

GLOSSARY OF COMMON TERMS USED IN CONSTITUTION

Assistant Chief Executive	A chief officer who is a member of the Corporate Management Team but is not a Director.
Authority	Central Bedfordshire Council.
Call-in	The consideration by an overview and 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.
Chairman	The person appointed to preside at meetings of any properly constituted body.
Chief Executive	The officer with overall corporate management and operational responsibility (including overall management responsibility for all officers).
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 Assistant Director of Finance).
Chief Officers	The Chief Executive, the Assistant Chief Executives and the Directors, as defined in Part 2 Article 11–H1 of the Constitution.
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 authority.
Corporate Management Team	Collectively the Chief Executive, the Directors and the Assistant Chief Executives.
Council	The Central Bedfordshire Council.
Deputations	Person or groups appointed to represent issues on behalf of others at Council or committee meetings.
Deputy Executive Member	A member appointed to assist an Executive Member with their workload but not constituting a member of the Executive or able to deputise for the Executive Member.
Directors	The officers with responsibility for specific corporate areas of the Council's activity, who collectively with the Chief Executive and the Assistant Chief Executives constitute the Corporate Management Team and who are also known as

Exempt	<p>“Chief Officers”.</p> <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 and Paragraph 10.3 and 10.4, Part 4FG2 of the constitution).</p>
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.
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.
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.
Forward 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 the Key Decisions (as defined in Part 2 Article 12G2 of the constitution) which the Executive plans to take over the coming months.
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.
Heads of Service	The officers with responsibility for specific service areas and that report to Directors.
Key Decision	A decision which is significant within the definition provided in Part 2 Article 12G2 of the Council’s constitution.
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 Executive 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. (Set out as Part 3AB6 of the Constitution).
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 (currently Head of Legal and Democratic Services or, if he/she is unable to act owing to absence or illness, the person nominated as his/her deputy).
Overview and Scrutiny Committees	Committees of the Council established in accordance with Section 21 of the Local Government Act 2000, as defined in Part 2 Article 6 and Part 3CD1 of the Constitution to assist in the development of policy and to review and scrutinise the decisions made by the Executive, committees and council officers.
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.
Regulatory Committee	A committee undertaking quasi-judicial functions of the Council (such as Licensing Committee and Development Management Committee).
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-Chairman	The person appointed to preside in the absence of the Chairman, at meetings of any properly constituted body.