

	inclusive and excludes Saturdays, Sundays and Bank Holidays.
Confidential Information	Information either given to the Council by the Government on terms which forbid its public disclosure, or which cannot be publicly disclosed by Court Order. See also 'Exempt Information' below.
Constitution	A document setting out how the Council operates, how decisions are made and all the procedures that have to be followed.
Co-optee / Co-opted	A non-councillor (may be non-voting) appointed to serve on a committee / sub-committee in a participatory capacity.
Corporate Directors	The Officers in charge of the Council Directorates.
Council Committees	May be established by the Council to assist with non-Executive functions.
Council Procedure Rules	Rules governing meetings of Council committees and sub-committees, apart from the Executive.
Delegation	Formal authorisation for a committee, portfolio holder, joint committee or officer to take an action which is the ultimate responsibility of the Council or Executive.
Executive	The Leader and the Cabinet; responsible for carrying out most of the Council's functions. The Executive must consist of a minimum of three Councillors, including the Leader, and a maximum of 10.
Executive Procedure Rules	The rules of procedure governing meetings of the Executive. Note that Advisory Panels and Consultative Forums established by the Executive have their own set of procedure rules.
Exempt Information	Information falling into one of 7 categories set out in Schedule 12A to the Local Government Act 1972 (as amended) the Local Authorities (Executive Arrangements) (Access to Information) (Amendment) (England) Regulations 2006 and the Local Government (Access to Information) (Variation) Order 2006 which usually cannot be publicly disclosed. See the Access to Information Procedure Rules in Part 4 of the Constitution.

Forward Plan	A schedule of the Key Decisions the Executive expects to take over the next 4 months.
Head of Paid Service	The most senior officer, with overall responsibility for the management and operation of the Council. The Head of Paid Service is a statutory 'proper officer' role.
Joint Committee	A body appointed under Section 101 of the Local Government Act 1972 (e.g. crematoria committees).
Key Decision	A decision by the Executive which is likely either to incur significant expenditure/make significant savings or to have a significant impact on those living or working in 2 or more Wards (sometimes 1 Ward). (See Article 10 for more information).
Leader of the Council	Elected by the whole Council usually, though not always, from within the political party group with most councillors on the Council. Proposes the membership of the Executive, which must then be approved by the whole Council. Leads and Chairs the Executive.
Mayor	Although the City of Durham has a ceremonial Mayor, in this constitution, any reference to a mayor is to an elected mayor, which does not currently exist for the area and would require a change in the governance structure of the Council from the current Leader and Cabinet model.
Monitoring Officer	The Officer charged with ensuring that everything that the Council does is fair and lawful. The Monitoring Officer is currently the Head of Legal and Democratic Services. This is a statutory 'proper officer' role.
Overview & Scrutiny	A Corporate Overview and Scrutiny Committee providing strategic leadership and five thematic committees to provide support and advice to the Executive by contributing to the review and development of policy. Also to hold the Executive to account by questioning, challenging and monitoring their performance.
Political Proportionality	A legal principle which dictates that committees of the Council (but not the Executive) must include elected politicians in proportion to the size of their groups on the Council as a whole.

Portfolio Holder	A Cabinet Member with responsibility for ensuring the effective management and delivery of a particular area of the Council's work. See Article 6.
Procedure Rules	Detailed rules which govern how the Council operates and how decisions are taken. See Part 4 of the Constitution.
Proper Officer	A senior officer of the Council who has specific responsibilities in law.
Protocols	Codes of Practice which set out how, for example, various elements of the Council are expected to interact with each other.
Quorum	The minimum number of people who have to be present before a meeting can take place. This is set out in the relevant Rules of Procedure in Part 4 of the Constitution.
Scheme of Delegation	The document in Part 3 of the Constitution which <u>sets out the functions that are the responsibility of the full Council or a committee or sub-committee of the Council and those functions which are the responsibility of the Executive or an</u> which officer is responsible for particular functions of the Council.
Substitute	Some committees permit councillors to appoint a substitute (or reserve) councillor to attend a meeting, which they cannot attend themselves (for regulatory committees, the substitute must have completed the required training).
Summons	The term used to describe the Agenda for meetings of the full Council.
Virement	Moving budget funds from one area of expenditure to another within a financial year.