



From mountain to sea

Scheme of Governance

Part 4H - Glossary of Terms

23 November, 2018



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1 Interpretation

The Interpretation Act 1978 shall apply to the interpretation of this scheme of delegation as it applies to the interpretation of an Act of Parliament.

Any reference in this Scheme to legislation including delegated or subordinate legislation should be taken as including any amendments, replacements and re-enactments of such legislation currently in force.

Unless the context otherwise requires, words importing the singular shall include the plural and vice-versa.

Where a particular term is not defined, follow the literal rule of interpretation and apply the plain and ordinary meaning of the term.

2 Definitions

In this Scheme of Governance, unless the context otherwise requires, the following words and expressions shall have the meanings hereinafter respectively assigned to them,

Term	Definition
“the 1973 Act”	Means the Local Government (Scotland) Act 1973.
“the 1985 Act”	Means the Local Government (Access to Information) Act 1985.
“the 1989 Act”	Means the Local Government and Housing Act 1989.
“the 1992 Act”	Means the Local Government Finance Act 1992.
“the 1994 Act”	Means the Local Government etc. (Scotland) Act 1994.
“the 2000 Act”	Means the Ethical Standards in Public Life etc. (Scotland) Act 2000.
A	
“Aberdeen City Region Deal”	Means the tripartite agreement between the UK and Scottish Governments as well as Aberdeen City and Aberdeenshire Council aimed at building the north east economy.
“Abstract of Accounts”	Means the published condensed summary of the Council’s accounts.

“Access Rights”	Means the statutory rights covering access to land for certain purposes in terms of the Land Reform (Scotland) Act 2003.
“Act”	Means an Act of Parliament or any amendment, replacement or variation thereof including subordinate legislation made thereunder.
“Administration”	Means the ruling group formed by the majority of Members on the Council.
“Adjournment”	Means an agreed suspension to a Meeting.
“Adjudication”	Means the legal process of resolving or determining a dispute.
“Affordable Housing”	Means housing of a reasonable quality that is affordable to people on modest incomes. Affordable housing may be in the form of social rented accommodation, mid-market rented accommodation, shared ownership, shared equity, and discounted low cost housing for sale including plots for self-build, and low-cost housing without subsidy.
”Agenda”	Means the list of items outlining the date, time, location and order of business of any Meeting.
“Aligned Independent”	Means a Member who has pledged to support the Administration or the Opposition.
”Amendment”	Means a formal seconded proposal against a Motion to be discussed and voted on in a Meeting.
“Annual Accounts”	Means the yearly accounts of the Council demonstrating proper stewardship of the Council’s financial affairs.
“Annual Accounts Report”	Means the statutory report containing the Annual Accounts of the Council.
“Appeals Committee”	Means a committee to deal with any appeals under the Council’s Human Resources & Organisational Development policies.
“Arbitration”	Means a form of alternative dispute resolution aimed at resolving matters without the involvement of the Court.
“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 administrative area Committee comprised of Ward Members from within the applicable area.
"Area Manager"	Means the Chief Officer of the Council who acts as principal policy advisor to an Area Committee and executes decisions made by the Committee where appropriate.
"Asset Register"	Means a register of the assets of the Council.
"Asset Transfer"	Means the transfer of management or ownership of land or buildings from the Council to a community group in terms of the Council's Community Asset Transfer Policy.
"Assets"	Means property, vehicles, equipment, furniture and other items under the control of the Council in accordance with Financial Regulations.
"Assignment"	Means an act of transfer.
"Audit"	Means an official inspection or systematic review of an organisation.
"Audit Committee"	Means the Committee who reviews the performance and effectiveness of the Council and identifies any potential improvements.
"Authorised Officer"	Means an officer authorised by the Council to carry out a specific task or function.
"Authorised Signatory"	Means an officer who has been duly authorised to sign documents on behalf of the Council.
B	
"Best Value"	Means the statutory duty of the Council to ensure continuous improvement in performance whilst maintaining an appropriate balance between quality and cost.
"Budget Grouping"	Means any single section of the Council's approved Revenue Budget.
"Budget Page(s)"	Means the way in which budgets are laid out under Committee headings.
"Burden(s)"	Means registered and effective conditions placed upon land which impose positive or negative obligations on the owner or occupier.
"Business Case"	Means a formal report for the approval of a Chief Officer or Committee, seeking authority to conduct a procurement for the purchase of works, goods or services.

“Business Gateway”	Means the publicly funded service contributing to the economic wellbeing of Scotland by providing access to free business support services.
“Bye-law(s)”	Means a regulation made by the Council and confirmed by the Scottish Ministers relating to the Aberdeenshire area.
C	
“Capital Plan”	Means the Council’s capital priorities for the current year and future years.
“Care Inspectorate”	Means the external body responsible for regulating and inspecting care services in Scotland.
“Career Development Schemes”	Means a scheme run by the Council to develop the skills of officers with a view to career advancement.
"Chair"	Means the person duly appointed to preside at a Meeting.
“Chief Executive”	Means the Chief Executive appointed by the Council who fulfils the statutory officer role of “Head of Paid Service” who provides strategic leadership for the Council’s Services ensuring that its direction and policies are put into action.
“Chief Internal Auditor”	Means the senior officer appointed to head the internal audit function of the Council.
“Chief Officer(s)”	Means a politically restricted statutory or non-statutory Chief Officer, as defined in section 2 of the 1989 Act including the Chief Executive, Directors, Area Managers, Heads of Services and the Chief Officer of the Integration Joint Board.
“Chief Officer of the IJB”	Means the Chief Officer of the Integration Joint Board appointed in accordance with section 10 of the Public Bodies (Joint Working) (Scotland) Act 2014.
“Chief Social Work Officer”	Means the Officer duly appointed by the Council in accordance with section 3 of the Social Work (Scotland) Act 1968 to ensure the provision of appropriate professional advice in the discharge of local authorities’ statutory social work duties .
“Chief Social Work Officer Annual Report”	Means the annual statutory report of the Chief Social Work Officer covering social work services within Aberdeenshire.
“Chief Officer of Trading Standards”	Means the head of Trading Standards Scotland who have a duty to coordinate and enforce cross boundary and national casework as well as undertake the specialist functions of tackling illegal money lending and crime.

“Civic Head”	Means the individual elected by the local authority to act as the Council’s civic leader and who has the responsibility of chairing full council meetings and acting as the ceremonial figurehead for the local authority area.
“Coast Protection Authority”	Means the Council acting under the Coast Protection Act 1949 with the role of inspecting and maintaining coast protection structures in its ownership with the objective of preventing erosion and damage and in the interests of public safety.
“Committee”	Means a formal group appointed by Full Council with responsibility for making decisions in accordance with the delegations specified within the Council’s Scheme of Governance. Any reference to a “Committee” shall unless the context otherwise requires include reference to a Policy Committee, an Area Committee, the Audit Committee or any other Committee or Sub-Committee of the Council.
“Committee Officer”	Means an Officer who administers, supports and provides procedural advice to meetings of Full Council, Committees, Working Groups, Joint Boards and other bodies as well as to Members, Officers and the general public.
“Committee Threshold”	Means a Contract Value of over £1,000,000.
“Common Good”	Means for the advantage or benefit of everyone in a particular location.
“Common Good Fund(s)”	Means property held by the Council for the Common Good of a particular location.
“Community Asset(s)”	Means land and buildings owned or managed by community groups for the good or the benefit of the community.
“Community Asset Transfer”	Is an alternative to Asset Transfer and means the transfer of management or ownership of land or buildings from the Council to a community group in terms of the Council’s Community Asset Transfer Policy.
“Community Council”	Means a 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 their local community and established by the Council’s Scheme for the Establishment of Community Councils.
“Community Council Legal Fund”	Means the fund to which Community Councils can apply to assist them in accessing private legal advice.
“Community Planning”	Means a process ensuring public agencies work together with the community to plan and deliver better services.

“Compulsory Acquisition”	Means the acquisition of land without the landowner’s consent by the Council by way of a Compulsory Purchase Order confirmed by the Scottish Ministers.
“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.
“Contract Registers”	Means a register of the Council’s contracts.
“Corporate Asset Management Plan”	Means a strategic plan for management of the Council’s Assets.
“Corporate Debtors System”	Means the internal system used to track outstanding balances due to the Council.
“Corporate Leadership Group”	Means the group providing strategic leadership across the Council.
"Council"	Means the Aberdeenshire Council constituted by virtue of and incorporated under the Local Government etc. (Scotland) Act 1994.
“Councillors’ Code of Conduct”	Means the Councillors’ Code of Conduct made by Scottish Ministers and approved by the Scottish Parliament under the Ethical Standards in Public Life (Scotland) Act 2000.
“Court Interdict(s)”	Means an order of the court which prohibits or forbids a specific action.
“Critical Friend”	Means the provision of constructive yet candid feedback following scrutiny activity with the aim of encouraging continuous improvement.
D	
“Decision by Lot“	Means in the case of an equality of votes where the matter relates to the appointment of a Member to any particular office, the selection of a Member by the drawing of lots, to be administered by a Committee Officer in a format agreed with the Members concerned prior to the selection.
“Delegated Officer”	Means the officer authorised for a particular purpose.
“Delegation“	Means the assignment of responsibility, duties or authority to a Committee, Sub-Committee or officer to carry out specific activities or functions.

"Deputy Provost"	Means the Member elected deputy Convenor of the Council in accordance with Section 4 of the 1994 Act to act as deputy civic head.
"Deputy / Vice-Chair"	Means the Member duly appointed by the Council to preside at the meeting of a Committee or Sub-Committee, in the absence of the Chair.
"Direct Award"	Means the award of a Contract without the Council having sought quotes or tenders.
"Direction"	Means the mechanism for the Integration Joint Board to instruct the Council and NHS Grampian as sections 26 - 28 of The Public Bodies (Joint Working) (Scotland) Act 2014.
"Director"	Means a Chief Officer appointed by the Council to provide strategic leadership to one of the Council Directorates.
"Directorates"	Means the collective term for services under the responsibility of a Director.
E	
"Education Authority"	Means a local authority constituted under section 2 of the Local Government etc. (Scotland) Act 1994.
"Electoral Boundaries"	Means the geographical boundaries of constituencies within Aberdeenshire.
"Employment Support"	Means the service providing support to the unemployed to assist them with getting and keeping paid employment.
"Equalities Impact Assessment"	Means an assessment which must be completed during the development stage of a policy in order to demonstrate the impact on any protected characteristic and any mitigating actions that can be taken.
"European Social Fund"	Means the European Union's financial instrument for supporting employment in its member states as well as promoting economic and social cohesion.
"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.
"External Audit"	Means Audit carried out by a person or body independent of the Council.

“External Auditor(s)”	Means the person or body carrying out External Audit activity.
“External Framework Agreements”	Means a framework put in place by the Council to govern the behaviour of external organisations with which they have contracted or entered into partnership.
“External Member”	Means a person validly appointed to a Committee, Sub-Committee, Local Area Committee or Working Group who is not an elected Member of the Council.
F	
“Fast Track Protocol”	Means a protocol to allow the Head of Property to purchase without going through the usual channels.
“Finance Leases”	Means a lease where the Council has a gross investment in a lease, made up of the minimum lease payments expected to be received over the remaining term and the residual value anticipated for the property when the lease comes to an end.
“Financial Regulations”	Means the rules approved by the Council to ensure public money is spent correctly and responsibly.
“Fixed Penalty Notice(s)”	Means a notice offering the discharge of any liability or conviction of a stated offence by payment of a fixed penalty in terms of the applicable legislation.
“Full Council”	Means the collective term for all Members or the term used to describe a Meeting to which all Members are entitled to attend.
G	
“Gateway Process”	Means the approach for the management of all the Council’s capital projects.
“General Teaching Council of Scotland”	Means the external body responsible for promoting, supporting and developing the professional learning of teachers.
“Governance”	Means the way in which the Council is directed and controlled.
“Grassum Lease”	Means a lease where an initial lump-sum is paid at the outset in addition to regular rent.
“Group Leader”	Means the person who is the person appointed by a political group of the Council as its leader.

“Guardian(s)”	Means a person appointed by the Court to act and make decisions on behalf of an adult with incapacity.
“Guidance”	Means a document associated with a procedure or a policy which provides advice and direction on how to deal with a particular situation or situations. Guidance does not require to be approved by any Policy or Area Committee within the Council and will be reviewed and refreshed by services as required.
H	
“Harbour Master”	Means the senior officer responsible for enforcing the regulations of a particular harbour or port.
“Head of Service”	Means a senior officer responsible for strategic delivery of council services.
“Homelessness”	Means having no accommodation which you are legally entitled to occupy or in certain circumstances where a person does have accommodation.
“Houses in Multiple Occupation”	Means a property rented out by at least 3 (unrelated) people who share the bathroom or toilet and kitchen.
“Housing Revenue Account”	Means the budget for monies in connection with housing revenue.
“HR & OD”	Means Human Resources and Organisational Development.
I	
“Imprests” or “Advances”	Means a fund used by a business for small items of expenditure and restored to a fixed amount periodically.
“Integration Joint Board”	Means a joint board of the Council and NHS Grampian set up under the Public Bodies (Joint Working) (Scotland) Act 2014.
“Internal Audit”	Means the independent audit function of the Council and their activities.
“Internal Control”	Means the process for assuring achievement of the Council’s objectives in operational effectiveness and efficiency, reliable financial reporting, and compliance with laws, regulations and policies and that controls risks.
“Internal Control Systems”	Means the collective name of the systems used by the Council to assure achievement of objectives in terms of operational effectiveness, efficiency, reliable financial

reporting and control, appropriate risk management and compliance with legislation, regulation and policy.

“Intervention Order”

Means a court appointment which authorises an officer to act and take specific action or actions on behalf of an adult with incapacity.

J

“Joint Board”

Means a board established in accordance with legislative provisions between the Council and one or more other public authorities.

“Joint Committee”

Means a committee established between the Council and one or more other public authorities.

K

L

“LEADER Grants”

Means an award of funding in terms of the LEADER initiative contained within the current Scottish Rural Development Programme.

“Leader of the Council”

Means the Member(s) appointed to that office by the Council.

“Licences of Land or Buildings”

Means a licence to occupy land or buildings under certain conditions.

“Licensing Standards Officer”

Means an officer appointed by the Council in terms of the Licensing (Scotland) Act 2005 to ensuring compliance with legislation and providing guidance, information and mediation services to interested parties.

“List of Committee Powers”

Means the list of powers delegated to Committees and reserved to Full Council.

“List of Officer Powers”

Means the list of powers delegated to Officers.

“List of Planning Delegations”

Means the list of powers relating to the determination of planning applications and development management.

“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.

“Local Development Plan”	Means the document setting out all planning policy relating to the Aberdeenshire area.
“Local Outcome Improvement Plan”	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.
“Local Government Pension Scheme”	Means the occupational pension scheme for people employed within Local Government in Scotland.
“Local Housing Strategy”	Means the sole strategic document on housing and housing related services across the local authority area including homelessness, housing support and fuel poverty.
"Local Review Body"	Means the Committee of the Council that considers applications for review for planning decisions refused by officers under delegated powers in respect of local development.
“Local Transport Support”	Means the document setting out how the Council will aim to cater for the needs of all transport users across the region, ensuring that existing resources are used and developed to their full potential.
M	
“Main Opposition Housing Spokesperson”	Means the Member of the main opposition group within the Council appointed as their housing spokesperson.
“Mechanism for Member Promoted Issues”	Means the process used and followed by Members who wish to promote a matter or issue for discussion at a Meeting.
“Meeting”	Means a meeting of Full Council and/or any Committee or Sub-committee of the Council.
“Member”	Means a Councillor elected in terms of the Local Government etc. (Scotland) Act 1994.
“member”	Means any person appointed as a member of a Committee, Sub-Committee, Outside Body or Working Group, whether or not they are entitled to vote.
“Members of the public”	Means a member of the general public and/or representatives of the press or media industries.
“Minute”	Means the formal written record of the decisions taken at a Meeting.
“Minutes of Waiver”	Means a document waiving of a right or claim.

“Miscellaneous Committee”	Means any Committee or Sub-Committee not specifically defined within this Glossary of Terms.
“Miscellaneous Licences”	Means the collective term for all licences not dealt with under the Civic Government (Scotland) Act 1982.
“Monitoring Officer”	Means the Chief Officer designated by the Council under Section 5 of the 1989 Act, or, the person nominated as a deputy under 5(7).
“Motion”	Means a formal seconded proposal to be discussed and voted on in a Meeting.
N	
"Notice"	Means advance notice in writing or sent by email or any other electronic means.
“Notice of Motion”	Means a proposal by a Member formally submitted in terms of the approved procedures to a Meeting for discussion and thereafter possible adoption as a resolution.
“Non-Aligned Independent”	Means a Member who has not aligned themselves with either the Administration or the Opposition.
O	
“Occupancy Agreement(s)”	Means a formal agreement that allows a buyer to occupy a property before the finalisation of a sale usually in consideration with the payment of rent.
"Officer"	Means an employee of the Council or those designated as such by Full Council.
“Operating leases”	Means a form of short term lease typically for vehicles and property.
“Operational Matter”	Means a matter or action required in order to execute agreed strategies and policies.
"Opposition"	Means any Group or Member not forming part of the Council Administration.
“Order(s)”	Means a form of subordinate legislation.
“Ordinary Meeting(s)”	Means a Meeting included within the annually agreed schedule of Meetings.
“Outside Bodies”	Means external organisations to which Members have been nominated by the Council.

P	
“Performance Indicators”	Means a measurement used to evaluate the performance of the Council in terms of particular activity.
“Performance Management”	Means the process used by the Council to identify whether it is on course to deliver its priorities and key objectives and if relevant where improvements are needed.
“Petition”	Means a formal written request to the Council in respect of a particular cause.
“Points of Order”	Means an appeal to the Chair for clarification or for a ruling on a matter of procedure.
“Policy”	Means a formal, concise, accessible statement on how the Council intends to conduct business and deliver services. It will generally be a statement of intent with rules that will influence and enable decision making. A policy must be consulted on with Area and Policy Committee and approved through the appropriate Policy Committee.
“Policy Committee”	Means a Committee of the Council which deals with business at Aberdeenshire-wide level.
“Policy Directory”	Means the central register of all approved policies of the Council.
“Privacy Impact Assessment”	Means the process which helps identify and minimise the privacy risks with a policy for any individual that may be impacted by the policy.
“Procedural Motion”	Means a motion which relates solely to the procedure of a Meeting.
Procurement	Means the process of purchasing works, goods and services from external suppliers.
"Proper Officer"	Means an officer appointed by the Council to perform a specific function as required by statute.
“Protective Services”	Means the term used by the Council to cover both Trading Standards (Consumer Protection) and Environmental Health (Environmental Protection).
“Protocol”	Means a system of informally agreed rules that explain the correct conduct and procedures to be followed in specifically identified situations which have been approved by the appropriate Leadership Team.

"Provost"	Means the Member elected Convenor of the Council in accordance with Section 4 of the 1994 Act to act as the civic head and includes in his/her absence the Depute Provost.
"Prudential Code"	Means the code established by the Chartered Institute of Public Finance & Accountancy to support local authorities in making capital investment decisions
"Public Holidays"	Means 1 January, 2 January, Good Friday, May Day, Christmas Day and Boxing Day.
"Public-Sector Equality Duty"	Means the duty of the Council 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	
"Quasi-Judicial"	Means a body which has powers, discretion and procedures of a regulatory nature including but not limited to the determination of licensing and planning applications or School Placing Request Appeals.
"Quorum"	Means the minimum number of members required to be present to validate the proceedings of a Meeting.
R	
"Rating Assessments"	Means an assessment of the rateable value of your property carried out by the Scottish Assessor.
"Record Management Plan"	Means the statutory plan setting out the procedures for secure and appropriate record management in terms of all Council information.
"Regeneration Action Plan"	Means a document setting out proposed projects to revitalise the area to which it relates.
"Regeneration Strategy"	Means the strategy for the Council's plans to deliver regeneration in partnership with our stakeholders.
"Regulation(s)"	Means a form of subordinate legislation or depending on context a tool providing a framework for managing a specific aspect of the Council's business.
Relevant Service Management Team (for the purpose of Financial Regulations)	Means the Management Team identified by the responsible Director or Chief Officer of the Health and Social Care Partnership as the appropriate team to consult with, having regard to the nature and value of the procurement.

“Report”	Means a report prepared for consideration at a Meeting, published and circulated to any relevant Members and Officers.
“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.
“Requisition”	Means a mechanism used by the members to call a special meeting.
“Returning Officer”	Means a person duly appointed by the Council for the election of Members to the local authority.
“Revenue Budget”	Means the amount of money allocated to the maintenance and growth of the Council based on the forecast of revenue, expenses and capital expenditures.
“Rights of Way”	Means the legal right, established by usage or grant, to pass along a specific route through grounds or property belonging to another.

S

“Scottish Ministers”	Means the collective term for the Members of the Scottish Government who exercise statutory functions.
“Scottish Social Services Council”	Means the independent regulator for the social service workforce in Scotland.
“Scheme for the Establishment of Community Councils”	Means the scheme implemented by the Council in terms of the Local Government etc. (Scotland) Act 1994 to govern the establishment of Community Councils in Aberdeenshire.
“Scheme of Governance”	Means the combined constitutional documents of the Council including Standing Orders, Delegations and Financial Regulations.
“Scheme of Virement”	Means the rules contained within the Financial Regulations which govern the virement process within the Council.
“School Placings and Exclusions Appeal Committee”	Means a Committee that hears appeals about most placing requests and all exclusions.
“Scrutiny”	Means the way in which performance, decisions and plans of the Council are examined by Members.
“Secret ballot”	Means a voting method in which a voter's choices in an election or a referendum are anonymous, forestalling attempts to influence the voter by intimidation and potential vote buying. The system is one means of achieving the goal of political privacy.

“Section 95 Proper Officer”	Means the Chief Finance Officer duly appointed under the Section 95 of the Local Government (Scotland) Act 1973 being the Accountable (Proper) Officer for the administration and governance of the financial affairs of the Council.
“Senior Officer”	Means an officer designated as such by the Council.
“Service”	Means a department or branch of a local government that provides specified service/activities/accommodation required by the public.
“Service Budget”	Means the financial budget allocated to a service within the Council.
“Service Manager”	Means a senior officer who is responsible for strategic development and operational oversight of a particular service.
“Service Plan”	Means a plan prepared by a Council supporting the overall Council plan which identifies the service’s key objective and delivery priorities over a three year period.
“Servitude(s)”	Means a heritable right possessed by one person to use another’s property.
“Shared Services”	Means any arrangement where the Council collaborates with other public authorities to obtain works, goods or services.
“Shared Service Agreements”	Means an internal or external agreement covering the sharing of a service or services.
“Single Outcome Agreement”	Means the agreement between the Community Planning Partnership and the Scottish Government which sets out what we as a Council hope to achieve for Aberdeenshire and how our success will be measured.
“SLT”	Means the Strategic Leadership Team which consists of Chief Executive, Directors of Services, Monitoring Officer, and Section 95 Officer.
“Special Meeting(s)”	Means a Meeting which is not included in the annually agreed schedule of Meetings and is called by the Chair or on a signed Requisition.
“Standard Security”	Means the registered document providing security over heritable property.
“Standing Orders”	Means the rules which regulate the business and proceedings of all Meetings.
“Statute(s)”	Means written law passed by a legislative body.

“State Aid”	Means any advantage granted by a public authority (such as a Council) through state resources on a selective basis to any organisations that could distort competition and trade in the European Union (EU).
“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.
“Statutory consultations”	Means a formal consultation with stakeholders which is required and governed by statute.
“Strategic Plan”	Means high-level strategic plans setting out a long-term vision for the future of the Area and how we will change the way we use land.
“Strategy / Plan”	Means a statement identifying principles and actions required to deliver the visions and outcomes stated by the Council.
“Sub-Committee”	Means a group which is established by a Committee to deal with specific issues.
“Sub-Lease”	Means a legal agreement by which someone who is renting property is allowed to rent it to someone else for a period of time.
“Subordinate Legislation”	Means legislation which is secondary to Acts of Parliament.
“Subsidiary identities”	Means distinct brands of Aberdeenshire Council such as Active Aberdeenshire, Worksmart, and Macduff Aquarium.
“Substantive Member”	Means a Member appointed to a particular post who may appoint a substitute to act in their absence.
“Suitably Qualified”	Means having the required qualifications and experience to fulfil the specific role in question.
“Summons”	Means an invitation or order to appear.
T	
Traffic Order	Means an order that is made by the Council in terms of the Road Traffic Regulation Act 1984 and Section 3 (1) of The Local Authorities' Traffic Orders (Procedure) (Scotland) Regulations 1999.
“Treasury Policy Statement”	Means a policy relating to the financial management of the Council.

U

“Ultra Vires” Means acting beyond the scope of powers/authority granted.

V

“Vire” Means the action of transferring funds from one financial account to another.

“Virement” Means the process of transferring items from one financial account to another.

W

“Ward” Means the electoral divisions of the Council’s area.

“Wayleaves” Means a privilege enabling access to land.

“Welfare Attorney” Means a person appointed by an individual under a Power of Attorney to make decisions about their welfare and health.

“Working Group” Means a group set up by a Committee to work on a particular area of the Council’s business and to report back to that Committee.

X

Y

Z