

Glossary of Terms

Anti-fraud and Corruption Strategy	The document sets out a series of measures designed to frustrate any attempted fraudulent or corrupt act and the steps taken if such an act occurs.
Asset Management Plan	The plan ensures a strategic policy of the continuing use of properties and the future investment in them.
Audit Committee	A committee established by the Council to give independent assurance regarding the quality and reliability of financial information and to give assurance to the Council's management as to the effectiveness of its risk management processes.
Cabinet	The Executive established under Part 2 of the Local Government Act 2000. The Cabinet is responsible for making recommendations to the Council on the Council's budget, the Council Tax and major service policies but then has the power to decide any issue which falls within the overall policy framework once it is agreed by the Council.
Code of Conduct of Council Employees	A declaration of the principles of good conduct and standards of behaviour that the Council has agreed an individual should demonstrate when carrying out his or her role of Council employee. The requirements of a code of conduct are complimentary to the minimum statutory requirements of Council employees pursuant to section 110 of the Local Government Act 1999 and other relevant Acts or Regulations.
Code of Conduct of Council Members	A declaration of the principles of good conduct and standards of behaviour that the Council has agreed an individual should demonstrate when carrying out his or her role of Council Member. The requirements of a code of conduct are complimentary to the minimum statutory requirements of Council Members pursuant to section 63 of the Local Government Act 1999 and other relevant Acts or Regulations.
Constitution	The Constitution sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people.
Corporate Governance Framework	Structure setting out best practice for establishing a locally adopted code of corporate governance and for making adopted practice open and explicit. The Framework defines the principles that should underpin the governance of every local authority. These include openness, inclusivity, accountability and integrity which should be reflected in the Authority's community focus; service delivery arrangements; structures and processes; risk management and internal control; and standards of conduct.

Corporate Improvement Plan	An annual report on current performance levels across the whole spectrum of council services and to map out future performance targets and plans to address specific priority risk areas.
Corporate Management Board (CMB)	A committee consisting of the most Senior Officer from each directorate of the Authority providing strategic and service leadership.
Council	A meeting of the 54 elected Councillors of the Authority.
Delegated Powers	Council functions which the Council has delegated to individual Council Officers.
Discipline Policy	The Authority's internal disciplinary policy that apply to all employees of the County Borough Council including full time, casual, temporary and agency employees.
Finance Handbook	A manual highlighting the key principles which must be set in place for each financial function operated within the Authority.
Financial Regulations	Rules governing the financial accountability of individual members and employees of the Council. They provide the framework for managing the Authority's financial affairs. The regulations ensure that the financial dealings of the Authority are conducted properly and in accordance with best financial practice.
Grievance Policy	The Council's policy recognising that an employee may have problems or concerns about their work, working environment or working relationships that they wish to raise and have resolved.
Internal Audit	Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.
Monitoring Officer	The Monitoring Officer is a statutory appointment pursuant to Section 5 of the Local Government and Housing Act 1989. He / she is responsible for advising the Council on the legality of their decisions and on the conduct of Councillors and Officers.
National Performance Measurement Framework for Wales	A national set of Key Performance Indicators (KPI's) designed to enable all stakeholders to track performance against national strategic practices and monitor Local Government services.
Performance Improvement Group (PIG)	Committee established to ensure the co-ordination of effort in delivering continuous improvement in services.
Performance Management Framework	The Performance Management Framework is a self-assessment model designed to help the Council assess their achievements and identify priorities for improvement.

Policy and Performance Unit	Section responsible for support and advice to the Cabinet, individual Cabinet members and the Corporate Management Board on corporate policy, strategic development, performance management and improvement.
Policy for the Management of Risk	A policy setting out the methods employed to protect the assets, both tangible and intangible, against loss and / or damage and ensure there is an appreciation of and response to risks.
Policy Forums	A medium for assisting the Council and the Cabinet in the development of its budget and policy by in-depth analysis of policy issues through community consultation and participation.
Procurement Contract Rules	Document setting-out the procedures governing every contract for the sale, purchase or hire of goods by or carrying out of works or provision of services for the Council.
Relationship Manager	The individual appointed by the Audit Commission as the primary point of contact with a Local Authority, Government, other inspectorates and other key stakeholders.
Relationship Management Letter	A document incorporating the Council's Annual Performance Assessment, summarising significant issues arising from the annual external audit.
Risk Management Policy	Document setting-out the Authority's strategy against any potential development or occurrence which would jeopardise the Authority's ability to achieve its strategic aims or provide services as planned.
Scrutiny	A review of the decisions, policies and performance of the Cabinet, Committees, Council and Officers in relation to individual decisions and over time.
Section 151 Officer	The Chief Finance Officer - a statutory appointment pursuant to section 151 of the Local Government Act 1972.
Spatial Plan	A means of considering how to plan the future location of human activities to contribute best to meeting environmental, social and economic aims.
Wales Audit Office	The Wales Audit Office was created by the Public Audit (Wales) Act 2004. It provides Wales with a comprehensive audit and inspection service across a wide range of public services. It provides assurance about the proper stewardship of and accounting for the public's money, whilst also contributing to the improved delivery of public services in Wales.
Wales Programme for Improvement (WPI)	The underlying objective of the Wales Programme for Improvement is to achieve the delivery of high quality services to the public which meet identified needs.
Welsh Assembly Government (WAG)	The devolved government for Wales, led by the First Minister. It is responsible for many issues, including health, education, economic development, culture, the environment and transport.