

## **GLOSSARY OF TERMS**

Throughout the Constitution the following words and expression shall have the meanings assigned to them below:

the Act	the Local Government Act 1972 as amended
the 2000 Act	the Local Government Act 2000 as amended
The Authority	Sevenoaks District Council or the District Council
Cabinet	is the Council's Executive, responsible for the exercise of Executive Functions
Chairman	the Member who has been elected by the Cabinet, a Committee or Sub-Committee to preside at meetings
Chairman of the Council	A civic "non political" role elected by the Council on an annual basis.
Chief Executive	the Chief Executive of the Council who has responsibility as the Council's Head of Paid Service and Section 151 Officer
Chief Officer	includes statutory and non-statutory chief officers as defined in section 2 of the Local Government and Housing Act 1989
Clear Working Day	this and includes Mondays, Tuesdays, Wednesdays, Thursdays and Fridays but does not include Saturdays, Sundays, any Bank Holidays, public holidays, statutory holidays and Council holidays, the day of publication (where appropriate) and the day of the meeting.
Committee	a Committee of the Council
Council	The Sevenoaks District Council
Councillor	person elected on to the Council to serve a ward; usually known as a Member
Delegated Powers	a person or body authorised to take decisions on behalf of the Council; details of who are set out in Parts 3 to 13 of this Constitution
Deputy Leader of the Council	the Member appointed by the Leader of the Council

	as his/her Deputy Leader
District Council	Sevenoaks District Council, sometimes referred to as "the Authority".
Executive	the Cabinet
Executive Functions	the responsibilities of the Cabinet and individual Cabinet members
Full Council	means a meeting which all elected Members are entitled to attend
Group	See party political group below
Head of Paid Service	the Council's Chief Executive appointed to discharge the responsibilities set out in section 4 Local Government and Housing Act 1989
Head of Service	second tier manager responsible in most cases to Chief Officers.
Key Decision	<p>a "key decision" means an executive decision which is likely:</p> <p>(a) to result in the District Council incurring expenditure which is, or the making of savings which are, significant having regard to the District Council's budget for the service or function to which the decision relates i.e. decisions which exceed £50,000 in value (but procurement decisions within the budget e.g. refuse vehicles can be undertaken within delegated powers); or</p> <p>(b) to be significant in terms of its effects on communities living or working in an area comprising 2 or more wards in the area of the District Council.</p>
Leader of the Council	the Member elected by the Council as its leader
Local Choice Functions	are those statutory functions of the District Council which can be exercised either by the Council or a Committee or Officer of the Council or by the Cabinet
Local Member	the District Council Member(s) representing a ward.
Meeting	a meeting of the Council or of the Cabinet, a

	Committee or of a Sub-Committee
Member	a Councillor elected to serve as Member of the Council
Monitoring Officer	the Council's Head of Legal and Democratic Services, appointed to discharge the responsibilities under sections 5 and 5A Local Government and Housing Act 1989 to maintain legality and probity
Non-Executive Functions	those responsibilities of the Council, Committees and sub-committees which cannot be discharged by the Cabinet along with those local choice functions decided by the Council pursuant to regulations made by the Government under the 2000 Act
Officer	a person employed or appointed as a member of staff (occasionally includes consultants and locum staff)
Political Group	a group of Members who have given notice under the Local Government (Committees and Political Groups) Regulations 1990, as amended
Section 151 Officer	appointed with responsibility for managing the Council's financial affairs under section 151 of the Act and sections 114-118 Local Government Finance Act 1988
Service Manager	third tier manager responsible to Heads of Service and Chief Officers.
Public	Local people i.e. those that have a connection with the District
Team Leader	fourth tier manager under Service Managers, Heads of Service and Chief Officers. Only applies to large teams.

Virement	the transfer of funds from one budget to another subject to authorisation from the appropriate person/body
Vice-Chairman of the Council	A civic “non political” role elected by the Council on an annual basis.
Ward	an area within the Sevenoaks District which has one or more Members elected to represent the area and the electorate