



BOGNOR REGIS TOWN COUNCIL GLOSSARY OF TERMS & ACRONYMNS

The purpose of this glossary is to give a concise summary of some of the more common financial, managerial and operational terminology which Members, Officers and the public are likely to meet during their day to day contact at the Council. It is not, however, intended to be a definitive document. Useful acronyms are also included.

Access to Information

By law the public must be given reasonable notice of matters to be discussed at a Council, Committee or Sub-Committee meeting. They must be enabled to see copies of reports and background papers/materials. Councillors will have access to any information required to fulfill their duties as a Councillor.

Affordable Housing

Affordable housing includes social rented and intermediate housing, provided to specified eligible households whose needs are not met by the open market. Affordable housing should meet the needs of eligible households including availability at a cost low enough for them to afford, determined with regards to local incomes and local house prices. Furthermore, it should include provision for the home to remain at an affordable price for future eligible households, or, if these restrictions are lifted, for the subsidy to be recycled for alternative affordable housing provision.

Allocated Site

Land or site proposed in the Arun District Council's Local Plan for a specific type of development e.g. housing.

Approved List

A list of contactors and consultants which may be maintained by the Council. They will have been vetted by the Council in terms of quality and cost. The Council may also use approved lists compiled by the District or County Council (see Financial Regulations).

Area of Special County Value for Landscape

An area which is particularly important in the County because of its quality of landscape.

Audit

An independent review of a Council's financial activities to develop sound and efficient systems to minimise the risk of errors and to detect fraud. As well as an external auditor appointed by a sector led body, the Council must appoint an internal auditor.

Audit Commission

An independent body set up by the Local Government Finance Act 1982 and abolished by the Localism Act 2011 from April 2015. It was responsible for the appointment of external auditors to Local Councils.

Best Value

The Local Government Act 1999 placed a duty on Principal Councils and large Local Councils to demonstrate Best Value in all its services and to secure continuous improvement to their quality and efficiency. This has now been superseded.

Billing Authorities

These defined authorities calculate the amount to be raised through the Council Tax after taking into account the precept of all precepting authorities and issue the appropriate bills and collect the relevant amounts. Arun District Council is our Billing Authority.

Blue Collar

An out-of-date description of employees engaged in jobs of a manual nature, who are paid on a weekly basis (also commonly referred to as 'manual'). The different conditions of service associated with white collar and blue collar employees has been combined under a national Single Status Agreement.

Boundary Committee for England

This was part of the Electoral Commission, to undertake periodic electoral reviews of local authorities in England (it was abolished in 2010).

BRE Environmental Assessment Method (BREEAM)

A method of environmental assessment and measure of environmental performance. Used to set best practice standards for sustainable design.

Brownfield Site

Land as defined in the NPPF which has previously been used and is no longer in use for that purpose.

Business Link

Business Link was a service badge used nationally by the Small Business Service for delivery of their services. The network of local/regional advisors (under the auspices of BIS) was axed in 2011. The online portal was replaced by the new GOV.UK website on 17th October 2012.

Cabinet Office

Government Department responsible for supporting the Prime Minister in leading Government and Security & Intelligence.

Capital Expenditure

Whereas revenue expenditure covers daily running costs, and is financed from current income, capital expenditure is expenditure on something which will produce benefits to the community for several years to come. Such expenditure can be financed from a number of sources, including borrowing, capital receipts arising from the sale of other assets, capital grants from the Government, by leasing land or buildings owned by the local authority, via agreements with the private sector, or by a contribution from the authority's current account. Examples of capital expenditure might include building a new leisure facility, modernising buildings, or purchasing computer equipment.

Census

A survey of all persons present in the UK currently undertaken every 10 years by the Registrar General. The next census will take place in 2021.

Code for Sustainable Homes (CSH)

The CSH is an environmental assessment and measure of environmental performance for new homes. It differs from BREEAM, which is a general assessment of any type of building's environmental performance; CSH focuses specifically on the performance of new residential dwellings.

Committed Land/Site Development

Land which is already considered as being acceptable for a particular purpose by virtue of having a current or past planning permission or which is presently under construction.

Community Care

The provision of services and support which people who are affected by the problems of ageing, mental illness, mental handicap or physical or sensory disability need to be able to live as independently as possible in their own homes, or in "homely" settings in the community.

Community Infrastructure Levy

A charge levied by local authorities which raises funds from owners or developers of land undertaking new building projects in their area. Part of this is to be passed to Town/Parish Councils.

Complaints Procedure

The Council has adopted a written Complaints Policy, which is set out in its Constitution.

Comprehensive Area Assessment

A comprehensive view of partnership working in an area, and looks across Principal Councils, Health Bodies, Police, Fire and Others responsible for public services.

Comprehensive Performance Assessment (CPA)

Linked to Best Value. A detailed inspection by the Audit Commission of a Principal Council's corporate governance and service delivery. CPA was replaced by the Comprehensive Area Assessment in April 2009.

Compulsory Competitive Tendering (CCT)

A process whereby authorities were required to tender services to competing contractors. The legal requirement for CCT has now been abolished and was replaced by a requirement for Best Value under the Local Government Act 1999.

Computer, or Computer System

Means any device for automatic storing and processing of data and includes mainframe computer, minicomputer, microcomputer, personal computer (whether hand-held laptop, portable, standalone, network or attached to a mainframe computer), workstation, word processing system, desktop publishing system, office automation system, messaging system or any other similar device.

Computer Data

Means any information stored and processed by computer and includes programs, text, geographic, pictures, video and sound.

Connexions

A career advice service which provided a personal adviser service to support 13-19 year olds, to stay in education or undertake training. Connexions is no longer a coherent National Service following the announcement of changes to the delivery of careers in England by the Coalition Government.

Conservation Area

An area designated by the Planning Authority as having architectural or historic value the character of which is worthy of protection and enhancement. The demolition of certain buildings within its boundaries may only be undertaken if the consent of the Local Planning Authority is sought and obtained. Special consideration is given to planning applications made within a designated Conservation Area. Grants may also be available for the cost of certain repairs to buildings of architectural and historic interest.

Contaminated Land

Defined in Section 78A(2) of the Environmental Protection Act 1990 as "land where there are substances in, or under the land, which are causing significant harm by identified pathways to identified targets or are causing pollution of controlled waters, or are likely to do so".

Contingencies

Money set aside in the revenue estimates to meet unforeseen items of expenditure.

Contractor

External service provider which provides services as agreed in a contract.

Core Values

Principles on which a Council's policies are based and by which it operates.

Corporate Strategy

The broad strategy of the authority which identifies the major issues which are to receive priority in discharging its business and services.

Cost Centre

A cost centre is a Local Authority function or service area for which a specific budget is prepared and costs identified within the authority's accounts.

Council Constitution

A statutory document for Principal Authorities but a voluntary one for Local Councils, which sets out how the Council runs its affairs and its power and duties.

Council of Europe

The Council of Europe has 47 member states and its activities cover all major issues facing European society, other than defence. Its work programme includes the following fields of activities; human rights; media; legal cooperation; social and economic questions; health; education; culture; heritage; sport; youth; local democracy and trans-frontier co-operations; the environment; and regional planning. It is an entirely separate body from the European Union (EU), which has only 28 member states. Unlike the EU, the Council of Europe cannot make binding laws. The two do however share certain symbols such as the flag and the anthem.

Council Tax

A banded property tax set by Local Authorities and levied on domestic properties. Each domestic property is allocated to one of eight bands, depending on its open market value at the 1st April 1991.

Council Tax Benefit

An allowance to persons on low income to meet in whole or in part their Council Tax liability administered by the Principal Authority, but a nationally funded scheme. Replaced by Council Tax Support from April 2013.

Council Tax Support

Each Collection Authority must adopt a local scheme which is only 90% funded by the Government. There is a protection for the elderly and most vulnerable, but those out of work will now have to pay a larger proportion, which can differ from area to area. Government expect a well designed scheme to mean that people currently on 100% benefit, will pay no more than 8.5%.

Current Expenditure

Day-to-day revenue spending on, for example, employees' salaries and wages, the purchase of goods and services, the rent of premises and maintenance costs of assets.

Data Protection Act

Under The Data Protection Act 1998 computer systems for Council Tax must be registered with the Data Protection Registrar. The provisions of the Act also cover the processing of Council Tax information held on document image processing systems and microfilm/microfiche systems with computer-aided retrieval as well as in hard copy.

Dataset

A collection of factual information held in electronic format as defined by the Freedom of Information Act 2000.

Delegated Powers

By law the Council can give power to its Committees, Sub-Committees and Officers to make certain decisions.

Department for Environment, Food and Rural Affairs

Government department responsible for food, water, farming and fishing.

Department of Health

Government department responsible for health and social care.

Department of Trade and Industry

Government department responsible for enterprise and business.

Department for Transport

Government department responsible for transportation.

Department for Work and Pensions

Government department which brings together benefits and job search agencies.

Department for Culture, Media and Sport

Government department for arts, sports, National Lottery etc.

Department for Communities and Local Government

Government department responsible for Local Government.

Department for Education and Skills

Government department responsible for the education system as well as children's services. In 2007 the department was split up into the Department for Children, Schools and Families and the Department for Innovation, Universities and Skills.

Derelict Land

Land so damaged by industrial or other development that it is incapable of beneficial use without treatment. This includes disused spoil heaps, worked out mineral excavations, abandoned industrial installations and land damaged by mining subsidence. It excludes land derelict from natural causes, land still in use and land with a planning permission containing conditions requiring after-treatment.

Development

Defined in Section 55 of the Town and Country Planning Act 1990 as "The carrying out of building, engineering, mining or other operations in, on, over, or under land, or the making of any material change in the use of any buildings or other land".

Development/Planning Brief

A document, approved by the Planning Authority, relating to a specific site to assist the manner in which future development of the land is carried out. It aims to clarify and expand upon the physical and policy constraints affecting the development of the site, and offers information and guidance to prospective developers. The document also acts as the basis for the consideration of any planning applications which may subsequently be submitted in respect of this site.

District Audit Service

Formerly auditors employed directly by the Audit Service to audit the accounts of Principal Local Authorities (see Audit Commission).

Direct Labour Organisation (DLO)

A distinct in-house organisation set up by a Local Authority to carry out construction/maintenance work set up under compulsory competitive tendering. Under Best Value, no longer a legal requirement and now often integrated into client departments. Sometimes referred to as Direct Service Organisation (DSO).

Electoral Commission

An independent body set up by the UK Parliament. It regulates party and election finance and sets standards for well-run elections. The Commission is independent of Government and answerable to Parliament.

English Heritage

A Government agency to look after the Country's heritage. Their responsibilities include listed buildings and conservation areas.

English Partnerships

A Government agency set up in November 1993, to stimulate the reclamation and development of land across England to produce jobs and environmental benefits, including the administration of derelict land grant. In December 2008, its duties passed to the Homes and Community Agency.

Environment Agency

The Environment Agency is a British non-departmental public body of the Department for Environment, Food and Rural Affairs and a Welsh Government sponsored body that serves England and Wales. The Environment Agency's stated purpose is, "to protect or enhance the environment, taken as a whole" so as to promote "the objective of achieving sustainable development". Protection of the environment relates to threats such as flood and pollution.

Environmental Audit

A management tool comprising a systematic, periodic and objective evaluation of how well environmental organisation, management and equipment are performing with the aim of helping to safeguard the environment by:- facilitating management control of environmental practices; and assessing compliance with company policies which would include meeting regulatory requirements. In essence an audit provides the means for ensuring compliance with legislation and for verifying the adequacy and efficiency of organisational systems.

European Social Fund (ESF)

Funds training, human resources and equal opportunities schemes to promote employability of people, amongst other objectives. ESF may be used to complement ERDF activities.

EU Structural Funds

The European Union's main instruments for supporting social and economic Restructuring across the Union, including the ESF.

European Regional Development Fund (ERDF)

Aims to improve economic prosperity and social inclusion by investing in projects to promote development and encourage diversification of industry into other sectors in areas lagging behind.

External Audit

The independent examination of the activities and accounts of local authorities to ensure the accounts have been prepared in accordance with legislative requirements and proper practices, and to ensure that the authority has made proper arrangements to achieve economy, efficiency and effectiveness.

Financial Regulations

Internal rules and regulations concerning all financial transactions and related matters for all Members and Officers.

Freedom of Information Act 2000

Requires public bodies to make information publically available and to make this known in a Publication Scheme.

General Permitted Development Order

Sets out those categories of development which may have been carried out without the need to apply for planning permission, i.e. "permitted development". The Local Planning Authority can seek to make a legal direction requiring planning permission to be obtained for development that would normally be allowed by the Order (Article 4 Direction).

General Power of Competence (GPO)

Provided for by the Localism Act 2011 this power enables Councils who have adopted the power to "do anything that individuals generally may do". It is a power of first resort.

Government Offices for the Region

Set up in 1994, they formed a national network which brought together the regional offices of several departments. In addition to delivering the Government's main spending programmes, they were also largely responsible for coordinating the Government's main regeneration programmes. GOWM is the office for the West Midlands. They have been abolished and their functions wound down or transferred elsewhere.

Green Belt

An area designated to be subject to special protection from built development in order to check the unrestricted sprawl of large built-up areas, to safeguard the countryside from further encroachment, to prevent neighbouring towns from merging with one another, and to assist in urban regeneration.

Greenfield

An area of undeveloped land often in agricultural use which may have potential for new built development but where no infrastructure services are available and is outside the built up area of an existing settlement.

Guillotine

A set timetable agreed by resolution to limit debate and bring a meeting to a close.

Hereditament

A unit of property capable of separate occupation which would be shown as a separate item in valuation for rating purposes.

Heritage Asset

A building, monument, site, place, area or landscape identified as possessing a degree of significance warranting consideration in the planning making process resulting from its heritage interest. Heritage assets can include designated heritage assets and assets identified by the Local Planning Authority.

Homes and Communities Agency (HCA)

A non-departmental public body that funds new affordable housing in England. It was established by the Housing and Regeneration Act 2008 as one of the successor bodies to the Housing Corporation, and became operational on 1st December 2008.

Household Waste Site

Established by the Waste Disposal Authority (locally West Sussex County Council), where householders can dispense of bulky refuse which cannot be collected by the County Council's Refuse Team. They are often now known as Recycling Centres.

Housing Associations

Independent, non-profit making organisations which exist to provide affordable accommodation to those in housing need. They are now the United Kingdom's major providers of new housing for rent, while many also run shared ownership schemes to help those who cannot afford to buy a home outright. More often referred to as Social Landlords.

Housing Needs Survey

A survey undertaken to ascertain the housing needs of a District Council's area to assist in establishing affordable housing policies and the Council's Housing Strategy.

Houses in Multiple Occupation

The definition of HMOs is broad, and includes hostels, nurses' homes, bed-sit accommodation and dwellings where residents share kitchen/bathroom/living room facilities, but have separate rent arrangements with the Landlord for their bedrooms.

Housing Strategy

A Principal Council's Housing Strategy is a comprehensive document which sets out how the Council will achieve its aims and objectives in meeting housing need both through partnership and as a major provider of social housing.

Infill Sites

An area of land, often between existing buildings, relatively small in scale and capable of development.

Intermediate Affordable Housing

Housing at prices and rents above those of social rent, but below market price or rents, and which meet the criteria set out above. These can include shared equity products (e.g. HomeBuy), other low cost homes for sale and intermediate rent.

Internal Audit

Internal Audit is an independent appraisal function established by the management of an organisation for the review of the internal control system as a service to the organisation. It objectively examines, evaluates and reports on the adequacy of internal control as a contribution to the proper, economic, efficient and effective use of resources.

Learning and Skills Council

The Learning and Skills Council (LSC) was a non-departmental public body jointly sponsored by the Department for Business, Innovation and Skills (BIS) and the Department for Children, Schools and Families (DCSF) in England. It closed on 31st March 2010 and was replaced by the Skills Funding Agency and the Young People's Learning Agency.

Listed Building

A building included in a list compiled by the Secretary of State for National Heritage as being of special architectural or historic interest as defined in Section 1 of the Planning (Listed Buildings and Conservation Areas) Act 1990. Buildings are classified in grades to show their relative importance (Grade I, II* and II). The effect of listing on a building, in planning terms, is to safeguard it from unauthorised demolition or insensitive alteration.

Local Agenda 21

Local Government's strategy on sustainability, following the adoption of Agenda 21 at the UN Conference on Environment and Development in Rio de Janeiro in 1992.

Local Development Plan

This is a comprehensive document produced by the Principal Authority, required by statute and subject to public consultation which sets out that Council's policies and proposals with respect to land use and planning over a period of years. Its major tasks are to identify appropriate sites for new development, meet local needs for facilities and amenities and protect the national and built assets.

Local Enterprise Partnership

In England, Local Enterprise Partnerships (LEPs) are voluntary partnerships between Local Authorities and businesses set up in 2011 by the Department for Business, Innovation and Skills to help determine local economic priorities and lead economic growth and job creation within the local area. They carry out some of the functions previously carried out by the Regional Development Agencies which were abolished in March 2012. To date there are 39 Local Enterprise Partnerships in operation.

Local Government Association

Represents all Principal Local Authorities as a national voice.

Local Government Review (LGR)

The 1992 Local Government Act established a Local Government Commission with the express remit to review the boundaries of English non-Metropolitan Local Authorities. A further review of two tier areas took place in the three Northern regions. No changes resulted from this. Further reviews were undertaken in some parts of the country in 2007/8.

Local Strategic Partnerships (LSPs)

Local Strategic Partnerships draw the key service providers in a local area into a single partnership with which the community is actively engaged, giving communities a greater say in the running and delivery of public services.

Local Transport Plan

A periodic plan which the Highways Authority (West Sussex County Council) have to forward to the Government, identifying their plans for sustainable transport.

Market Towns Initiative

Government funding from the Countryside Agency and the Regional Development Agencies to support market town regeneration. This is now discontinued as a national initiative but many more local market town initiatives continue.

Mayor

The Mayor of the Council may be a title conferred on the Chairman of a Town Council and is elected by Members from among their number and the appointment is ratified at the Annual General Meeting of the Council. The office is ceremonial rather than political and involves representing the Authority at civic functions and other events and chairing Council meetings.

National Planning Policy Framework (NPPF)

This is the Government's planning policy guidelines for England. It details how the policy is to be applied and implemented. Local and neighbourhood plans should take in to account the policies of the NPPF in their preparation.

Neighbourhood Planning

A proposal under the Localism Act 2011. Neighbourhood Plans will enable communities to permit development - in full or in outline - without the need for planning applications. New Neighbourhood Plans will be designed to help lift the burden of centralised controls and give neighbourhoods and local areas the flexibility to innovate, be creative, access new resources and control their own futures.

National Association of Local Councils (NALC)

Represents all Local Councils which are members to act as a national voice. There is also a County branch (SSALC).

National Non-Domestic Rates

These are paid on commercial, business and non-residential property, i.e. any property which is not a domestic dwelling. The level of NDR is determined by the Chancellor of the Exchequer, although Local (billing) Authorities are still responsible for its billing and collection. The proceeds from the tax have been pooled and redistributed amongst Local Authorities in proportion to the Registrar General's mid-1992 resident population (all ages). From April 2013, collection authorities will be allowed to keep a percentage of business rates generated to encourage economic development.

Mandatory Relief: Where the ratepayer is a Charity or Trustees for a Charity and the hereditament (business premises) is used wholly or mainly for charitable purposes. Collection Authorities can also grant discretionary relief above the mandatory levels and their discretion has increased from April 2013.

National Vocational Qualifications (NVQs)

Introduced in 1993, NVQs are nationally recognised qualifications geared towards studying whilst in employment.

Natural England

The Government's statutory Landscape Advisor with responsibility for landscape designations such as National Parks, Areas of Outstanding Natural Beauty and Heritage Coasts.

Need to know Rule

A rule which allows Councillors who are not on a Committee to inspect background papers for that Committee if it affects their constituents.

Outcome

The measureable effect of schemes or projects.

Output

The physical products, or measurable results, of schemes or projects.

Pecuniary Interest

Where a Councillor has an interest in an agenda item relating to or consisting of money.

Performance Indicators

Indicators used to enable people to gauge the progress against pre-determined targets.

Performance Review

A system of monitoring an organisation's standards of service against specific targets.

Permitted Development

Certain permission to carry out specified limited forms of development without the need to make an application to the Local Planning Authority. Granted under the terms of the Town and Country Planning (General Permitted Development) Order.

Personal Interest

Where a Councillor might have an interest in an agenda item for personal reasons i.e. being on the Board but with no financial gain.

Planning Policy Guidance

A series of national policy guidance notes published by Government on specific planning matters or issues. Now largely superseded by the National Planning Framework.

Power of Well-Being

Informal name given to the statutory power enabling a Local Authority to do anything which it considers to be likely to achieve the well-being of their area. The Power of Well-Being was replaced by the General Power of Competence in the Localism Act 2011.

Precept

The levy made by precepting authorities on billing authorities, requiring the latter to collect income from council taxpayers on their behalf.

Precepting Authorities

Those authorities which are not billing authorities, such as Parish and Town Councils and Police authorities.

Point of Order/Information

A question raised to clarify whether the procedural rules are being adhered to. A question raised to clarify something that has been said at a meeting.

Principal Councils/Authority

County, Borough (District), Unitary, Metropolitan and London Borough Councils.

Privilege

Councillors seeking to carry out their duties, for example in a Council meeting, are given qualified privilege. This means that a Councillor who was being sued for defamation would have limited protection if (s)he honestly believed what was said and was not motivated by malice.

Public Open Space

Land normally held within the ownership of the Council over which all members of the public have rights and access to, for the purpose of informal recreation.

Public Right of Way

A footpath, bridleway or carriageway over which all members of the public have right of access.

Publication Scheme

See Freedom of Information Act 2000.

Quasi-autonomous non-governmental organisations (Quango)

The term 'quasi government' for which Quango is a popular acronym refers to both government-created and semi-private organisations which are both distinct from, but usually relate at 'arms length' to Central Government departments or Local Authorities. Quango is essentially an umbrella term under which a wide variety of organisations may be categorised.

Quorum

The number of Members that must be present at a meeting to make proceedings valid. Usually this is a third of eligible Members, or three, whichever is larger. These are set in the Standing Orders.

Regional Development Agency (RDA)

Regional Development Agencies were set up by the Government to promote the economic prosperity of the region. The Coalition Government abolished Regional Development Agencies and replaced them with Local Enterprise Partnerships in 2012.

Register of Members Interests

The Localism Act 2011 and the Members Code of Conduct place requirements on Members for the registration and declaration of their interests and the consequences for the Members participation in consideration of an issue in light of these interests. Councillors need to review their situation regularly. Guidance is available from the Town Clerk or Arun District Council's Monitoring Officer, however, the ultimate responsibility for fulfilling the requirements rests individually with each Councillor.

Reserves and Balances

These are accounting terms which refer to the amount of money still held at the end of the financial year, after allowing for all the expenditure and income that has taken place.

Resolution

A motion agreed by a meeting is subsequently referred to as a resolution.

Revenue Expenditure

Current expenditure plus debt charges.

Revenue Support Grant (RSG)

The main grant paid by Central Government to pay for day-to-day expenditure on Principal Council services.

Ring Fencing

The identification of a separate sum of money which may only be used for a specific purpose.

Scheduled Ancient Monument

Monuments of national importance designated by the Secretary of State for the Environment on advice from English Heritage by virtue of their historic or archaeological value.

Section 137

A section within the Local Government Act 1972 that is a statutory power giving Council's the power to incur expenditure for purposes not otherwise authorised. This power cannot be used where the General Power of Competence has been adopted.

Service Legal Agreements (SLAs)

An agreement between organisations setting out the standards and terms on which one undertakes a service for another. SLAs may also be referred to as Trading Agreements (TAGs), although some authorities use TAGs as the agreement itself, which then refers to the detail contained in the SLA.

Settlement Zone Line

The boundary which defines the existing and proposed extent of the built-up area of a town or village, beyond which the land and buildings therein are classed as being in the open countryside or Green Belt.

Site of Special Scientific Interest (SSSI)

Sites of national importance designated by English Nature and given statutory protection as areas of special interest by reason of flora, fauna, geological or physiological features. Bognor Rocks (OS Ref. 50.77960°N, 0.69369°W – SZ 934987 to SZ 889970) is designated as an SSSI.

Skills Funding Agency

The Skills Funding Agency funds adult Further Education (FE) and skills training in England. It forms part of a network of organisations in England who commission, manage and promote training for adults.

Slippage

Where a revenue or capital scheme does not progress at the expected rate of physical progress or spending originally forecast.

Social Rented Housing

Rented housing owned and managed by Local Authorities and registered Social Landlords, for which guideline target rents are determined through the national rent regime. It may also include rented housing owned or managed by other persons and provided under equivalent rental arrangements to the above, as agreed with the Local Authority or with the Homes & Community Agency as a condition of the grant.

Standing Orders

Detailed rules, governing the order and conduct of the Council and Committee business. They are designed to ensure that meetings are conducted in an organised and orderly manner. Matters covered include the procedures for giving notice of motions, the raising of questions at Council meetings and rules of debate.

Structure Plan

Document produced by former County Councils which sets out the broad strategic planning framework over a fifteen year period. These are now replaced by Local Plans produced by District or Unitary Authorities.

Supplementary Estimate

If an area of expenditure arises during the year, for which there is no appropriate budget, then a formal request will be made of Council to grant the approval of a Supplementary Estimate. This procedure is only used where all other possibilities (e.g. Virement, etc.) have been totally exhausted.

Supplementary Planning Guidance

A series of documents prepared and approved by the Local Planning Authority following public consultation which give advice and explain the Council's approach to particular aspects of development. They are intended to be a guide to developers and indicate the requirements and standards that will be applied in the determination of planning applications. They will become part of the Local Plan.

Sustainable Development

As defined by the Brundtland Report – 'Our Common Future' (1987) "development which meets present needs without compromising the ability of future generations to achieve their needs and aspirations".

Tax Base

The Council Tax base or resources of each Authority is expressed in terms of its equivalent number of dwellings with two or more residents in valuation band D. This is used to set the tax rate of the Authority and in the calculation of the Authority's entitlement to Revenue Support Grant.

Tenant Services Authority (TSA)

The operating name of the Office for Tenants and Social Landlords, the current regulatory agency of registered providers of social housing in England. The Tenant Services Authority first took over the regulatory work of the Housing Corporation, inspecting housing associations and responding to concerns. Its remit was then expanded to regulate Local Authority housing, ALMOs and housing cooperatives from April 2010.

Tendering

The making of an offer by a contractor to carry out work. Usually invited on a competitive basis but sometimes negotiated. Competitive tenders are returned on a given date and time.

The Transfer of Undertakings (TUPE)

The Transfer of Undertakings (Protection of Employment) Regulations 1981 by which the UK implemented the European Union directive on the acquired right of workers.

Total Places

A pilot by Government to judge the performance of an area by monitoring all public agencies working together rather than individually.

Town & Parish Plan

A community led plan identifying what people feel about various aspects of living and working in the community and their priorities for change.

Tree Preservation Order

An order made by the Local Planning Authority to prohibit the felling or lopping of trees specified in the Order without the consent of the Local Planning Authority.

Two Tier Local Government

A system in which responsibilities for local functions and services are divided between two separate Principal (District and County) Councils. Scotland and Wales have only Unitary Local Government as do some areas of England. Many areas are actually "three tier" if Town or Parish (local) Councils are established.

Ultra Vires

Local Authorities are empowered to do only those things authorised by statute. If they do anything not authorised by statute that action is said to be ultra vires (beyond the powers of). Under the Localism Act 2011, all Principal Councils and qualifying Local Councils may adopt the General Power of Competence (GPO) to do anything that an individual can generally do.

Unitary Local Government

A system of single tier "all purpose" Principal Councils which are each responsible for all Local Authority functions in an area. In England this includes Unitary District Councils, Metropolitan District Councils and London Borough Councils.

Use Classes Order

The Town and Country Planning (Use Classes) Order 1987 specifies use classes for different categories of buildings and land use. Generally where a change of use falls within the same use class then development is not involved and no planning permission is required. A change of use from one class to another may constitute development and consequently would require planning permission.

Vexatious

Denotes an action, or the bringer of an action, that is brought without sufficient grounds.

Virement

This is an accounting term which refers to the transfer of resources between budget heads. Finance Regulations detail the levels at which virement may take place and the levels of authorisation required.

White Collar

Mainly office based staff paid on a monthly basis, also commonly referred to as 'staff'. The different conditions of service associated with white collar and blue collar staff were combined under a national Single Status Agreement in 1997.

Windfall Sites

Sites which have not been specifically identified or allocated, in production of the Local Development Plan for future development.

USEFUL ACRONYMS

ACAS	Advisory, Conciliation and Arbitration Service
ADALC	Arun District Association of Local Councils
ADC	Arun District Council
ANPA	Association of National Parks Authorities
BIGS	Bought in Goods and Services
BRTC	Bognor Regis Town Council
CCF	Coastal Communities Fund
CCT	Compulsory Competitive Tendering
CIEH	Chartered Institute of Environmental Health
CIL	Community Infrastructure Levy
CIPFA	Chartered Institute of Public Finance and Accountancy
CLC	County Local Committee
CPA	Comprehensive Performance Assessment
CPRE	Campaign for Protection of Rural England
CSH	Code for Sustainable Homes
DBFO	Design, Build, Finance, Operate
DCMS	Department for Culture, Media and Sport
DCLG	Department for Communities and Local Government
DEFRA	Department of the Environment, Food and Rural Affairs
DfES	Department for Education and Skills
DLG	Derelict Land Grant
DLO	Direct Labour Organisation
DSO	Direct Service Organisation
DTI	Department for Trade and Industry
DWP	Department for Work and Pensions
EA	Environment Agency
EFQM	European Foundation Quality Model
EMU	European Monetary Union
ERCF	Estate Regeneration Challenge Fund
ESF	European Social Fund
EU	European Union

GDPO	General Development Procedure Order
GPDO	General Permitted Development Order
HRD	Human Resource Development
ICM	Individual Cabinet Member
ICT	Information and Communications Technology
ILAM	Institute of Leisure and Amenity Management
IRRV	Institute of Revenues, Rating and Valuation
ISRM	Institute of Sport and Recreation Management
IT	Information Technology
JWAAC	Joint Western Arun Area Committee
LA	Local Authority
LEA	Local Education Authority
LEP	Local Enterprise Partnership
LGA	Local Government Association
LGC	Local Government Chronicle / Commission
LGIB	Local Government International Bureau
LHC	Local Housing Company
LSP	Local Strategic Partnership
LSVT	Large Scale Voluntary Transfer
LTP	Local Transport Plan
MBO	Management Buy Out
MEP	Member of European Parliament
MJ	Municipal Journal
MTI	Market Town Initiative
NABMA	National Association of British Market Authorities
NACO	National Association of Civic Officers
NALC	National Association of Local Councils
NNDR	National Non-Domestic Rate (Business Rates)
NPPF	National Planning Policy Framework
NSALG	National Society of Allotment & Leisure Gardeners
NVQ	National Vocational Qualification
OFWAT	Office of Water Services

PC	Personal Computer
PFI	Private Finance Initiative
POS	Public Open Space
PPG	Planning Policy Guidance
PROW	Public Right of Way
PSA	Public Service Agreement
PSBR	Public Sector Borrowing Requirement
RIBA	Royal Institution of British Architects
RTPI	Royal Town Planning Institute
SALC	Sussex Association of Local Councils
SAM	Scheduled Ancient Monument
SBI	Site of Biological Importance
SCA	Supplementary Credit Approval
SEA	Single European Act
SEM	Single European Market
SLCC	Society of Local Council Clerks
SMEs	Small and Medium Enterprises
SOLACE	Society of Local Authority Chief Executives
SSALC	Sussex & Surrey Associations of Local Councils
SSSI	Site of Special Scientific Interest
TIC	Tourist Information Centre
TIP	Tourist Information Point
TPO	Tree Preservation Order
TPP	Transport Policies and Programme
VAAC	Voluntary Action Arun & Chichester
VFM	Value for Money
VOA	Valuation Office Agency
WSSC	West Sussex County Council