt Information</b>	Information falling into one of 7 categories set out in the Local Authorities (Executive Arrangements) (Access to Information) (Amendment) (England) Regulations 2006 and the Local Government (Access to Information) (Variation) Order 2006 which usually cannot be publicly disclosed – see the Access to Information Procedure Rules in Part 4 of the Constitution.
<b>Group Leader</b>	In respect of any political group means the person whom the group has identified as its leader by notice in writing to the Chief Executive.
<b>Head of Paid Service</b>	The most senior officer, with overall responsibility for the management and operation of the Council; also known as the Chief Executive.
<b>Human Rights Act 1998</b>	The Act which puts European Human Rights into UK law. The Council by law considers the impact of its action on the rights of individuals.
<b>Key Decision</b>	A decision which is likely either to incur significant expenditure/make significant savings (over £150,000) or to have a significant impact on those living or working in 2 or more Wards of the District.

<b>Laws</b>	Acts of Parliament or Regulations.
<b>Leader of the Council</b>	The Leader shall be a councillor elected to that office by a simple majority of the Council. The Leader will hold office for a term of 4 years.
<b>Local Government Ombudsman</b>	Appointed nationally to look into complaints by the public about the way they have been treated by or the service they have received from councils.
<b>Member</b>	A councillor, the elected representative of the community.
<b>Member of the Public</b>	Anyone who is not a part of the Council.
<b>Minutes</b>	The formal record of the proceedings of a meeting.
<b>Monitoring Officer</b>	The officer appointed under the Local Government and Housing Act 1989 to oversee the legality of the Council's actions and the ethical behaviour of councillors and employees. This is a statutory proper officer role.
<b>Municipal Year</b>	The period between the annual meetings of the Council, which are usually held in May.
<b>Officer</b>	A paid employee of the Council.
<b>Overview and Scrutiny</b>	Committees of the Council with responsibility for scrutinising decisions made in the name of the Council, making reports and recommendations on policy and the discharge of functions and considering matters which affect the well-being of the District's inhabitants.
<b>Parish Meeting</b>	A meeting at which every local government elector has a vote. Every parish must have a Parish Meeting which must meet at least annually. Parish Meetings discuss local affairs and have power to exercise certain limited functions. They are not Parish Councils.
<b>Petitions</b>	A formal written request, signed by more than one person, appealing to the Council in respect of a particular cause or question.
<b>Policy</b>	A plan of action or approach to an issue.
<b>Policy Framework</b>	The policy framework means the following plans and strategies: <ul style="list-style-type: none"><li>• Sustainable Community Strategy</li><li>• Corporate Plan</li><li>• Community Safety Partnership Plan</li><li>• Asset Management Strategy</li><li>• Plans and strategies which together comprise the Local Development Framework</li><li>• Plans and strategies which together comprise the Housing Investment Programme.</li></ul>

<b>Policy Review</b>	An examination of Policy in relation to a Council function. To establish whether a policy reflects the Council's current obligations, both in law and in relation to the decision-making process. Where no policy exists, a review may examine all aspects and formulate a policy for the future decision-making processes.
<b>Proper Officer</b>	A senior officer of the Council who is given a set of responsibilities by statute.
<b>Protocols</b>	Codes of Practice which set out how, for example, various elements of the Council are expected to interact with each other.
<b>Quorum</b>	The minimum number of people who have to be present before a meeting can take place.
<b>Referendum</b>	A ballot of all electors of the District – in particular on whether they wish to have an elected mayor.
<b>Regulatory</b>	The functions of the Council which “regulate” e.g., licensing, planning etc.
<b>Responsibility for functions</b>	Formerly known as the Scheme of Delegation this document (in Part 3 of the Constitution) sets out which committee, councillor or officer is responsible for particular functions of the Council.
<b>Summons</b>	The term used to inform date, time and place of a meeting and specify business to be transacted.
<b>Statutory</b>	The process of interpreting and applying legislation
<b>Terms of Reference</b>	A written definition setting out the responsibilities and boundaries of a particular forum.
<b>Town Council/ Parish Council/Parish Meeting</b>	A corporate body (in the same way in which the District Council is a corporate body) having precepting powers in its area, and empowerment by statute to undertake certain functions.
<b>Virements</b>	Moving funds from one area of expenditure to another within a financial year.
<b>Ward</b>	An area of the Selby District for which elections are conducted. Each ward elects one, two or three Councillors depending upon its size
<b>Work Programme</b>	Every year each committee will develop and submit to Council for approval, a programme of work. The work programme will include such items as reviews of policy, responses to legislation and constitutional work to define local needs and profiles.