

Glossary of Terms

A

“Act”	Means an Act of Parliament or any amendment, replacement or variation thereof including subordinate legislation made thereunder.
“Adjournment”	Means an agreed suspension to a Meeting.
”Agenda”	Means the list of items outlining the date, time, location and order of business of any Meeting.
“Annual Accounts”	Means the yearly accounts of the Community Council demonstrating proper stewardship of the Community Council’s financial affairs.
“Area”	Means the geographical area covered by the jurisdiction of the Council or may refer to an administrative area. The Council has 6 administrative areas known as Banff and Buchan; Buchan; Garioch; Formartine; Kincardine and Mearns; and Marr.
“Area Committee”	Means an Area Committee comprised of Ward Members from within the applicable Area.
"Area Manager"	Means the Chief Officer, or another officer at any time delegated by the Area Manager or the Chief Executive to fulfil the role of the Area Manager, of the Council who manages one of the Council’s areas as above and when used in the Scheme means the Area Manager for the Area that the respective Community Council is contained within.
"Assets”	Means money, property, vehicles, equipment, furniture and all other items under the control of the Community Council.
“Associate Member”	Means Members with skills, knowledge and interests which the Community Council consider would be of assistance to the Community Council in carrying out its functions and such a member has no voting rights.
“Authorised Signatory”	Means an officer who has been duly authorised to sign documents on behalf of the Community Council or Aberdeenshire Council.

B

“Bye-law(s)”	Means a regulation made by the Council and confirmed by the Scottish Ministers relating to the Aberdeenshire area.
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C

"Chairperson"	Means the person duly appointed to preside at a Meeting.
"Community Council Area"	Means the area that a Community Council represents as set out in the reference map in Schedule 1.
"Community Council"	Means the voluntary body, independent of the Council, set up in terms of either the Local Government (Scotland) Act 1973 or the Local Government etc. (Scotland) Act 1994 with the role of representing, channelling and expressing the views of the local community.
"Community Council Legal Fund"	Means the fund to which Community Councils can apply to assist them in accessing private legal advice
"Community Councillor"	Means a person that is elected or co-opted onto a Community Council.
"Community Councillors' Code of Conduct"	Means the code of conduct in Guidance 3 of the Scheme.
"Community Planning"	Means a process ensuring public agencies work together with the community to plan and deliver better services.
"Confidential information"	Means information as defined in Section 50A (2) and (3) of the Local Government (Scotland) Act 1973, which cannot be made available to the press or public.
"Constitution"	Means the document that sets out the rules and regulations that sets out the governance arrangements of the Community Council.
"Co-opted Member"	Means a member of the Community Council that has joined by the process of co-option.
"Council"	Means the Aberdeenshire Council constituted by virtue of and incorporated under the Local Government etc. (Scotland) Act 1994.

D

E

"Elected Member/ship"	Means an eligible person or group of eligible persons that has been elected or co-opted onto the Community Council to serve as a Community Councillor.
"Eligible Elector"	Means a person who resides in the Community Council Area of the Community Council and is legally eligible to vote.

“Ex-Officio” Means a member of a body (a board, committee, council, etc.) who is part of it by virtue of holding another office.

“Exempt Information” Means information which is exempt under Sections 50J and Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 and therefore cannot be made available to the press or public.

F

“Full Elections” Means the Community Council elections held across Aberdeenshire on one date every three years

G

“Governance” Means the way in which the Community Council is directed and controlled.

“Guidance” Means the documents labelled Guidance in the Scheme. These documents do not form part of the Scheme for the purpose of the Local Government (Scotland) Act 1973. Where stipulated in the Scheme, the relevant Guidance shall be adhered to. The Guidance can be amended by Aberdeenshire Council. The Head of Legal and People has the delegated power to make amendments. It is required that before any amendments take place (apart from to Guidance [] the nomination form) that community councils are consulted on the proposed amendments.

H

“Honoraria” Means a small amount of money being paid in recognition of acts or professional services for which there is not the usual expectation of being paid.

I

“Independent Verifier” Means qualified accountants currently in employment; retired accountants and other people familiar with financial matters who can demonstrate experience and expertise in accounting matters.

“Interim Election” Means an election that is called when a Community Council is below the minimum number of members or a casual vacancy arises and the Community Council choose to fill it by interim election.

J

“Junior Member” Means a 14- or 15-year old person who lives in and/or is educated in a Community Council Area and is a member of that Community Council.

K

L

“Local Community Plans” Means a plan which brings together the plans of a range of public services, community groups and voluntary organisations and sets out the actions and priorities for a local area for the next 3 years.

M

“Meeting” Means a meeting of the Community Council.

“Member” Means a member of a Community Council including elected member, co-opted member, associate member, junior member and ex-officio member.

“Members of the Public” Means a member of the public and/or representatives of the press or media industries.

“Minute” Means the formal written record of the decisions taken at a Meeting.

N

“Not complying with the Scheme” includes but is not limited to financial irregularities such as misuse of Community Council funds, and failing to keep proper accounts, persistent breaches of the Public Sector Equality Duty, regularly not making public the meeting agendas and minutes, breach of data protection legislation, and failure to meet agreed standards. This is not an exhaustive list.

"Notice" Means advance notice in writing or sent by email or any other electronic means.

“Notify” Means, in the context of the Council, a bulletin for a Committee, an update on the Council’s ward pages and an update by email to the Council’s Councillors

O

"Officer" Means an employee of the Council.

“Ordinary Election” Means an election called in accordance with the Scheme’s provision for the three-yearly cycle.

“Ordinary Meeting(s)” Means a Meeting included within the annually agreed schedule of Meetings of the Community Council.

P

“Points of Order” Means an appeal to the Chairperson for clarification or for a ruling on a matter of procedure.

“Poll” Means the process of voting in an election.

"Public Holidays" Means 1 January, 2 January, Good Friday, May Day, Christmas Day and Boxing Day.

“Public Sector Equality Duty” Means the duty of a public authority to eliminate discrimination, harassment, victimisation, advance equality of opportunity and to foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Q

“Quorum” Means the minimum number of members required to be present to validate the proceedings of a Meeting.

R

“Report” Means a report to a Committee of the Council

“Request to Speak” Means a request from a member of the public (including a petition), in terms of Standing Orders, to speak in front of a Meeting.

“Returning Officer” Means the Area Manager of the Council or the person nominated by them who will act as Returning Officer for the election of Community Councillors to a Community Council.

S

“Scheme for the Establishment of Community Councils” Means the scheme implemented by the Council in terms of the Local Government etc. (Scotland) Act 1994 or the Local Government (Scotland) Act 1973 to govern the establishment of Community Councils in Aberdeenshire.

“Service” Means a department or branch of a local government that provides specified service/activities/accommodation required by the public.

“Special Meeting(s)” Means a Meeting which is not included in the annually agreed schedule of Meetings and is called by the Chairperson or on a signed Requisition.

“Standing Orders” Means the rules which regulate the business and proceedings of all Meetings

“Statute(s)” Means written law passed by a legislative body.

“Statement of Accounts” Means a summary of all balances to the Council detailing all credits and debits to the accounts over a given time period.

“Steering Group” Means the group of Community Councillors who are elected or co-opted to serve on a Community Council but have been put into supported status by the Area Manager.

“Sub-Committee”

Means a group which is established by the Community Council to deal with specific issues.

“Suspension”

Means when a Community Councillor has been suspended from a Community Council and is prohibited from attending and taking part in meetings and Community Council activities.

T

V

W

“Ward”

Means the electoral divisions of Aberdeenshire Council.

“Working Day”

Means the days between and including Monday to Friday and does not include public holidays and weekends.

X

Y

Z