

## Annex 1.2 – Glossary of Terms

- 1.1. In the [Constitution](#) and Council Operating [Framework](#) the following terms have the following meanings. However, if in order to make sense of a passage a different meaning needs to be attributed to a word or phrase, then that meaning may be given.
- 1.2. For the avoidance of doubt, as long as the context of a passage allows:
- i. Singular expressions include plural meanings.
  - ii. Plural expressions include singular meanings.

Advisory Panels	Refers to bodies which report as required to the appropriate committee as set out in their terms of reference.
Administration	Means the Political Group or Groups with the largest number of members on the Council.
Annual Meeting	Means the first meeting of the Full Council of each municipal year, where specific items of business are conducted.
Budget Decision	For the purposes of the standing orders of Full Council and Committees (see the <a href="#">Constitution</a> , Appendix 4 and Appendix 5), a budget decision is any decision defined as such under the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 or such successor provision.
Budget and Policy Framework	The “Framework” is made up of the council's policies, plans and strategies, some mandatory and others discretionary. For more information see the <a href="#">Framework</a> , Annex 4.5.
CPR	Means Committee Rule of Procedure, the rules which regulate the proceedings and business of meetings of the committees, sub-committees and Advisory Panels of Epsom and Ewell Borough Council. The CPR may also be referred to as the committees’ ‘standing orders’.

Chair	Means the councillor currently appointed or elected to Chair of a committee, sub-committee or Advisory Panel or appointed as such for a meeting.
Chief Executive	Refers to the council's Head of Paid Service, designated under Section 4 of the Local Government and Housing Act 1989.
Chief Finance Officer	Refers to the council's Chief Finance Officer designated under section 151 of the Local Government Act 1972.
Committee	Refers to a committee of the council (whether a policy or regulatory committee) unless a distinction is made in the relevant Standing Order.
Constitution	Means the council's Constitution under Section 9P of the Local Government Act 2000.
Council and Full Council	<p>Council: means Epsom and Ewell Borough Council; or one or more of its committees, sub-committees, Advisory Panels; or officers acting on the council's behalf, using powers which have been lawfully delegated as the context requires.</p> <p>Full Council: any reference to Full Council, or if the context so refers, shall be a meeting to which all councillors have been called.</p>
Deputy Mayor	The councillor elected to be the Deputy Mayor of Epsom and Ewell Borough Council.
FCR	Means Full Council Rule of Procedure, the rules which regulate the proceedings and business of meetings of the Full Council and which may be referred to as 'Standing Orders'.
Group	Means a political group as defined in the Local Government (Committees and Political Groups) Regulations 1990.

Independent Person	Means an Independent Person appointed by the council to meet the duties of the Localism Act 2011. The Independent Person's role is to assist in promoting and maintaining high standards of conduct amongst councillors, and they may be consulted by the council on relevant matters.
Leader	Means the councillor elected to be the Leader of Epsom and Ewell Council. Further information on the role of the Leader is set out in Annex 4-10 of the Operating Framework.
Mayor	The councillor elected to be Mayor of Epsom and Ewell Borough Council. The Mayor presides at meetings of Full Council
Meeting	Means a meeting of the Full Council, a committee, sub-committee or advisory panel.
Member	<p>Means a member of any committee, sub-committee, advisory panel or joint committee or any outside body as appropriate.</p> <p>It means a person who has been appointed to such a body, whether or not they are entitled to vote.</p> <p>Where the context so requires, the reference will refer to the appointed member of such committee, sub-committee, advisory panel or joint committee and not a councillor who may be substituting for such absent member. It also includes co-opted members.</p>
Monitoring Officer	Means the person designated as Monitoring Officer under section 5 of the Local Government and Housing Act 1989. If that person is unable to act owing to absence or illness, the expression means a person nominated as their deputy under subsection (7) of that section.
Officer	Means an employee of the council, or someone performing that role under a contract for services.
Operating Framework	A collection of protocols, policies and process that the council operates by. Significant changes require approval by the Full Council.

Petition	Means a petition falling within the Petition Scheme (see <a href="#">Framework</a> , Annex 6.1).
Policy Committee	Is a collective term for one or more of the council's policy committees as described in the <a href="#">Framework</a> , Annex 4.1.
Proper Officer	The appropriate officer(s) to act in the circumstances, as guided by the appropriate legislation.
Standing Orders	Refers to the FCR or CPR as the context may require.
Sub-committee	Refers to a sub-committee of a committee.
Vice Chair	Means the councillor currently appointed or elected to vice chair of a committee, sub-committee or advisory panel.
Working Day	Means any day on which the Town Hall (Epsom) is open to the public, excluding Saturdays, Sundays and Bank Holidays.