

## PART 8: GLOSSARY

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## **GLOSSARY OF TERMS CONSTITUTION**

### **INTRODUCTION**

This Constitution was adopted by the Council at its meetings held on 22 February 2018, 22 March 2018 and 10 May 2018.

### **DEFINITIONS**

“151 Officer”	shall mean the Chief Finance Officer.
“Administration”	shall be taken to mean the political group which has a majority of seats on the Council and which therefore has overall control of the Council. The term may also be applied to a political group which forms a minority administration or to two or more groups which together form a joint administration.
“Cabinet”	shall be taken to mean the Cabinet appointed by the Leader in accordance with the Local Government Act 2000.
“Cabinet Member”	shall be taken to mean an elected Councillor appointed to the Cabinet by the Leader.
“Chair”	shall be taken to mean the Chair of a Committee of the Council or the presiding Chair in his/her absence.
“Chief Finance Officer”	shall be taken to mean the statutory officer designated by the Council to discharge affairs under section 151 of the Local Government Act 1972 and sections 114 - 118 Local Government Finance Act 1988. The Chief Finance Officer will have responsibility for the administration of the financial affairs of the Council.
“Clear Day”	shall be taken to mean a period of 24 hours starting at midnight and excluding the date of dispatch of an agenda and the date of the meeting as well as weekends and Bank Holidays.
“Committee”	shall be taken to mean a Committee of the Council.
“Council”	shall be taken to mean the Basingstoke and Deane Borough Council.
“Deputy Leader of the Council”	shall be taken to mean the person appointed as such by the Leader to act in the Leader’s

	absence, where the Leader is unable to act, or where the office of Leader is vacant.
“Executive Functions”	shall be taken to mean the responsibilities of the Leader and Cabinet under the Local Government Act 2000.
“Head of Paid Service”	shall be taken to mean the Council’s Chief Executive appointed to discharge the responsibilities set out in section 4 of the Local Government and Housing Act 1989.
“Independent Members”	shall be taken to mean independent members of the Council’s Standards Committee.
“Independent Persons”	shall be taken to mean local people appointed by the Council under the Localism Act 2011 to assist the Council in promoting and maintaining high standards of conduct amongst the Council’s elected members and parish/town councillors.
“Joint Committee”	shall be taken to mean a body established to discharge either executive or non-executive functions jointly with other local authorities.
“Leader of the Council”	shall be taken to mean the person appointed as such by the Council for a term of office of four years from the first annual meeting of the Council following the Council elections, in accordance with the Local Government Act 2000 and Article 5.
“Mayor”	shall be taken to mean the first citizen of the Council and the person who will preside at meetings of the Council.
“Meeting”	shall be taken to mean a meeting of the Council or of the Cabinet, a Committee or of a Sub-Committee.
“Member”	shall be taken to mean an elected member of the Council.
“Monitoring Officer”	shall be taken to mean a statutory officer designated by the Council to discharge the responsibilities under sections 5 of the Local Government and Housing Act 1989 as amended.
“Non-administration”	shall be taken to mean the political groups on the Council having a minority of seats on the

council and forming the opposition.

“Non-executive functions”	shall be taken to mean those responsibilities of the Council, its 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 under the Government under the Local Government Act 2000.
“Overview and Scrutiny Committees”	shall be taken to mean Committees appointed by the Council to discharge the overview and scrutiny function under Section 21 of the Local Government Act 2000.
“Political Group”	shall be taken to mean a group of Members who have given notice under the Local Government (Committees and Political Groups) Regulations 1990, as amended.
“Portfolio”	shall be taken to mean a function or collection of functions of the Council allocated by the Leader to each member of the Cabinet.
“Ward”	shall be taken to mean an area within the Borough of Basingstoke represented by one or more Councillors.
“Working Day”	means a day in which the Council offices are open which excludes weekend, Bank Holidays and between Christmas and New Year.