

## Glossary of Terms

Article 4 Direction	A direction which restricts permitted development rights in a particular area
Executive	A number of elected Council members appointed by the Leader of the Council and who, together with the Leader, act as the body which is responsible for most formal decisions. Also sometimes known as the Cabinet
Executive Member	A councillor who has been appointed by the Leader of the Council as a Member of the Executive. Executive Members remain in office until the next election unless they resign, are suspended, are no longer a member of the Council or are removed from office by the Leader
Executive Work Plan	A plan to be published by the Executive and updated on a monthly basis in accordance with Regulations 13 and 14 of the 2000 Regulations, setting out Key Decisions which the Executive plans to take over the coming months
Call-in	The consideration by Overview & Scrutiny committee of a decision made, but not yet implemented, which may result in the recommendation that the decision be reconsidered by the person or persons who made that decision or that Full Council be recommended that the decision be reconsidered
Chair	The person appointed to preside at meetings of Council or any Committee
Chief Executive	The officer with overall management and operational responsibility (including overall management responsibility for all officers). This post holder is also the “Head of Paid Service” as appointed in accordance with Section 4 of the Local Government and Housing Act 1989
Chief Finance Officer	The officer appointed by the Council under Section 151 of the Local Government Act 1972, to exercise the proper administration of the Council’s financial affairs, with specific responsibilities under the Local Government Act 1972 (currently the Director of Governance or Director of Finance)
Clear working day	A clear working day excludes Saturday, Sunday and bank and public holidays (and in the case of committee agenda excludes the date of publication of the agenda and the date of the meeting)
Committee	A committee of the Council
Council	West Oxfordshire District Council
Deputy Leader	An Executive Member who has been nominated to act in the absence of the Leader. For the avoidance of doubt the

	Deputy Leader can exercise all the powers of the Leader in their absence
Exempt	<p>Information to be considered at a Council or Committee meeting in respect of which the public may be excluded (as defined by Schedule 12A of the 1972 Act (as amended)). Categories of exempt information are:</p> <ul style="list-style-type: none"> <li>- Information relating to any individual</li> <li>- Information which is likely to reveal the identity of an individual</li> <li>- Information relating to the financial or business affairs of any particular person (including the authority holding that information)</li> <li>- Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority</li> <li>- Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings</li> <li>- Information which reveals that the authority proposes <ul style="list-style-type: none"> <li>(a) To give under any enactment a notice under or by virtue of which requirements are imposed on a person or task</li> <li>(b) To make an order or direction under any enactment</li> </ul> </li> <li>- Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime</li> </ul>
Executive	Sometimes known as the Cabinet
Executive Functions	Functions which may be discharged by the Leader, or delegated by the Leader to the Executive, a committee of the Executive, an individual member of the Executive, an officer or another local authority
Head of Paid Service	The officer appointed in accordance with Section 4 of the Local Government and Housing Act 1989, i.e. the Chief Executive
Key Decision	<p>A decision which is significant. This Council has previously determined the definition of a “key decision”, which is:</p> <ul style="list-style-type: none"> <li>(i) any Executive decision which requires a budget expenditure, or generates savings, of £150,000 or more;</li> <li>(ii) any executive decision where the outcome will have a significant impact on communities living or working in an area comprising two or more</li> </ul>

## Constitution of West Oxfordshire District Council

	District
Leader of a Political Group	The leader of a political group as defined in the Local Government (Committee etc.) Regulations 1990
Leader	Such person as the Council elects to be the Leader with powers outlined in the Local Government Act 2000 and Local Government and Public Involvement in Health Act 2007
Local Choice Functions	As defined by Regulation 3 and Schedule 2 to the Local Authority (Functions and Responsibilities) (England) Regulations 2000, where the authority has decided which functions are to be the responsibility of the Executive
Meeting	A meeting of the Council, Executive, a committee or sub-committees or task groups as the case may be
Member	In relation to the Council, an elected Councillor; in relation to any other body, a person appointed as a member of that body, whether or not entitled to vote
Monitoring Officer	The officer appointed by the Council in accordance with Section 5 of the Local Government and Housing Act 1989, to promote and maintain high standards of ethical conduct and ensure lawfulness and fairness of decision making or, if they are unable to act owing to absence or illness, the person nominated as their deputy
Overview and Scrutiny Committee	Committee or Committees of the Council established in accordance with Section 21 of the Local Government Act 2000, to assist in the development of policy and to review and scrutinise the decisions made by the Executive, committees and council officers (there is currently one Overview and Scrutiny Committee which also acts as the Council's Crime and Disorder Committee)
Personal Explanation	Where something material that was raised by a member in an earlier speech appears to have been misunderstood, a member may be permitted to correct that misunderstanding by way of personal explanation. The ruling of the Chair on the admissibility of a personal explanation will be final
Political Balance Rules	As defined in the Local Government and Housing Act 1989 relating to proportional representation of political groups; on committees, sub-committees and certain other bodies
Political Groups	Any two or more councillors notifying the Monitoring Officer in the appropriate form is considered a political group for the purpose of seat allocation
Portfolio Holder	An Executive Member with a specific and detailed area of responsibility, and who may be delegated to take executive decisions
Proper Officer	An officer, appointed in accordance with the terms of Section 270(3) of the Local Government Act 1972, to carry out specified actions of the performance of certain specified duties on behalf of the Council

## Constitution of West Oxfordshire District Council

Regulation 3 and Regulation 4 proposals	Means applications made by the County Council themselves for example schools
Regulatory Committee	A committee undertaking quasi-judicial functions of the Council such as Planning or Licensing
Requisition	A document signed by five (5) elected members requesting that the Chair of council calls an extraordinary meeting of council
Task & Finish Group	a small working group of interested elected members who review specific issues of concern to Overview and Scrutiny in depth
The 1972 Act	The Local Government Act 1972
The 1989 Act	The Local Government and Housing Act 1989
The 2000 Act	The Local Government Act 2000
The 2007 Act	The Local Government and Public Involvement in Health Act 2007
Vice-Chair	The person appointed to preside in the absence of the Chair, at meetings of any properly constituted body