

GLOSSARY

A-Z glossary listing key terms, abbreviations and their definitions used in the Constitution:

Term or Abbreviation	Definition
Access to Information	<p>The Local Government (Access to Information) Act 1985 provides greater public access to local authority meetings, reports and documents; subject to specified confidential provisions.</p> <p>The Access to Information Procedure Rules can be found in Part 4 of the Constitution.</p>
Byelaws	<p>In the United Kingdom byelaws are laws of local or limited application made by local councillors or other bodies using powers granted by an Act of Parliament and so are a form of delegated legislation.</p>
Clear Days	<p>Means normal working days and does not include the day of publication of an agenda or the day of a meeting.</p> <p><i>Example: If a Council meeting is due to be held on a Wednesday then the publication of the agenda for that meeting shall take place by the Tuesday of the preceding week (assuming that there are no bank or statutory holidays in the intervening period).</i></p>
Co-opted Member	<p>A co-opted Member is someone who is appointed to a Committee (generally Overview and Scrutiny) who is not an elected councillor. They can participate in a debate at a meeting but do not have voting rights.</p>
Confidential information	<p>Information that is given to the Council under an obligation of confidence; or</p> <p>Information supplied by a Government department on terms that forbid its disclosure.</p>
DEFRA	<p>Government Department for Environment, Food and Rural Affairs.</p>
Executive	<p>This term is interchangeable with Cabinet and refers to the group of executive members (portfolio holders) plus the Leader and Deputy Leader of the Council.</p>

Exempt Information	There are 7 types of exempt information (set out in the Access to Information Procedure Rules) which relate to information about particular individuals, financial or business affairs of particular persons, labour relations matters and legal proceedings.
FPN	Fixed Penalty Notice
HMO	House in Multiple Occupation
Key Decision (KD)	<p>A Key Decision is an executive decision which is likely to result in incurring expenditure or making savings which are significant, or to have a significant impact on communities in two or more wards of the borough.</p> <p>Further detail is set out in Part 2 Article 8 of the Constitution.</p>
LA21	Local Agenda 21 is a voluntary process of local community consultation aimed to create local policies and programmes that work towards sustainable development.
LDF/Local Plan	The Local Development Frameworks and Local Plans are made up of a number of documents and guidance that contain the Council's spatial strategy, planning policies and proposals against which applications for development are assessed.
LEADER Programme	<p>A community led approach to the delivery of a rural development programme for England, funded by DEFRA and the European Agricultural Fund for rural development.</p> <p>Funding is available to local businesses and communities to help secure a sustainable future for rural areas.</p>
Local Enterprise Partnership (LEP)	A voluntary partnership between local authorities and businesses to help determine local economic priorities and lead economic growth and job creation within the local area.

Term or Abbreviation	Definition
LGA 1972	<p>The Local Government Act 1972 is an Act of Parliament that reformed local government in England and Wales on 1 April 1974. It created a 2 tier system of county and district/borough councils that remains in use today in large parts of England.</p> <p>There have been several amendments since its introduction and further detail is available on the Government website.</p>
NFKD	Notice of Forthcoming Key Decisions
Non-Key Decision (NKD)	Any executive decision that doesn't meet the Key Decision threshold is a Non-Key Decision. Such decisions are delegated to individual Cabinet Members (as appropriate to their portfolio) for approval as long as they fall within the Budget and Policy Framework.
Outside Bodies	<p>These are organisations which are independent from the Council but might have an impact on our service areas, help us fulfil our responsibilities or improve community life.</p> <p>On an annual basis the Full Council appoints Members to outside bodies to represent the authority's interests on those bodies.</p>
Political Balance	<p>Under section 15 of the Local Government and Housing Act 1989 (duty to allocate seats to political groups) and the Local Government (Committees and Political Groups) Regulations 1990, the Council is required:</p> <ul style="list-style-type: none"> - to review the composition of any of its committees and sub-committees to which those provisions apply at the annual meeting of the Council and after any election; and - to determine the composition of its committees so as to reflect political balance and to ensure that the total number of seats which are allocated to each political group bears the same proportion to the number of all the seats on those committees as is borne by the number of members of that group to the membership of the Council.

	<p>In summary, where the Council is made up from more than one political party, the seats of a committee, advisory board or panel must not all be allocated to the same political group. The majority of seats must be allocated to the political group that holds the majority of seats on the Council.</p> <p>(NB. This does not apply to Cabinet or Area Planning Committees, the latter being ward based.</p>
PROW	Public Right of Way refers to paths on which the public have a legally protected right to pass and re-pass. In England and Wales these are designated and include roads, footpaths, byways and bridleways.
Quorum	The minimum number of Members of the Council that must be present at a meeting to legally allow the meeting to take place and conduct its business.
Recommendation	A suggestion or advice of an Officer, Member or Committee on what is considered to be the best course of action on a given matter.
Resolution	A formal decision taken at a meeting by means of a vote.
Regulation of Investigatory Powers Act (RIPA)	An Act of Parliament regulating the powers of public bodies to carry out covert surveillance and investigation.
South East Local Enterprise Partnership (SELEP)	<p>See Local Enterprise Partnership</p> <p>Further information is available on their website.</p>
Summons	A notice to Councillors to attend a meeting. The summons sets out the business proposed to be transacted at that meeting and is signed by the Proper Officer (the Chief Executive).
Tree Preservation Order (TPO)	A legal order made by a local authority to protect specific trees, groups of trees or woodlands in the interests of amenity.

Term or Abbreviation	Definition
VFM	Value for Money is a term used to describe a service or product that demonstrates a good balance between cost, quality and usefulness. It takes into account the economy, efficiency and effectiveness of a local authority service.
Virement	The transfer of budgetary provision from one area of revenue or capital income/expenditure to another in order to finance spending in an area by using a saving in another area. (Paragraph 13 of the Financial Procedure Rules in Part 4 of the Constitution refers).
Ward	An electoral division of a local authority area. As of May 2019 Tonbridge and Malling has 54 Borough Councillors representing 26 wards.
Working day	Excludes Saturday, Sunday, Bank and statutory holidays.