



Glossary of Terms Guidance Booklet

Appeal	Appeal against the decision of a standards committee that a member had breached the code of conduct
Appeal Tribunal	A panel of members selected by the President to hear and decide appeals against the decision of standards committees
Appellant/Applicant	The person bringing the appeal.
Bundle	Set of papers/documents required for the tribunal and subsequent hearing.
Clerk	A member of the secretariat who manages the administration of the hearing, but plays no part in the decision making process.
Censure	Official expression of disapproval or condemnation.
Case Tribunal	A panel of members who hear and decide on references received from the Public Services Ombudsman for Wales.
Code of Conduct	A set of guidelines that all members of Relevant Authorities must adhere to as members of those authorities
Complainant	Person making the complaint to the Public Services Ombudsman for Wales about a member of a relevant authority.
Directions	A document containing specified steps to ensure that all necessary information about the case is provided.
Disqualification	A member is no longer a member of the authority for a period as specified.
Hearing	A hearing to decide the outcome of the appeal or reference.
Jurisdiction	Authority to deal with the matter.
Lay Members	Tribunal member with knowledge and expertise of relevance to the tribunal.
Legal Members	A legally qualified member with knowledge and expertise of relevance to the tribunal.
MO	Monitoring Officer.
Partial suspension	A member is suspended from carrying out certain duties as a member for a period as specified.
PSOW	Public Services Ombudsman for Wales.
Reference	The report from the PSOW following an investigation into a complaint about a member that they allegedly breached the code of conduct

Registrar	Head of Tribunal administration.
Relevant Authorities	All those with an interest in the application.
Representative	A person who you have chosen to assist you in your case.
Report on investigation	A report to the Tribunal
Respondent	A person against whom the reference is made.
Suspension	A member is suspended from carrying out any duties as a member for a period as specified.
Written representations hearing	A meeting at which a Tribunal Panel decides upon a case on the basis of the written evidence before it without the attendance of parties to the case.