

**Glossary of Terms used in the Constitution**

In the Constitution, the words and phrases in the left-hand column have the meaning given in the right-hand column:

<p>Agenda</p>	<p>These set out the business to be considered at formal meetings of the Council, Cabinet, Scrutiny Board and Panels and Committees. They are public documents and are available for inspection before each meeting at the Council's main offices and on the Council's website:  <a href="http://www.wolverhampton.gov.uk/">http://www.wolverhampton.gov.uk/</a></p>
<p>Annual Meeting</p>	<p>The annual meeting of the Council which elects the Mayor and Deputy Mayor, Leader of the Council and appoints Chairs and Councillors to memberships of Committees. The meeting takes place in May each year.</p>
<p>Audit Committee</p>	<p>The Audit Committee considers the Council's governance arrangements and ensures that the financial affairs of the Council are properly conducted.</p>
<p>Background Papers</p>	<p>Documents relating to the subject matter of a report which in the opinion of the Proper Officer:</p> <p>(a) disclose any facts or matters on which the report or any important part of the report is based; and</p> <p>(b) which have been relied on to a material extent in preparing the report but does not include published works or those which disclose <i>Exempt</i> or <i>Confidential Information</i> and in respect of <i>Cabinet</i> reports, the advice of a political advisor.</p>
<p>Budget and Policy Framework</p>	<p>The following plans and strategies comprise the budget and policy framework:</p> <ul style="list-style-type: none"> <li>• Wolverhampton City Strategy</li> <li>• Crime, Community Safety and Drug Reduction Strategy</li> <li>• Statement of Licensing Policy</li> <li>• Statement of Gambling Policy</li> <li>• Local Transport Plan</li> <li>• Plans and alterations which together comprise the Local Plan</li> <li>• Youth Justice Plan</li> <li>• Housing Strategy</li> <li>• Adult Learning Strategy</li> <li>• Sustainability Strategy and Implementation Plan</li> <li>• The Children and Young People's Plan</li> <li>• The Corporate Plan</li> <li>• Medium Term Financial Strategy</li> </ul>

## Glossary

Budget Meeting	The Ordinary Meeting of the Council taking place in March each year which considers the Budget.
Cabinet	<p>The Cabinet is a group of Councillors including the Leader who work with Council staff to run the Council and take most decisions except those about major policy issues or setting the annual budget (which only the Full Council Meeting can do) or decisions on regulatory matters such as whether to give planning permissions or licenses which only Committees established for those purposes can take.</p> <p>The Leader of the Council appoints the Cabinet and chairs its meetings. The Cabinet must consist of a minimum of three Councillors including the Leader up to a maximum of 10 Councillors including the Leader. The Councillors in the Cabinet each have responsibility for areas of the Council's work allocated to them by the Leader.</p> <p>The Councillors in the Cabinet can only make decisions within the scope of the overall Budget and Policy Framework set by the Council and the Constitution.</p>
Cabinet Functions	These may be carried out by the Cabinet, a Cabinet Member, a Regulatory or other Committee, of the Cabinet, an officer, another authority, or by joint arrangements.
Cabinet Member Responsibilities	These are areas of responsibility allocated by the Leader to Cabinet Members. Each area of responsibility is known as a Cabinet Member portfolio and each portfolio is given a title.
Call-In	"Call In" is a statutory right for Members of the Council to call in a decision of Cabinet or an individual Cabinet Member or Cabinet Members after it has been made or before it has been implemented.
Chair	The Councillor who presides over a meeting of the Council's Cabinet, Committees, Sub-Committees or Panels.
Chief Executive	<p>The Chief Executive is the Head of the Council's Paid Service (see the glossary for the definition of the Head of Paid Service) and together with the Deputy Chief Executive and Directors are the senior management team that runs the day to day work of the Council working with the Leader of the Council and Cabinet and supported by the Council's employees.</p> <p>For the avoidance of doubt the Chief Executive includes the following title; Head of Paid Service.</p>

## Glossary

<p>Director of Finance (Section 151 Officer)</p>	<p>This is a statutory appointment required under S151 of the Local Government Act 1972. Every Council must designate an officer as responsible for the proper administration of the Council's financial affairs. The Director of Finance has been designated as the Section 151 Officer.</p> <p>For the avoidance of doubt the Director of Finance includes the following titles; Section 151 Officer and Chief Financial Officer.</p>
<p>Code of Conduct</p>	<p>A model code prepared by the Council to regulate the conduct of Local Authority Members.</p>
<p>Codes, Policies and Protocols</p>	<p>In making decisions and conducting its business, the Council and the bodies and persons exercising functions on its behalf will have regard to the Codes set out in Part 4 and 5 of the Constitution.</p>
<p>Common Seal</p>	<p>The Common Seal is the Council's mark of authentication and is attached to documents which are decisions of the Council or any properly constituted body of the Council or to documents which in the opinion of the Monitoring Officer should be sealed or as required by the Contract Procedure Rules. The Common Seal is kept in the safe custody of the Monitoring Officer.</p>
<p>Confidential Information</p>	<p>Information given to the Council by a Government Department on terms which forbid its public disclosure or information which cannot be publicly disclosed by Court Order. (see also exempt information).</p>
<p>Constitution</p>	<p>Every principal Council must produce a document known as the Constitution which sets out how the Council will conduct its business.</p>
<p>Contract Procedure Rules</p>	<p>These provide a corporate framework for the procurement of all goods, services and works for the Council.</p>
<p>Co-opted Members</p>	<p>Persons, who are not elected, but appointed to a Council Committee, Sub-Committee or Scrutiny Panel and have voting rights.</p> <p>Statutory Co-opted Members are Church and Parent Governor representatives who have voting rights and serve on the Children, Young People and Families Scrutiny Panel.</p> <p>Non-statutory Co-opted Members are Youth Council representatives serving on the Children, Young People and Families Scrutiny Panel and Wolverhampton and Healthwatch members serving on the Health Scrutiny Panel.</p>

## Glossary

Council Functions	The local authority functions which by law cannot be carried out by the Cabinet.
Councillor Champions	These are individual Councillors or other individuals who are appointed by the Council to champion a particular issue within the Council, with its partners, in communities, across the Council, regionally or nationally.
Full Council Meeting Procedure Rules	These set out how meetings of the Council, the Cabinet, Scrutiny and Regulatory and other Committees and other bodies will be conducted. These are contained in Part 4 of the Constitution.
Councillor	A Councillor represents his or her Ward on the Council and acts as an advocate and decision-maker for local issues. To find out who your Councillor is please go to the website or ring the Council offices.
Councillor Code of Conduct	A code based on a national model that must be followed by all Councillors, governing their behaviour and responsibilities.
Deputy Leader	The Councillor appointed to the position of Deputy Leader by the Leader of the Council.
Deputy Mayor	A Councillor appointed annually by the Council to act as deputy to the Mayor.
Director of Governance	For the avoidance of doubt the Director of Governance includes the following titles; Monitoring Officer, Director of Legal, Chief Legal Officer and Solicitor to the City Council.
Director of Finance	For the avoidance of doubt the Director of Finance includes the following titles; Section 151 Officer and Chief Financial Officer.
Designated Officer	A Designated Officer is the Head of Paid Service, Deputy Chief Executive, Director or other senior employee authorised by him/her for this purpose.
Disciplinary Action	In relation to an employee of the Council, any action occasioned by alleged misconduct which, if proved, would according to the usual practice of the Council, be recorded on the employee's personal file, and includes any proposal for dismissal of an employee for any reason other than redundancy, permanent ill health or infirmity of mind or body, but does not include failure to renew a contract of employment for a fixed term unless the Council has undertaken to renew such a contract.

## Glossary

Employee	Person appointed to or holding a paid office of the authority or employed by the authority.
Exempt Information	Information that the Council may not be required to publish because it falls within specific categories defined in Schedule 12A of the Local Government Act 1972.
Extraordinary Meeting	A Council Meeting called by resolution of the Council, the Mayor, the Head of Paid Service or by requisition of any five Councillors which takes place in addition to an Ordinary Meeting or the Annual Meeting.
Finance Procedure Rules	Control the way the Council manages its finances and safeguards its assets. The rules apply to the Council's Members and employees and anyone acting on its behalf except where separate arrangements are made under the scheme for the Local Management of Schools.
Five Clear Days	A period of five days, excluding the day of the meeting, the day on which the meeting is called, weekends and bank holidays during which copies of the agenda and reports of a meeting must normally be available for inspection under the Access to Information Rules.
Forward Plan	A notice of matters which the Leader of the Council believes will be the subject of a Key Decision to be considered over the next four months. This is published monthly.
Full Council	All 60 Members of the Council meeting together to conduct business.
Group Leaders	Political groups will appoint a person to lead their group who are known as Group Leaders.
Head of Paid Service	This is a statutory appointment under Section 4 of the Local Government and Housing Act 1989. Every Council has to have a Head of Paid Service, who is ultimately responsible for the Councils' delivery of good services and is responsible for reporting to the Council on how employees are organised and deployed. The Chief Executive has been designated as the Head of Paid Service.
Independent Person	A person who is not an elected Councillor of the authority, but appointed by the full Council as a member of the Standards Committee of the authority and who is entitled to vote on any question falling to be decided at any of the meetings of that body.
Joint Arrangements	Services provided in partnership with other Councils or by or on behalf of those Councils.

## Glossary

Key Decision	<p>A key decision is a Cabinet decision which is likely:</p> <p>to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates or</p> <p>to be significant in terms of its effects on communities living or working in an area comprising two or more Wards in the area of the local authority.</p> <p>Note: The Council has determined that expenditure or savings in excess of £250,000 will be deemed significant. This figure will be reviewed by the Council from time to time.</p>
Leader of the Council	The Leader of the Council is the political Head of the Council, elected by the Council.
Local Choice Functions	By law, these are responsibilities which the Council can choose to make the function of the Council or Cabinet.
Local Partnership	A single body that brings together at a local level the different parts of the public sector as well as the private, business, community and voluntary sectors so that different initiatives and services support each other and work together.
Monitoring Officer	This is a statutory appointment under Section 5 of the Local Government and Housing Act 1989. The Monitoring Officer is responsible for reporting the actual or potential breach of a legal requirement to the Council Meeting or Cabinet and for dealing with complaints of breaches of the code of conduct by Councillors, reporting as necessary to the Standards Committee. The Director of Governance is the designated 'Monitoring Officer'.
Ombudsman	A person independent of the Council who has power to investigate maladministration by the Council.
Ordinary Meeting	Council Meetings held in accordance with a programme of meetings decided by the Council.
Overview and Scrutiny	The action of overseeing and scrutinising decisions made by the Cabinet undertaken by the Scrutiny Board and Scrutiny Panels.
Petition	A written or electronic communication signed or sent to the Council on behalf of at least 10 signatories from at least 5 identifiable households and including a clear and concise statement indicating what action the petitioners wish the Council to take and the name, identifiable address and signature of any person supporting the petition. Petitions will

## Glossary

	be received by the Council in accordance with the Petitions Scheme. <a href="http://www.wolverhampton.gov.uk/article/2915/Petitions">http://www.wolverhampton.gov.uk/article/2915/Petitions</a>
Planning Committee	The Planning Committee is comprised of Councillors and is responsible for the Council's statutory town and country planning and development control functions.
Political Assistant	An officer appointed specifically to assist a Political Group on the Council.
Political Group	Two or more Councillors who belong to the same political party or have some other common interest may form a Political Group. Such Groups are recognised by law and in the Council's Constitution.
Procurement	Procurement is the identification and acquisition from third parties and in house providers, of goods, services and works.
Proper Officer	A person designated as being responsible for a particular function or range of functions.
Protected Officers	The Protected Officers are the Head of Paid Service, the Monitoring Officer and the s.151 Officer.
Quasi judicial	Powers resembling those of a court of law or judge.
Quorum	This is the required number of Councillors which need to be present at a meeting to enable the business of that meeting to be transacted.
Regulatory Committees	Regulatory Committees are comprised of Councillors and are responsible for the overseeing and regulation of certain legislation and legislative processes including all types of licence, street trading, some highways matters and appeals relating to them.
Reports	Written items prepared by employees for consideration by Councillors.
Scrutiny	Scrutiny is a role fulfilled by all Councillors who are not Members of the Cabinet. It is a statutory function under the Local Government Act 2000.  The role of the Scrutiny Committees is to help develop policy, to carry out reviews of Council and other local services and to hold Cabinet and Cabinet Members to account for their actions and decisions.

## Glossary

Section 106 Agreement	A Section 106 Agreement, sometimes known as a planning obligation, is a legally binding agreement entered into between a local authority and a developer and is an established and valuable way of bringing development in line with the objectives of sustainable development as articulated through relevant local, regional and national planning policies.
Standards Committee	A statutory Committee of the Council comprised of Councillors and independent persons which has responsibility for helping Councillors follow the Councillor Code of Conduct and assessing and determining complaints that they may have failed to do so.
Sustainable Community Strategy	This Strategy is the overarching long term vision and plan for a local area.
The Council	City of Wolverhampton Council.
The Mayor	A Councillor who is elected annually by the Council to Chair full Council meetings and to be the first citizen of the City.
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.
Vice-Chair	The Councillor who deputises for the Chair.
Ward	A geographical area of the County represented by one or more Councillors.