

Part 6

Glossary

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 general duty of Best Value means that the Council will make arrangements to secure value for money 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	<p>All the financial resources allocated to different services and projects.</p> <p>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.</p>

Budget and Policy Framework	This 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 .
Budget Council Meeting	The meeting of the Council that takes place each year in order to calculate the budget requirement and set the council tax.
Call-In	A mechanism, which allows the Overview and Scrutiny Committee to examine, and challenge, a key decision before it is implemented.
Chair of the Council	The Councillor elected each year to act as Chair of the Council.
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 who report directly to the Head of Paid Service (but does not include secretarial, clerical or support staff).
CIPFA	The Chartered Institute of Public Finance and Accountancy.
Clear Days	By law, the Council must give five clear days' notice of a meeting, during this period copies of the agenda and reports of a meeting must normally be available for inspection under the Access to Information Procedure Rules. Clear days are complete days, not including the day on which the period begins or the day of the meeting or (where the number of clear days is to be less than seven) days which fall at the weekends, public holidays or bank holidays.
Code of Conduct for Councillors	The Code, formally adopted by the Council, 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 formal group of Councillors appointed by Council and 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.
Constitution	The document setting out how the Council operates, how decisions are made and all the procedures that have to be followed.
Contracts 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 Councillors and are not entitled to vote.
Council companies	A company in which the Council is a shareholder
Council or Full Council	The meeting of all Councillors of the Council
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 Good Practice	The Code which sets out the standards of behaviour expected of Councillors on Planning Committee
Council and Executive Forward Plan	A list of all major decisions to be made by Council and key decisions to made by Executive
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
Designated Statutory Officer	For the purposes of appointment, disciplinary processes and dismissal, the term shall include the following officers:

- **Head of Paid Service**
- **Monitoring Officer**
- **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, up to 9 individual Executive Councillors or a committee of the Executive.
Executive Board	The meeting of Chief Officers, also referred to as Executive Directors
Executive Councillor	The Leader , Deputy Leader and up to 8 other Councillors who, together, form the Executive and each have specific responsibilities (a “ Portfolio ”). Also known as “Executive Members” or “Portfolio Holders”.
Executive Decisions	Those decisions which are, by law, for the Executive to make. These are set out in the Local Authorities (Functions and Responsibilities) Regulations 2000 as amended. As the Council has adopted a Leader plus Executive model of governance, the majority of the Council’s decisions are Executive decisions. These decisions may be the responsibility of the Leader , the Executive as a collective, individual Executive Councillors , a committee of the Executive, a joint committee, another local authority, or officers.
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 .
Financial Procedure Rules	The Rules which sets out how the Council manages its finances in order to safeguard public money
Group Leaders	The Councillor who is 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 .
Independent Persons Panel	The Panel established by the 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 Council.

Investigation and Disciplinary Committee (IDC)

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.

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 £500,000 or if, notwithstanding the value, the decision will have a significant effect on the communities living or working in one or more wards of the Council's area, for example by changing the nature of a school, opening or closing council services or facilities, or major transport changes.

For clarification, no **treasury management** decision shall constitute a Key Decision.

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 responsibilities 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**.

Monitoring Officer	The officer designated to perform the statutory role under s5 Local Government and Housing Act 1989 to of ensuring that everything that the Council does is fair and lawful.
Non-Executive Functions	Those functions specified in the Local Authority (Functions and Responsibilities) (England) Regulations 2000 as amended which are not to be the responsibility of the Executive. These include functions such as those relating to Officers, Planning and Licensing. These functions may be delegated to Committees, Sub-Committees or Officers under Section 101 of the Local Government Act 1972 (“the 1972 Act”).
Officer	A person employed by the Council to carry out the work of the authority. Officers cannot be Councillors of the Authority which employs them.
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.
Overview & Scrutiny	<p>A way of providing support and advice to the Executive by contributing to the review and development of policy; and acting as a critical friend holding the Executive to account by questioning, challenging and monitoring their performance.</p> <p>This function is currently undertaken by the Overview and Scrutiny Committees</p>
Planning Committee	The committee of Councillors which makes planning decisions (not delegated to officers) on behalf of the Council.
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 the 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	A portfolio describes the specific responsibilities delegated by the Leader of the Council to an Executive Councillor, for which they are the “portfolio holder”.
Private Meeting	A private meeting’ means a meeting or part of a meeting of the Executive or an Executive 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.
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 Councillors who have to be present before a formal meeting can take place.
Section 151 Officer	The officer who has statutory responsibility (under section 151 of the Local Government Act 1972) for the administration of the financial affairs of the Council. Also known as the Chief Finance Officer .

Significant	Having a material effect on the provision of services in one or more wards in Cumberland District
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 , the Chief Finance Officer , the Director of Adults Services and the Director of Children's Services
Sub-Committee	A group of Councillors appointed by a parent committee and authorised by that committee to make particular executive 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.