

## ACRONYMS & GLOSSARY OF TERMS

### A

AAT	Association of Accounting Technicians
ABCC	Association of British Chambers of Commerce
ACARD	Advisory Council for Applied Research and Development
ACAS	Advisory, Conciliation & Arbitration Service
ACC	(former) Association of County Councils
ACE	Association of Chartered Engineers
ACG	Annual Capital Guideline
ACL	Aggregate Credit Limit
ACPI	Audit Commission Performance Indicator
ADAS	Agricultural Development & Advisory Service
ADC	(former) Association of District Councils
ADP	Approved Development Programme (Housing)
ADSS	Association of Directors of Social Services - a body representing all Directors of Social Services in England, Wales and Northern Ireland
AEA	Association of Electoral Administrators
AEF	Aggregate External Finance
AFRC	Agricultural and Food Research Council
Aggregate Credit Limit	The limit on the Council's total debt specified in Section 62 of the Local Government and Housing Act 1989.
Aggregate External Finance	The Government's support for the Council's revenue expenditure. It comprises revenue support grant, non-domestic rates and some specific grants.
AGI	Association of Geographic Information
AGLV	Area of Great Landscape Value
AGR	Association of Graduate Recruiters
AiRS	Action in Rural Sussex
ALANI	Association of Local Authorities of Northern Ireland
ALG	Association for Local Government
ALMC	Arms Length Management Company – Council stock is owned by the Council, but the stock is managed by an independent company
ALMO	Arms Length Management Organisation – see above
ALT	Advanced Learning Technology
AM	Ancient Monument
AMA	(former) Association of Metropolitan Authorities Advanced Modern Apprenticeship (NVQ Level 3 & Key Skills)
AMG	Asset Management Group
AMP	Asset Management Plan
ANCT	Assumed National Council Tax
Annual Capital Guideline	The Government's guideline figure for the Council's capital expenditure for the year. The significance of ACGs is that the Government calculates the Basic Credit Approval by deducting Receipts Taken Into Account from the total ACGs. ACGs are issued separately for each service.
AOA	Access Officers' Association
AOB	Any Other Business
AONB	Area of Outstanding Natural Beauty
APL	Accreditation of Prior Learning
APT&C	Administrative, Professional, Technical & Clerical
Architects' Advisory Panel	Panel of Architects who volunteer their time to comment on the design aspects of development proposals

ASH	Action on Smoking and Health
Asset Management Revenue Account	An Account the Council is required to maintain under the capital accounting arrangements. All principal repayments and interest charges on loans are charged to the account
Audit Commission (AC)	An independent body established under the provisions of the Local Government Finance Act 1982 and the National Health Service and Community Care Act 1990. Its duties are to appoint auditors or inspectors to all local authorities and health authorities in England and Wales and to help them bring about improvements in economy, efficiency and effectiveness directly through the audit process and through value for money studies. Local authority audits may include analysis of value-for-money (VFM), as well as investigation into the propriety of accounts. The investigation of propriety will include matters of negligence, misconduct and legality. If the auditor believes that an authority has acted illegally with regard to its accounts, he/she may instigate court action which could result in the person(s) responsible being required to repay all or part of the expenditure.

**B**

BA	Bachelor of Arts Benefits Agency (formerly Department of Social Security)
BACS	Bankers' Automated Clearing Service
Balance Sheet	A statement of the assets, liabilities and other balances at the end of an accounting period.
Balances	The accumulated surplus of income over expenditure.
BANC	British Association of Nature Conservationists.
Basic Credit Approval (BCA)	The Government's annual statement of what a local authority can borrow to finance new capital schemes. The BCA effectively determines an authority's scope for borrowing, or for entering into other forms of credit arrangement. It is intended to reflect the authority's need to spend and its ability to finance such expenditure from useable capital receipts. BCAs must be used in the year to which they relate and any unused BCA is not transferable from one year to the next.  In making its BCA calculations, the government will make an estimate for the reserves of money which it thinks the authority will have available from capital receipts, eg 25% of capital receipts from the sale of council houses under Right to Buy are available to the authority to spend on capital projects. Each year the Government declares an amount of receipts to be taken into account (based on the previous level of capital receipts). The Receipts Taken Into Account (RTIA) are deducted from Government's Annual Capital Guideline (ACG) to give the Basic Credit Approval (BCA). Put simply: $BCA = ACG - RTIA$
BCN	Breach of Condition Notice
BCU	Basic Command Unit (Police)
BEd	Bachelor of Education
BEM	Business Excellence Model
BHLEA	Brighton, Hove and Lewes Enterprise Agency
BIN	Business Information Network
BMA	British Medical Association
BME	Black Minority Ethnic

BNFL	British Nuclear Fuels Limited
BPC	Business Promotion Centre
BPN	Building Preservation Notice
BRCS	British Red Cross Society
BRE	Building Research Establishment
BS	British Quality Standard
BS	British Standard for Quality Service/Performance/Systems
BSc	Bachelor of Science
BSI	British Standards Institution
BT	British Telecom
BTA	British Tourist Authority
BTCV	British Trust for Conservation Volunteers
BTEC	Business and Technology Council
Budget	A statement defining the Council's expected level of service and spending over a set period, usually one year
Budget Requirement	The net revenue expenditure calculated in advance each year by every billing authority and precepting authority. It forms the basis of the annual Council Tax calculation.
BV	Best Value
BVH	Best Value in Housing
BVPI	Best Value Performance Indicator
BVPP	Best Value Performance Plan
BVR	Best Value Review
BWB	British Waterways Board

## C

CA	Conservation Area Countryside Agency
CAA	Civil Aviation Authority
CAB	Citizens' Advice Bureau(x)
CAC	Conservation Area Consent
CACOP	Council for Advancement of Communication with Deaf People
CAD	Communities Against Drugs
CAE	Centre for Accessible Environments
CAI	Computer Assisted Instruction
Call-in	The Secretary of State's power to intervene in a planning decision. See also Review Committee Procedure Rule 14 of the Constitution.
CAP	Common Agricultural Policy
Capital Charges	The annual charge to revenue comprising depreciation of the value of assets and a rental amount relating to their value.
Capital Expenditure	Expenditure on something which will produce an asset capable of providing benefits to the community for several years to come, eg land buildings, equipment. Can also be referred to as capital outlay or payments.
Capital Grants	Grants received towards capital expenditure on a particular service or project.
Capital Receipts	Money received from the sale of assets, such as land, which may be used to repay outstanding debt or to finance new capital expenditure as prescribed in Government regulations.
CBI	Computer Based Instruction Confederation of British Industry
CCDC	Consultant in Communicable Diseases
CCETSW	Centre Council for Education and Training in Social Work
CCI	Chamber of Commerce & Industry
CCP	Community Care Plan
CCS	Civil Contingencies Secretariat (Cabinet Office)
CCT	Compulsory Competitive Tendering

CDM	Construction Design Management
CDRP	Crime & Disorder Reduction Partnership
CE	Chief Executive
CEEP	European Centre for Enterprise with Public Participation
CEMR	Council of European Municipalities and Regions
CERA	Capital Expenditure Charges to Revenue Account
CGLI	City & Guilds of London Institute
CICA	Care in the Community Act
CIEH	Chartered Institute of Environmental Health Officers
CIMA	Chartered Institute of Management Accountants
CioH	Chartered Institute of Housing
CIPFA	Chartered Institute of Public Finance & Accountants
CIPS	Chartered Institute of Purchasing and Supply
CIWM	Chartered Institute of Wastes Management
CLA	Country Landowners' Association
CLIP	Central and Local Government Information Partnership
CLSPSs	Community Legal Service Partnerships
CMT	Corporate Management Team
Collection Fund	The fund kept and maintained by each billing authority, into which are to be paid the amounts of council tax and non-domestic rates (NDR) which it collects, and out of which are to be paid precepts issued by major precepting authorities (eg counties), its own demands on the fund (including those of parishes) and payments into the NNDR pool.
Community Care	The provision of social services and support to persons to allow them to live as independently as possible in their own homes or in homely surroundings in the community.
Conservation Area	An area designated for its special architectural/historic qualities. Some extra conservation powers apply.
Contingency	A sum set aside when the Council Tax is fixed to provide for foreseen but unquantifiable future commitments such as future pay awards.
COSHH	Control of Substances Hazardous to Health
Countryside Commission	Body responsible for advising the Government on countryside policy.
CPA	Comprehensive Performance Assessment
CPD	Continuous Professional Development
CPO	Compulsory Purchase Order
CPRE	Council for the Protection of Rural England
CPS	Crown Prosecution Service
CRE	Commission for Racial Equality
Credit Arrangement	A lease of land or other contract which is similar to borrowing in that it enables the Council to spread the cost of a capital item over future years. Credit arrangements and borrowing both come within the Government's capital control system
Credit Ceiling	A measure of the difference between the Council's total liabilities in respect of capital expenditure financed by credit and the provision that has been made to meet those liabilities.
Creditors	Individuals or organisations owed money by the Council for work done, goods received or services rendered but for which payment has not been made at the date of the balance sheet.
CROWN	Composting and Recycling Our Waste Now
CS	Capital Strategy
CSDPA	Chronically Sick and Disabled Persons Act
CSP	County Structure Plan
CTD	Centre for Training and Development

CTSO	County Trading Standards Officer
CTT	Capital Transfer Tax
CWG	Contract Works Group
CYS	County Youth Service

**D**

DA	District Auditor
DAT	Drug Action Team
DCMS	Department for Culture, Media and Sport
DCN	Development Control North Sub-Committee
DComS	Director of Community Services
DCS	Development Control South Sub-Committee
DCS	Director of Corporate Services
DDA	Disability Discrimination Act
DDI	direct-dial-inward (direct dialling an extension from outside)
Debtors	Individuals or organisations from whom money is due to the Council but is unpaid at the date of the balance sheet
Deferred Charges	A capital item in the balance sheet where there is no tangible asset but which has not been funded from revenue expenditure
Defra	Department for Environment, Food and Rural Affairs
DES	Director of Environmental Services
DETR	Department of the Environment, Transport and the Regions
Development Control	Dealing with development proposals: planning applications, listed building consent, enforcement, advertisement control, etc
Development Plan	Long term land use policies for the area
DfEE	Department for Education and Employment
DfES	Department for Education and Skills
DFG	Disabled Facilities Grant
DfT	Department for Transport
Direct Service Organisations	Organisations within a local authority which provide a number of local authority services including maintenance, construction work, cleaning and catering. Separate accounts and an annual report are statutorily required for DSOs.
DLO	Direct Labour Organisation
DMT	Departmental Management Team
DNH	Department of National Heritage
DoH	Department of Health
DPA	Data Protection Act
DPA	District Planning Authority
DPR	Data Protection Register
DRO	Deputy Returning Officer
DSA	District Surveyors' Association
DSO	Direct Service Organisation
DSP	Departmental Service Plan
DTI	Department of Trade and Industry
DTLR	(former)Department of Transport, Local Government and the Regions
DTS	Director of Technical Services
DWP	Department for Work and Pensions
DX	Document Exchange

**E**

e – GIF	e – Government Interoperability Framework
e – GMF	e – Government Metadata Framework
e – GMS	e – Government Metadata Standard
EA	Environment Agency

EAGGF	European Agricultural Guidance and Guarantee Fund
EAP	Environmental Action Plan
EAT	Employment Appeal Tribunal
EC	European Community
ECE	Economic Commission for Europe
ECJ	European Court of Justice
ECOS	European Cities Co-operation Systems
EDF	European Development Fund
EEC	European Economic Community
EEIG	European Economic Interest Grouping
EFTA	European Free Trade Association
e-gov	e-Government
EH	English Heritage
EHO	Environmental Health Officer
EHTF	English Historic Towns Forum
EIA	Environmental Impact Assessment
EMAS	Environmental Management Audit System
EMU	Economic and Monetary Union
EN	English Nature
Enforcement Notice	A legal notice requiring a planning contravention to be rectified.
English Heritage	Body responsible for national heritage issues such as protection of listed buildings, Conservation Areas, ancient monuments etc.
English Nature	Body responsible for advising the Government on nature conservation issues.
Environmentally Sensitive Area	Areas within which the Ministry of Agriculture Fisheries and Food enters into management agreements with farmers, involving grant aid to conserve and enhance the landscape, eg converting arable farmland to chalk grassland.
EO	Employers' Organisation (formerly part of the Local Government Management Board)
EOC	Equal Opportunities Commission
EPO	Emergency Planning Officer
EPA	Environmental Protection Act
ERA	Employment Rights Act 1996
ERDF	European Regional Development Fund
ERO	Electoral Registration Officer
ESA	Environmentally Sensitive Area
ESB	Ethical Standards Board
ESCC	East Sussex County Council
ESEGG	East Sussex E-Government Group
ESEP	East Sussex Economic Partnership
ESF	European Social Fund
ESFB	East Sussex Fire Brigade
ESO	Ethical Standards Officer
ESRMG	East Sussex Radiation Monitoring Group
Establishment	The Council approved number of permanent posts to be employed.
Estimates	The amounts which are expected to be spent, or received as income, during an accounting period. The term is also used to describe detailed budgets, which are either being prepared for the following year, or have been approved for the current year.
ET	Employment Tribunal (formerly Industrial Tribunal)
ETUC	European Trade Union Confederation
EU	European Union

**F**

FAQ s	Frequently Asked Questions
FE	Further Education
Fees and Charges	Income raised by charging users of services for the facilities.
FHSA	Family Health Services Authority
FIFG	Financial Instrument for Fisheries Guidance
Financial Regulations	Rules relating to the proper administration of the Council's finances.
FIS	Financial Information Service (or System)
Fixed Assets	Tangible assets that yield benefits to the Council and the services they provide for more than one year, eg land, buildings, vehicles, plant and equipment.
FM	Facilities Management
FOI	Freedom of Information Act
FP	Footpath
FSA	Food Standards Agency
FSB	Federation of Small Businesses
FSS	Formula Spending Share
FTE	Full Time Equivalent –A post which is a full 37 hours per week (39 for manual workers). An 18½ hour post therefore is 0.5 full time equivalent post.
FWAG	Farming and Wildlife Advisory Group

**G**

GAYE	Give As You Earn
GCSE	General Certification of Secondary Education
GDO	General Development Order (Planning)
General National Vocational Qualification	A qualification which combines college based study with some work experience aimed at the 16-19 year old age group
GF	General Fund
GIS	Geographic Information System
GLA	Greater London Authority
GLV	Great Landscape Value
GMB	General Municipal Workers' and Boiler Makers' Union
GMS	Grant Maintained School
GNA	General Needs Index
GNP	Gross National Product
GNVQ	General Nation Vocational Qualification
GOSE	Government Office of the South East
Government Grants	Central Government payments towards either the revenue or capital cost of the Council's services. They may be specific to a particular service or general eg revenue support grant.
GPDO	General Permitted Development Order
GRE	Grant Related Expenditure
Gross Expenditure	The total cost of providing the Council's services before taking into account income from Government grants and fees and charges for services.

**H**

HAG	Housing Association Grant
HASAWA	Health and Safety at Work Etc Act 1974
HB/CTB	Housing Benefit / Council Tax Benefit
HBF	House Builders' Federation
HCV	Heavy Commercial Vehicle

HE	Higher Education
HGV	Heavy Goods Vehicle
HIA	Home Improvement Agency
HiMP	Health Improvement & Modernisation Programme
HIP	Housing Investment Programme
HMI	Her Majesty's Inspector
HMIP	Her Majesty's Inspectorate of Pollution
HMO	Houses in Multiple Occupation
HNC	Higher National Certificate
HND	Higher National Diploma
HNS	Housing Needs Survey
Housing Revenue Account Subsidy	A subsidy from the Government to cover the costs of providing, managing and maintaining dwellings, allowable debt charges and paying Housing Benefit to Council tenants. HRA subsidy is payable when the authority's notional HRA expenditure exceeds its notional HRA income (i.e. from rents and interest on receipts), as determined by the Government.
HRA	Human Rights Act Housing Revenue Account Home Repair Assistance
HSC	Health & Safety Commission
HSE	Health and Safety Executive
HSM	Housing Services Manager
HWLMI	High Weald Land Management Initiative
HWP	Healthy Wealden Partnership
HWU	High Weald Unit

## I

IBC	Institute of Building Control
IBRM	Institute of Baths and Recreational Management
ICSA	Institute of Chartered Secretaries & Administrators
ICT	Information and Communications Technology
ICTOG	ICT Officers' Group
IDA	Improvement and Development Agency (formerly part of the Local Government Management Board)
IDeA	Improvement and Development Agency
IEG (Statement)	Implementing Electronic Government Statement
IEHO	Institute of Environmental Health Officers
IIP	Investors in People – a national award which uses a set of indicators to set standards for communication, planning and development action which ensures that organisations are investing in their staff to meet business objectives.
ILAM	Institute of Leisure and Amenity Management
IMS	Institute of Management Services
Income	Amounts which the Council receives, or expects to receive from any source. Income includes fees, charges, sales and Government grants.
INLOGOV	Institute of Local Government Studies
INTERREG	European Community Initiative aimed at developing cross-border co-operation to help areas situated on internal and external borders, and certain coastal areas which faced difficulties due to isolation from their national economies.
IOSH	Institute of Occupational Safety and Health
IPD	Institute of Personnel and Development
IPMS	Institute of Professional Managers and Specialists
IPSM	Institute of Public Sector Management
IRRV	Institute of Revenues, Rating and Valuation

IRS	Institute of Road Safety
IS	Information Systems
ISB	Invest to Save Budget (government bid scheme)
ISO	International Standards Organisation
ISP	Internet Service Provider
IT	Information Technology
ITB	Industrial Training Board
ITSA	Institute of Trading Standards Administration

**J**

JF	Joint Finance
JNC	Joint National Council(s) Joint Negotiating Committee

**K**

KS	Key Stage (in National Curriculum)
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**L**

LA	Local Authority
LAA	Local Authority Association
LAAPC	Local Authority Air Pollution Control
LACORS	Local Authorities Co-ordinators of Regulatory Services
LACOTS	Local Authorities' Co-ordinating Body on Food and Trading Standards
LAMSAC	Local Authorities' Management Services and Computer Committee
LASHG	Local Authority Social Housing Grant
LB	Listed Building-Building identified as being of architectural or historic interest. Special powers of control apply London Borough
LBC	Listed Building Consent
LCD	Lord Chancellor's Department
LDA	Local Development Agency
LEA	Local Education Authority
LEDA	Local Employment Development Action
LEI	Local Employment Initiatives
LEQSE	Local Environmental Quality Surveys
LGA	Local Government Association
LGC	Local Government Commission Local Government Chronicle
LGDF	Local Government Drugs Forum
LGIB	Local Government Information Bureau
LGIU	Local Government Information Unit
LGMB	Local Government Management Board (ceased 31.03.99)
LGNTO	Local Government National Training Organisation
LGO	Local Government Ombudsman
LGPS	Local Government Pension Scheme
LGR	Local Government Review/Re-organisation
LGSC	Local Government Staff Commission
LGWDP	Local Government Workforce Development Plan
LLB	Bachelor of Laws
LLSC	Local Learning and Skills Council

LNR	Local Nature Reserve
LPA	Local Planning Authority
LSC	Learning Skills Council
LSP	Local Strategic Partnership
LSVT	Large Scale Voluntary Transfer

## M

MA	Master of Arts
MAFF	Ministry of Agriculture, Fisheries and Food
MAPP	Measurement and Performance Project (Cabinet Office)
MBA	Master of Business Administration
MBC	Metropolitan Borough Council
MBO	Management Buy Out
MDC	Metropolitan District Council
MEP	Member of European Parliament
Minimum Revenue Provision	The minimum amount which must be charged to the Council's revenue account each year and set aside as provision for credit liabilities.
MIRAS	Mortgage Interest Relief at Source
MJ	Municipal Journal
MLP	Minerals Local Plan
MORI	Market Opinion Research Institute
MPA	Metropolitan Police Authority
MPG	Minerals Planning Guidance
MRA	Major Repairs Allowance
MRF	Materials Reclamation Facility
MRIF	Major Repairs and Improvements Financing
MRR	Major Repairs Reserve
MSc	Master of Science

## N

NACAB	National Association of Citizens' Advice Bureaux
NACO	National Association of Civic Officers
NACVS	National Association of Councils for Voluntary Service
NAO	National Audit Office
National Nature Reserve	An area of national ecological value. Usually a site of Special Scientific Interest and subject to positive management.
National Non-Domestic Rate (NNDR)	A nationally set rate applied to businesses which is administered by local authorities on behalf of the Government.
National Vocational Qualification (NVQ)	An occupational qualification assessed at the workplace and set at 5 different levels from basic job knowledge to Management.
NAV B	National Association of Volunteer Bureaux
NCC	Nature Conservancy Council
NCVO	National Council for Voluntary Organisations
NCVQ	National Council of Vocational Qualifications (replaced by QCA)
NCVYS	National Council for Voluntary Youth Services
NDR	Non Domestic Rate
Net Expenditure	Gross expenditure less income.
NFU	National Farmers' Union

NHS	National Health Service
NIREX	Nuclear Industry Radioactive Waste Executive
NJC	National Joint Council(s)
NLPG	National Land & Property Gazetteer
NNR	National Nature Reserve
NOF	New Opportunities Fund
NOMIS	National On Line Manpower Information System
NPDO	Non Profit Distributing Organisation
NRP	Neighbourhood Opportunities Fund
NRSWA	New Roads and Streets Works Act
NSO	New Street Order
NSPCC	National Society for the prevention of Cruelty to Children

## O

ODPM	Office of the Deputy Prime Minister
OFGAS	Office for Standards in Gas
OFL	Open and Flexible Learning
OFSTED	Office for Standards in Education
OFTEL	Office for Standards in Electricity
OFWAT	Office for Standards in Water
OGC	Office of Government Commerce
On Deposit	A formal procedure for Development Plans and certain types of documents which provides a statutory opportunity for anyone to comment for or against the proposals.
ONS	Office for National Statistics
OPCS	Office of Population Censuses and Surveys
Original estimate	The estimates for a financial year approved by the Council before the start of the financial year.
OS	Ordnance Survey
OSS	Open Spaces Society
OU	Open University
Outturn	The actual level of spending and income in a particular year.

## P

PACE	Police and Criminal Evidence Act
PACT	People and Churches Together Placing Assessment and Counselling Teams Professional, Administrative, Clerical & Technical
PAF	Performance Assessment Framework for Social Services
PAMIS	Parliamentary Monitoring & Information Services (provided by ACC)
PAT	Policy Action Team (Social Exclusion Unit, Cabinet Office)
PCC	Parochial Church Councils
PCN	Planning Contravention Notice
PCT	Primary Care Trust
PD (R)	Permitted Development (Rights) The right to carry out certain minor developments without planning permission.
PDF	Partnership Development Fund
Performance Indicators	Part of the Government's Citizens Charter, designed to help people assess the performance of their local authority. The Audit Commission is required by the Local Government Act 1992 to publish a set of local authority service performance indicators each year for every authority covering services ranging from refuse collection to the collection of the Council Tax.

PFI	Private Finance Initiative
PhD	Doctor of Philosophy
PHLS	Public Health Laboratory Service
PI	Performance Indicator
Planning Policy Guidance	Government planning policy which all planning decisions should take into account.
PPC	Pollution Prevention Control
PPG	Planning Policy Guidance
PPP	Public Private Partnership
PRC	Premature Retirement Compensation
Precept	The amounts which the East Sussex County Council and the Sussex Police Authority require the Lewes District Council to pay to it from the collection fund. Town and Parish Councils also precept on Lewes District Council.
PRO	Public Records Office Public Relations Officer
Provisions and Reserves	Amounts set aside in one year to cover expenditure in the future. Provisions are for liabilities or losses which are likely or certain to be incurred, but the amounts or the date on which they will arise are uncertain. Reserves are amounts set aside which do not fall within the definition of provisions and include general reserves (or 'balances') which every authority must maintain as a matter of prudence.
PROW	Public Right of Way
PRP	Performance Related Pay
PSA	Public Service Agreement
PSP	Private Sector Partners
PSS	Personal Social Services
PTA	Passenger Transport Authority
PTE	Passenger Transport Executive
Public Works Loans Board	A central Government agency which provides long and short term loans to local authorities at interest rates slightly higher than those at which the Government itself can borrow. Local Authorities are able to borrow a proportion of their requirements to finance capital spending from this source.
PWLB	

## Q

QCA	Qualifications and Curriculum Authority (formerly NCVQ)
QUANGO	Quasi Non-Governmental Organisation

## R

RADAR	Royal Association for Disability and Rehabilitation
RAP	Referrals, Assessments and Packages of Care (Department of Health)
RBDM	Registrar of Births, Deaths and Marriages
RDA	Regional Development Agency Rural Development Area
RDC	Rural Development Commission
RDP	Rural Development Programme
Real	In phrases like 'real increases in expenditure' the word "real" is used to distinguish the increased costs from the provision of more services
REC	Racial Equality Council
Receipts Taken Into Account	The amount which the Government deducts from the Council's Annual Capital Guideline in calculating the Basic Credit Approval. The deduction is intended to take account of receipts from sales of assets such as land and buildings.

RECITE	Regions and Cities of Europe Programme
Regional Planning Guidance	Government planning policy for the region.
RES	Regional Economic Statement
Revenue Expenditure	Rural Estates Surveyor
Revenue Support Grant (RSG)	Day to day running costs such as employees, buildings, capital charges incurred in the provision of the Council's services
Revised estimate	A general grant paid by central Government to the Council to help finance the revenue costs of services. It does not vary with actual spending levels.
	An updated version of the estimates for a financial year. Estimates are usually revised in the autumn/winter – i.e. about halfway through the financial year – at about the same time as the original estimates are made for the following financial year.
RHA	Regional Health Authority
RIBA	Royal Institute of British Architects
RICS	Royal Institution of Chartered Surveyors
RIPA	Regulation of Investigatory Powers Act
RNIB	Royal National Institute for the Blind
RNID	Royal National Institute for Deaf People
ROF	Revenue Outturn Form
RO	Returning Officer
RORE	River, Ocean Research and Education
ROSPA	Royal Society for the Prevention of Accidents
ROW	Right of Way
RPG	Regional Planning Guidance
RPI	Retail Price Index
RRA	Race Relations Act
RRO	Regional Returning Officer
RSA	Royal Society of Arts
RSL	Registered Social Landlord
RTC	Road Traffic Collisions
RTIA	Receipts Taken into Account
RTO	Road Traffic Order
RTPI	Royal Town Planning Institute

## S

SALC	Sussex Association of Local Councils
SAP	Standard Assessment Procedure (for energy efficiency scores)
SAQSG	Sussex Air Quality Steering Group
SCA	Supplementary Credit Approval
SCF	Safer Communities Fund
SCG	Specified Capital Grant
SCP	Single Capital Pot
SDCB	South Downs Conservation Board
SDCVS	South Downs Council for Voluntary Service
SDNP	South Downs National Park
Section 137 Expenditure	Under Section 137 of the Local Government Act 1972, the Council is allowed to spend a limited amount to do things it is not otherwise empowered to do, but which it considers to be in the interests of its area or its inhabitants, and which will produce a benefit commensurate with the expenditure involved.

<b>Section 151 Officer</b>	The Officer of the Council appointed under Section 151 of the Local Government Act 1972 who has the responsibility for the administration of the Council's financial affairs. That Officer must be a member of one of the recognised chartered accountancy bodies. Sections 14 to 116 of the Local Government Act 1988 set out the responsibilities of that Officer and the authority in the event of serious financial problems. The Officer must report to the authority if any Members or Officers thereof are mixed up in unlawful financial activity involving the authority, or if/she believes that the authority's expenditure is likely to exceed its resources in any financial year. Copies of any such report must be sent to all Members and to the authority's external auditor.
<b>SEEDA</b>	South East England Development Agency
<b>SEEO</b>	South East Employers' Organisation
<b>SEERA</b>	South East England Regional Assembly
<b>SEERC</b>	South East England Regional Chamber
<b>SEPC</b>	South East Provincial Council
<b>Serplan</b>	A Regional body dealing with planning and transportation issues in the South East of which all Local Authorities in the area are members. Its principal role is advising Government.
<b>SI</b>	Statutory Instrument
<b>Site of Special Scientific Interest (SSSI)</b>	An area where consent is needed for operations which might damage the special characteristics of the area with particular regard to its flora, fauna and geology.
<b>SLA</b>	Service Level Agreement
<b>SLSC</b>	Sussex Learning and Skills Council
<b>SME's</b>	Small and Medium Sized Enterprises
<b>SNCI</b>	Site of Nature Conservation Importance
<b>SNUB</b>	Say No to Unwanted Bags
<b>SOCITM</b>	Society of Information Technology Managers
<b>SoCoMMS</b>	South Coast Multi-Modal Study
<b>SOCOPO</b>	Society of Chief Personnel Officers
<b>SOLACE</b>	Society of Local Authority Chief Executives
<b>SOPO</b>	Society of Procurement Officers
<b>SORP</b>	Statement of Recommended Practice (accounting framework)
<b>SP</b>	Supporting People
<b>SPA</b>	Special Protection Area
	Sussex Police Authority
<b>SPC</b>	Southern Provincial Council
<b>SPG</b>	Supplementary Planning Guidance
<b>SPLA</b>	Southern Private Landlords' Association
<b>SPP</b>	Service Priority Plan
<b>SRA</b>	Strategic Rail Authority
<b>SRB</b>	Single Regeneration Budget
<b>SRCC</b>	Sussex Rural Community Council
<b>Standard Spending Assessment (SSA)</b>	The Government's view of the level of revenue expenditure which needs to be incurred by the Council to provide a standard level of service.
<b>Standing Orders (now Procedure Rules)</b>	Rules relating to the proper conduct of the Council, its Committees and Sub-Committees' business and procedures contained within the Constitution.
<b>Structure Plan</b>	Written statement of strategic planning policies for East Sussex.
<b>Supplementary Credit Approval</b>	An amount additional to the Basic Credit Approval which the Government authorises the Council to borrow to finance capital spending. SCAs are almost always issued on condition that they be used for a specific purpose. Generally, they may only be used in the year for which they are issued.
<b>Supplementary estimate</b>	An amount, which has been approved by the Council, to allow spending to be increased above the level of provision in the original or revised estimates

Sussex Downs Conservation Board	A Joint Committee of East and West Sussex Local Authorities within the Area of Outstanding Natural Beauty, concerned with planning and management of the Sussex Downs
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## T

T&GWU	Transport & General Workers' Union
TAROE	Tenants' and Residents' Organisations of England
TCMG	Tenant Compact Monitoring Group
TCPA	Town and Country Planning Association
	Town and Country Planning Act
TDLB	Training and Development Lead Body
TEC	Training and Enterprise Council (abolished Spring 2001)
TfL	Transport for London
TIC	Tourist Information Centre
TIP	Tourist Information Point
Total Standard Spending	The total amount which the Government estimates local authorities need to spend in order to provide a standard level of service. It is used for calculating the total amount of central Government support to local authorities.
TPO	Tree Preservation Order
TPW	Tenant Participation Worker
TQM	Total Quality Management
Training and Development Lead Body	Occupation-specific bodies which are responsible for setting the national standards for each NVO.
Tree Preservation Order	A statutory Order which preserves trees or groups of trees, and for which prior consent in writing must be obtained from the Council in order to carry out any works to the trees or groups of trees.
Trickle Transfer	A policy which stopped in 2002 which involved the transfer of empty houses in rural villages to a housing association; policy established to protect properties from the Right to Buy and to ensure that a supply of affordable housing remained in villages.
TRQ	Traffic Regulation Order
TUC	Trades Unions Congress
TUCC	Transport Users' Consultative Committee
TUPE	Transfer of Undertakings (Protection of Employment)
TURER	Trade Union Reform and Employment Rights Act

## U

Ultra Vires	The Council is empowered to do only those things authorised by statute. If it does anything not authorised by statute that action is said to be 'ultra vires' (i.e. beyond the powers of).
UNISON	Largely public sector union formed in 1993 by amalgamation of NALGO, NUPE and COHSE trade unions
UPRN	Unique Property Reference Number

## V

VAT	Value Added Tax
VBAF	Verification and Benefits Administration Framework
VCT	Voluntary Competitive Tendering
VF	Verification Framework
VFM	Value for Money
Virement	Transfer of amount from one budget heading to another within a service or between services.

## W

WAG	Wealden Action Group -
WAMITAB	Waste Management Industry Training & Advisory Board
WCAs	Waste Collection Authorities
WDA	Waste Disposal Authority
WDC	Wealden District Council
WHMG	Wealden Housing Management Group
WHMP	Wealden Housing Management Partnership
WHP	Wealden Housing Partnership - a group of Registered Social Landlord (Housing Association) RSLs chosen by WDC to develop new affordable housing in the District
WILS	Wealden Independent Living Scheme
WIMS	Wealden Independent Mediation Service
WLP	Wealden Local Plan
WMP	Waste Management Plan
WRVS	Women's Royal Voluntary Service
WSCC	West Sussex County Council
WTIG	Wealden Tenants' Involvement Group
WWW	World Wide Web (the internet)

## Y

Y&C	Youth and Community
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