

PART 13

Other Materials

This Part includes documents and references that are useful to have alongside the Constitution

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1 GLOSSARY OF TERMS

| Term | Description |
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| 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.</p> <p>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. |
| Authority | An alternative name for the Council, usually when referring to a specific function of the Council or a meeting of Full Council |
| 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 |

| Term | Description |
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| <p>Best Value</p> | <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> |
| <p>Budget</p> | <p>The financial statement that is prepared and agreed each year. It contains all of the financial resources allocated to different services and projects and aligned to various funds and budget heads.</p> <p>The Budget will include:</p> <ul style="list-style-type: none"> (i) the expenditure the authority estimates they will incur in the year in performing their functions and will charge to a revenue account for the year in accordance with proper practices, (ii) such allowance as the authority estimate will be appropriate for contingencies in relation to amounts to be charged or credited to a revenue account for a year in accordance with proper practices, (iii) the financial reserves which the authority estimate it will be appropriate to raise in the year for meeting their estimated future expenditure, and (iv) such financial reserves as are sufficient to meet so much of the amount estimated by the authority to be a revenue account deficit for any earlier financial year as has not already been provided for. |
| <p>Budget and Policy Framework</p> | <p>The 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 Council can change the Budget and Policy Framework</p> |

| Term | Description |
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| Budget Council or Budget Decision Making Meeting | The meeting of the Council that takes place each year in order to calculate the council tax requirement and agree the Budget as defined by the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended). |
| Cabinet | The Cabinet comprises the Leader of the Council and up to 9 individual Cabinet Members selected by the Leader. Cabinet meets in committee form under the Executive Procedure Rules. |
| 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 'Cabinet Members |
| Call-In | A mechanism, which allows the Overview and Scrutiny Committee to examine, and challenge, a Cabinet or other executive Key Decision before it is implemented. |
| Chair of the Council | The Member elected each year to act as Chair of the Council under sections 3 and 4 of the Local Government Act 1972. |
| 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 (s.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 Section 151 Officer. |

| Term | Description |
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| Chief Officer(s) | <p>The most senior of the Council staff who are responsible for managing each of the Council's departments, as last defined by section 43(2) of the Localism Act 2011, as meaning:</p> <ul style="list-style-type: none"> (a) the statutory chief officers, being: <ul style="list-style-type: none"> (i) the head of its paid service designated under section 4(1) of the Local Government and Housing Act 1989; (ii) the Monitoring Officer designated under section 5(1) of the Local Government and Housing Act 1989; (iii) the officer (also known as the Chief Finance Officer) having responsibility, for the purposes of section 151 of the Local Government Act 1972, for the administration of the authority's financial affairs; (iv) the director of children's services appointed under section 18 of the Children Act 2004; (v) the director of adult social services appointed under section 6(A1) of the Local Authority Social Services Act 1970; and (vi) the director of public health appointed under section 73A(1) of the National Health Service Act 2006; (vii) the chief fire officer in respect of the Fire and Rescue Services Act 2004; (b) a non-statutory chief officer mentioned in section 2(7) of the 1989 Act; and (c) a deputy chief officer mentioned in section 2(8) of the 1989 Act. |
| CIPFA | The Chartered Institute of Public Finance and Accountancy. |
| Code of Conduct for Members | The Code which sets out the standards of behaviour expected of Members and co-opted Members. |
| Code of Conduct for Officers | The Code which sets out the standards of behaviour expected of officers. |

| Term | Description |
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| 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 Coterminous | 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/Procedure Rules | 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 Members and are not entitled to vote. |
| Corporate Directors | The Chief Officers holding posts referred to as Corporate Director by the Chief Executive |
| [Corporate Management Team] | The meeting of Chief Officers, also known as CMT |
| Council | A shortened form, meaning the council for the county and district of Northumberland (Northumberland County Council) as established by the Northumberland (Structural Change) Order 2008 |
| Council companies | A company or body corporate in which the Council has an interest as a shareholder or Member as defined by Part V of the Local Government and Housing Act 1989 |
| Councillor | A person elected by voters to be a Member of the Council. Also known as a 'Member' of the Council. |

| Term | Description |
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| Council and Cabinet Forward Plan | A list of all major decisions to be made by Council and key decisions to be 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 |
| Development Plan | <p>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</p> <p>The collective term for the Leader of the Council, individual Cabinet Members, the Cabinet or a committee of the Cabinet</p> |
| Executive Functions/ Executive Decisions | The majority of the Council's functions, which are the responsibility of the Leader of the Council or, if they so decide, by the Cabinet, individual Cabinet Members a committee of the Cabinet, a joint committee, another local authority, or an officer. 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. |
| 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 at Part 3 |
| Finance Procedure Rules | The Rules which sets out how the Council's financial procedures operate to safeguard public money |

| Term | Description |
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| Five Clear Days | <p>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;</p> <ul style="list-style-type: none"> · 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 Members of the Council |
| Group Leaders | People appointed by a Political Group to act as the leader of that group of Members. |
| 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 the Council to review the recommendations of the Panel of the Staffing Committee into Statutory Officer discipline and compile a recommendation of its own for consideration by the Council. |
| Investigation Disciplinary Committee | The Committee as referred to in the JNC Conditions of Service for Chief Executives and Chief Officers. This role is carried out by the Staffing Committee, to consider disciplinary issues in relation the Council's 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. |

| Term | Description |
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| Key Decision | <p>An executive decision which is either:</p> <ul style="list-style-type: none"> (i) 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 (for which purposes, savings and expenditure are "significant" if they are equal to or greater than £500,000 revenue or £2M capital); or (ii) is likely to be significant in terms of its effects on communities living or working in an area comprising two or more electoral divisions in the area of the Council (where the meaning of 'significant' is subject to any guidance to be issued by the Secretary of State and, in the absence of any such guidance, is to be interpreted as a decision which, in the view of the Leader, will have a significant effect on a significant number of people). |
| Leader | <p>The person elected as the Leader of the Council under the Local Government Act 2000 and who is the senior executive Member responsible for the discharge of the executive functions of the Council for the purposes of section 9E of that Act.</p> |
| Licensing Committee | <p>The committee that makes carries out the Council's responsibilities under the Licensing Act 2003 Act and the Gambling Act 2005.</p> |
| Local Choice Functions | <p>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.</p> |
| Local Government Application Note | <p>The guidance note on the requirements and practice of internal audit in the local government environment, in line with Public Sector Internal Audit Standards.</p> |
| Monitoring Officer | <p>The officer charged with ensuring that everything that the Council does is fair and lawful.</p> |

| Term | Description |
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| Non-Executive Functions | <p>These are functions specified in Regulations issued under the Local Government Act 2000 Act as not to be an executive function. These include functions such as those relating to Officers, Planning and Licensing. Responsibility for the exercise of non-executive functions may be delegated to a committees, sub-committees, an officer or another local authority 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.</p> |
| Officer | <p>A person employed by the Council to carry out the work of the authority. Officers cannot be Members.</p> <p>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 of the Constitution.</p> |
| Overview and Scrutiny | <p>Overview and Scrutiny is the function of the Council undertaken by the Overview and Scrutiny Committees, the purpose of which is to enable the rest of the Council to scrutinise the exercise of executive functions by investigating decisions and policies and by issuing reports and recommendations where any shortcomings are identified.</p> |
| Plan or Strategy | <p>A plan or strategy that:</p> <ul style="list-style-type: none"> <li data-bbox="715 1312 1374 1462">(i) is referred to in Regulation 4 or Schedule 3 Local Authorities (Functions and Responsibilities) (England) Regulations 2000; or <li data-bbox="715 1485 1374 1635">(ii) that the authority has determined that the decision whether the plan or strategy should be adopted or approved should be taken by them, <p>which is to be listed in [Part 3 of this Constitution (Matters reserved to full Council)]</p> |
| Planning Code of Conduct | <p>The Members Code which sets out the standards of behaviour expected of Members on Planning Committee</p> |

| Term | Description |
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| Political Balance | Political balance means the duty, if the Members of the Council are divided into different Political Groups, to undertake a process to appoint Members to committees, sub-committees, panels and certain other bodies proportionally to the number of Members of each Political Group according to a set of principles contained within Part 1 of the the Local Government and Housing Act 1989 Act and Regulations made under it. |
| Political Group | Two or more Members 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 Procedure Rule 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. |

| Term | Description |
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| 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 | The Committee responsible for promoting and maintaining high standards of conduct by Member and considering written allegations that a Member 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 Director Of Resources (Chief Finance Officer/s151 Officer) |
| Sub-Committee | A sub-committee authorised to make executive decisions and non-executive decisions. |

| Term | Description |
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| 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. |
| Vice-Chair of the Council | The Member appointed each year to act as Vice-Chair of the Council under section 5 of the Local Government Act 1972. |
| 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, Members are required to act independently and are not subject to the group/party whip. Special training is arranged for Members for this. |