

TRACCE ESTRATTE

Quali sono le funzioni dirigenziali nel testo unico degli enti locali (articolo 107)?

Che cos'è il SUAP e quali sono le sue funzioni.

Caratteristiche dell'impegno di spesa

Quali elementi sono considerati essenziali per l'atto amministrativo?

Che cos'è la SCIA condizionata?

Le variazioni al bilancio di previsione e al piano esecutivo di gestione

Come si comunica e quali finalità e contenuti ha l'avvio del procedimento amministrativo?

Che cos'è la SCIA unica? (art. 19bis L. 241/1990)

Il parere di regolarità tecnica

Quali sono i vizi dell'atto amministrativo?

Quando può essere disposta la sospensione dell'attività intrapresa a seguito dei controlli sulla SCIA?

I debiti fuori bilancio. Definizione e modalità di riconoscimento

Quali sono i differenti tipi di pareri e visti che vengono apposti sugli atti formati dal comune?

Le attività procedurali del SUAP

I residui attivi e passivi

Cos'è lo statuto dell'ente locale

SCIA semplice e SCIA condizionata

Le fasi dell'entrata nel bilancio del comune

Chi è e che ruolo svolge il responsabile unico del procedimento

Procedimento automatizzato a sensi dell'art. 5 del DPR 160/2010

L'organo di revisione economico finanziario del Comune

Qual è il rapporto tra accesso agli atti e privacy?

La conferenza di servizi decisoria (art. 14 e art. 14 quater L. 241/1990)

Il rendiconto di gestione

Cosa si intende per fase istruttoria del procedimento amministrativo?

Cosa si intende per SCIA unica (ex tabella Madia)?

Esercizio provvisorio e gestione provvisoria

Quali sono gli organi di governo di un comune

Differenze tra SCIA e autorizzazione.

Le fasi della spesa nel bilancio comunale

Quali sono le conseguenze per il ritardo dell'amministrazione nella conclusione del procedimento (articoli 2 e 2 bis della legge 241/1990) e quali strumenti può utilizzare il cittadino in caso di decorso del termine di conclusione del procedimento?

Che cosa prevede il nuovo art. 18bis della L. 241/1990 in materia di istanze, segnalazioni, o comunicazioni

L'atto di liquidazione

Cos'è il piano triennale di prevenzione della corruzione e per la trasparenza ai sensi della legge 190 del 2012?

Come deve procedere il SUAP qualora nel corso dell'istruttoria di un'istanza emergano motivi che non consentono di procedere al rilascio dell'autorizzazione?

Il piano esecutivo di gestione

Cosa disciplina il decreto legislativo 81/2008 e qual è la sua funzione?

La conferenza di servizi simultanea (art. 14ter e art. 14 quater L. 241/1990)

L'assestamento di bilancio

Quali sono i principi costituzionali per l'accesso al pubblico impiego?

La conferenza di servizi preliminare

Il risultato di amministrazione

Quali sono gli atti che possono essere emanati dalla giunta comunale, dal consiglio comunale e dai responsabili del Comune?

Modalità di gestione dei procedimenti da parte del SUAP

Il principio della competenza finanziarie potenziata

Ai sensi dell'articolo 49 del d.lgs 267/2000 (TUEL) su quali atti deve essere apposto il parere del responsabile del servizio e in quali casi il parere è obbligatorio?

Ambito di competenze del SUAP

Caratteristiche dell'accertamento di entrata

TRACCE NON ESTRATTE

Cosa si intende per principio di trasparenza dell'azione amministrativa?

La conferenza di servizi istruttoria (art. 14 e art. 14 quater L. 241/1990)
Il Dup – Il Documento Unico di programmazione

Quali sono gli strumenti di programmazione del Comune?

La conferenza di servizi semplificata

Regole per assunzione di impegni e per effettuazioni di spese

Cos'è l'obbligo amministrativo di conclusione del procedimento e come viene disciplinato dalla legge sul procedimento amministrativo (legge 241/1990)?

I procedimenti che deve gestire il SUAP

Il mandato di pagamento e la reversale di incasso

→ CHOOSE THE BEST VERB FORM TO COMPLETE THE FOLLOWING SENTENCE:

I'M SO TIRED BECAUSE I _____ SINCE 4 AM THIS MORNING.

- WORKED
- HAVE BEEN WORKING
- WORK

→ READ ALOUD THE FOLLOWING TEXT ABOUT TERRANUOVA AND TRANSLATE:

Terranuova is in the Arno Valley, between Arezzo and Florence, between the Pratomagno range and Chianti. The council territory extends for nearly 90 square kilometres and is mostly hilly with a rural destination. The population of the Town borough nowadays reaches nearly 12.500 units, distributed between the town and its ten villages

The various shapes of the landscape are modelled by secular human presence, from the integration between history and nature, which we may identify in agricultural settlements, in the alternation between cultivations and in historical settlements, in the diffusion of Parish Churches, Farms and farmhouses

→ CHOOSE THE BEST QUESTION FOR THE FOLLOWING ANSWER:

WE SAW "THE MATRIX".

- DID YOU SEE MARY?
- WHAT DID YOU SEE AT THE CINEMA?
- DO YOU GO TO THE CINEMA OFTEN?

→ READ ALOUD THE FOLLOWING TEXT ABOUT TERRANUOVA AND TRANSLATE:

For quite a while, Terranuova and Valdarno have been amongst the most economically developed and dynamic areas in the whole Tuscany, both for artisan handicrafts and for industry (glassworks, clothing, leatherwear, building merchants, accessories, footwear...) with a production that is appreciated on an international scale. For some time now, traditional, agricultural and country resources are being rediscovered with renewed attention.

Wines and oils of great prestige were already savoured in the olden days, together with salamis and cheeses, legumes (coco beans and zolfino beans), Valdarno chicken and Pratomagno chestnut flour.....

→ CHOOSE THE BEST WORD OR PHRASE TO COMPLETE THE FOLLOWING:

I CAN'T WORK WITH TONY! IF YOU ASK _____ TO DO SOMETHING, HE ALWAYS REFUSES.

- FOR HIS
- HIM
- THAT HE

→ READ ALOUD THE FOLLOWING TEXT ABOUT TERRANUOVA AND TRANSLATE:

This is a fascinating and totally unique territory, which is the result of a complex geological history: in the Pliocene era, the Arno valley was covered by a great lake, which gradually dried up due to the slow flow of its waters.

From this era, which lasted millions of years, what remains is a deposit of some of the most famous geological evidence in Italy, some of which are conserved in the nearby Paleontological Museum of Montevarchi.

The waters of the lake gave birth to what nowadays is one of the most attractive landscapes of the valley, the "Balze" or crags: they are rocky erosions found from Terranuova to Castelfranco, portrayed in the backgrounds of Leonardo Da Vinci's masterpieces. These very crags are now protected areas of our territory, together with the natural reserve parks of "The Valley of Hell",

Ponte Buriano, and Penna, _____

→ CHOOSE THE BEST WORD TO COMPLETE THIS SENTENCE:

WE USUALLY GO TO THE SUPERMARKET _____ CAR

- BY
- IN
- WITH

→ READ ALOUD THE FOLLOWING TEXT ABOUT TERRANUOVA AND TRANSLATE:

The Valley of Hell is like a secret, it is not where one would expect it to be; next to the motorway and railway alongside the Arno river.

Nevertheless, it's a very important "humid area" which extends for tens of hectares and is populated by flocks of herons, magpies, Italian knights and other migrators. The lake in the Oasis of Bandella was formed following the construction of the dam in 1956, for the production of

electrical energy, with the refilling of the valley and transformation into a lacustrine area with its progressive re-naturalisation and nowadays has become an area that needs protection and control as a richly bio-diverse environment.

For this reason, the Natural Reserve has been founded and protects 500 hectares surrounded by thick oak woods.

→ CHOOSE THE BEST WORD TO COMPLETE THIS SENTENCE:

_____ THE ECONOMIC SITUATION IMPROVES, WE WILL ALL BE POORER NEXT YEAR.

- IF
- SUCH
- UNLESS

→ READ ALOUD THE FOLLOWING TEXT ABOUT TERRANUOVA AND TRANSLATE:

5 kilometres of country life and good eating, on foot and by car, by bike and on horseback (...and by boat!): a few minutes away from the motorway exit Valdarno, a small valley along the Ascione river, with many interesting activities for visitors: direct purchase from farmers, holiday in cottages, guided tours, tastings...

The "Val d'Ascione" project is born to protect and value this small area, through simple and concrete offers shared by the Municipality Administration and the workers of the area: collaboration among the participant companies,

quality in reception, frankness of the prices, willingness in the information for visitors, decrease of the energy consumption, support in initiatives of direct sales, insertion of local products in menus.

There are now available tours by foot and by mountain bike, by boat and by horse, that together with the parking areas and the new poster designing will make the fruition of the area for visitors and tourists easier.

→ CHOOSE THE BEST PHRASE TO COMPLETE THIS SENTENCE:

"WHITE-COLLAR CRIME" IS GENERALLY COMMITTED BY _____

- DRUG DEALERS
- MANUAL WORKERS
- PROFESSIONAL PEOPLE

→ READ ALOUD THE FOLLOWING TEXT ABOUT TERRANUOVA AND TRANSLATE:

The crags are a fairytale landscape, sculpted by water and wind over hundreds of millions of years, heritage of the Pliopleistocenic lake that covered the Arno valley 3 million years ago. Sand and clay in the lower parts and conglomerates of cobble cemented by the sun in the superior part; the Valdarno crags are a unique and original geological phenomenon in Italy. The earth cut through water, eroded by wind and dried out by the sun, gives form to pinnacles, bas-

trions and walls. The landscape is a cross between a cartoon and the background of a western film, with the villages and the towns of the plateau set in a row like a procession along the Setteponti road.

The crags are even more suggestive seen at sunset, when their shadows introduce into the little valleys that are known as "buche" or "holes" in this area (like the "Buca delle Fare" or "Fairy Hole, where a folk legend recounts mysterious presences).

→ WHICH OF THE FOLLOWING PAIRS OF WORDS ARE NOT OPPOSITES?

- CHEAP – EXPENSIVE
- FEW – LITTLE
- POOR – RICH

→ READ ALOUD THE FOLLOWING TEXT ABOUT TERRANUOVA AND TRANSLATE:

Visiting a natural reserve always requests appropriate behaviour:

- it's opportune to consider oneself a guest at someone else's house;
- motor vehicles should be used as little as possible and never off suitable roads;
- one must keep to marked trails, so as not to damage the flora and likewise not disturb the animals;
- keep all noise to a minimum
- if one has the luck to observe wild animals closely, behave appropriately - with respect and discretion;
- we must not take away anything, do not pick flowers, break branches or engrave on tree trunks;
- all danger to the environment must be avoided, e.g. the lighting of fires or the discarding of litter;
- It is important to leave the place visited either in the same condition or in even better condition than we found it in.

→ CHOOSE THE BEST WORD TO COMPLETE THE FOLLOWING:

MY FRIEND KATE IS A JOURNALIST. _____ JOB IS VERY INTERESTING.

- SHE'S
- HER
- HIS

→ READ ALOUD THE FOLLOWING TEXT ABOUT TERRANUOVA AND TRANSLATE:

Mankind has inhabited this territory since Prehistoric times, as witnessed by settlements _____ dating back to the Stone Age.

In Particular, along the ancient Setteponti road (Cassia Vetus, on the tableland that sheltered the damper _____ areas of the valley bottom), certain place names like Gropina, Pernina, Ciuffenna and Agna attest not only pre-Roman or Etruscan presence, but even that of earlier civilisation.

To the Roman era are recognised the place names of Certignano, Traiana, Campogialli, Persignano; this hilly area around Terranuova was largely

characterized by its good road system (until medieval times, with the crowds of pilgrims on their way to Rome) and by its intense agricultural activity. _____

For this reason, the valley was often the object of and theatre to bloody battles between the 2 cities that - at the end of the medieval era - aspired to predominance in Tuscany: Florence of the Guelfs and Arezzo of the Ghibellines.

→ CHOOSE THE BEST WAY TO COMPLETE THE FOLLOWING:

HELLO, SARAH. I HAVEN'T SEEN YOU AROUND FOR _____. WHERE HAVE YOU BEEN HIDING?

- ABSOLUTELY AGED
- SUCH A LONG TIME
- A SO LONG TIME

→ READ ALOUD THE FOLLOWING TEXT ABOUT TERRANUOVA AND TRANSLATE:

The CAI Association (Club Alpino Italiano) has registered 12 trails in the crag territory; many tracks, or old donkey paths that begin in Terranuova and from the valley bottom cross the crags and go over to the other side of the Setteponti road; twisting and turning on the mountain in memory of a network that was once a medieval road system, and which remained in use until the fifties. On foot, between Montemarciano,

Persignano, Piantravigne and Malva one can reach the very foot of the crags themselves or even the summit of the spires to be presented with the most unique and suggestive of views.

→ CHOOSE THE BEST WORD OR WORDS TO COMPLETE THE FOLLOWING:

DID YOU READ THE MAIN _____ ON THE FRONT PAGE OF *THE TIMES* THIS MORNING? IT WAS ABOUT AN ITALIAN SCIENTIST.

- HEADER
- HEADLINE
- NEWS FLASH

→ READ ALOUD THE FOLLOWING TEXT ABOUT TERRANUOVA AND TRANSLATE:

Today, the Santa Maria Nuova Church appears on the background of one of the Medieval cornerstone road of the ancient "Terra Murata" of the 14th century,

At first sight, the symbols of the tables and the stairs projected to the sky are evident, there to witness the agreement, that renews continuously, between God and the human race. Inside the church, the big hall finishes with the two high absides, joined by the big arch which goes from the

altar to the entrance with its 38 frames of the magnificent glass wall made by Sandro Chia, a member of the Transavanguardia movement

→ CHOOSE THE BEST VERB TO COMPLETE THIS SENTENCE:

WE _____ THE RESTAURANT A FEW MINUTES AFTER MIDNIGHT.

- LEAVED
- LEFT
- EXITED

→ READ ALOUD THE FOLLOWING TEXT ABOUT TERRANUOVA AND TRANSLATE:

Near the village of Penna, you can take what is known as "strada delle cave" or "road of quarries" that leads right up to the suggestive landscape of the crags (balze) permitting a fabulous view from below which reaches all the little hill villages that have developed, like feudal castles along the Cassia Vetus. Montemarciano, also a feudal village of the Pazzi, was destroyed by the Florentines; however the two main gates are still standing (Porta Campana and the so called "Etruscan Arch") Nearby is the Oratory of Madonna delle grazie with a 14th Century fresco that was sup-

posedly the work of Masaccio in his earlier years. As you go on, roads to the right lead to the Villa of Poggitazzi (with farm, olive press and noble palace), then on to Persignano and Piantravigne, two splendid panoramic terraces of the crags, with buildings set right into rocky spurs. These were once small castles that fell to the dominion of the Pazzi. A member of family, Carlino, was immortalized by Dante in a chant from Hell (XXXII, 69).

→ CHOOSE THE BEST WORD OR PHRASE TO COMPLETE THIS SENTENCE:

ACCORDING TO THE MARKET, PRICES MAY FALL OR _____.

- RISE
- SAIL
- GET UP

→ READ ALOUD THE FOLLOWING TEXT ABOUT TERRANUOVA AND TRANSLATE:

The great mass of Pratomagno is located in the central area of Tuscany, between Arezzo and Florence and close to the Appenine backbone. It separates Valdarno Aretino from Casentino and comprises the councils of Piandisco, Castelfranco di Sopra, Loro Ciuffenna and Castiglione Fibocchi. It's a varied landscape, shaped by the different geological formations that characterise it: from the rounded summits of the ridge

you start to descend through different types of woods (conifers, beeches, chestnuts and oaks) to olive groves and vineyards, until you

reach the crags themselves, which open up onto the Arno valley. The landscape is rich with mountain hamlets and small villages, where visitors can still encounter traditions, experiences and typical activities of the mountain economy:

➔ CHOOSE THE BEST WORDS TO COMPLETE THIS SENTENCE:

TO PLACE AN ORDER USING INTERNET JUST _____ THE FORM AND COMPLETE YOUR CREDIT DETAILS.

- FILL IN
- PUT ON
- TAKE OUT

➔ READ ALOUD THE FOLLOWING TEXT ABOUT TERRANUOVA AND TRANSLATE:

Many experts retain that the shapes and forms of the Valdarno crags are represented in Leonardo Da Vinci's paintings (for instance, The Monna Lisa and The Madonna of Rocks) In fact, Da Vinci knew this area well ("...of which you see the foot of Pratomagno remain so high") and

he explained the geological origins very clearly. Above all, certain landscapes from the backgrounds of his pictures correspond sufficiently well to the shapes of the crags; and it is likewise for other masters of the Renaissance, such as Masaccio and Beato Angelico

➔ CHOOSE THE BEST PHRASE TO COMPLETE THIS SENTENCE:

ITALY'S PUBLIC DEBT IS _____.

- THE HIGHEST IN EUROPE
- THE EUROPE'S HIGHEST
- MOST IN THE EUROPE

➔ READ ALOUD THE FOLLOWING TEXT ABOUT TERRANUOVA AND TRANSLATE:

The Serreponi road retraces the old Etruscan and Roman way of the Cassia Verus: it is the road of the Roman churches, simple and solemn, harmonically integrated with the rural environment. Many of the churches were built on the ruins of previously standing churches from the Roman, Lombard and Palaeochristian period, between the X and XII centuries, they were rebuilt using the Roman architectural style, that in Valdarno is characterised by the use of sandstone,

its severe and plain façades, the lack of decoration in marble, the interior made up of three naves and the ornamental capitals comprising fantastic, allegoric motifs. It is an authentic itinerary of art and spirituality from Vallombrosa to Arezzo, from Eremita to the frescoes of Piero della Francesca. San Pietro a Cascia, Santa Maria a Piandiscò,

→ CHOOSE THE BEST ANSWER FOR THIS QUESTION:

WHEN DO YOU PLAY SQUASH?

- ON THE AFTERNOONS OF WEDNESDAY
- WEDNESDAY THE AFTERNOON
- ON WEDNESDAY AFTERNOONS

→ READ ALOUD THE FOLLOWING TEXT ABOUT TERRANUOVA AND TRANSLATE:

The countryside surrounding Terranuova is an absolute masterpiece, that has resisted the frenetic years of the economical boom, urban expansion and the massive industrialisation of agriculture.

This countryside is at the heart of a universally renowned host of qualities: environmental dimension, the earth, the climate and the complex labour of man characterise production of great value, quality and nutrition (consider that many local products are not yet well known):

Look out for them and taste them as you go about the wine cellars, farms and small businesses.. First and foremost, wine, that has ancient history, beginning with Etruscan settlements, then the Romans, much appreciated by Renaissance Merchants, Popes and Writers. As Da Vinci

→ CHOOSE THE BEST PHRASE TO COMPLETE THE FOLLOWING SENTENCE:

TO IMPROVE OUR BALANCE OF PAYMENTS, WE MUST INCREASE PRODUCTIVITY AND _____ EXPENDITURE.

- CUT DOWN ON
- PULL LOWER
- DROP OUT OF

→ READ ALOUD THE FOLLOWING TEXT ABOUT TERRANUOVA AND TRANSLATE:

Along the Setteponti road, the olive is more than just a tree: it's deeply rooted into the very landscape and there is no doubt that one of the finest olive oils in the world is produced here.

In November, it is possible to witness the whole productive cycle, from the handpicking of the olives through to the cold pressing.

As soon as the fresh oil comes out of the cold press, it's a lively green in colour and sapid in flavour, with full fruitiness and very low level of acidity; this is when all of its aromas

are released, to then settle in time to a more balanced flavour.

→ CHOOSE THE BEST WORD TO COMPLETE THIS SENTENCE:

I'VE LOST MY KEY. I CAN'T FIND IT _____.

- NOWHERE
- ANYWHERE
- SOMEWHERE

→ READ ALOUD THE FOLLOWING TEXT ABOUT TERRANUOVA AND TRANSLATE:

The "zolfino" bean risked to disappear twenty or thirty years ago.

It only survived in the vegetable gardens of few farmers because of the insufficient yield and of the difficulties in cultivating it. It is very delicate and suffers for both hot and cold weather.

A project between memory and future

The farmers of the Valdarno and the Pratomagno continued to seed the "zolfino" bean generation to generation, despite the difficulties and the efforts that it requires. In fact, it is capricious during its

germination, averse to irrigation, delicate in its conservation; but most of all, the harvest is often scarce and this is one of the reasons why it is so expensive. Only quality and passion could reward the efforts of the farmers over the centuries. The "zolfino" bean was saved from its extinction 15 years ago (thanks to a project of esteem ruled by public authorities, universities and associations such as Slow Food) and it is now present in the Setteponti area on a surface of 50/60 hectares.

→ CHOOSE THE BEST WORD OR PHRASE TO COMPLETE THIS SENTENCE:

ON MONDAYS THE SHOPPING CENTER DOESN'T OPEN _____ TWO O'CLOCK PM.

- SINCE
- UNTIL
- AS SOON AS

→ READ ALOUD THE FOLLOWING TEXT ABOUT TERRANUOVA AND TRANSLATE:

The Valdarno is the valley through which the river Arno flows, one of the most typical Tuscan landscapes, between Arezzo, Florence and Siena. It borders on the Chianti hills to the West and the Pratomagno mountains to the East. It was completely submersed by a Pliocene lake, then traversed by old roads (such as the Clodia and the Cassia Vetus) which connected Etruscan and Roman towns, later conquered by the Florentine

Republic which built a series of walled towns, such as San Giovanni Valdarno, Terranuova, Castelfranco. These towns were built according to plans attributed to Arnolfo di Cambio. In the Valdarno visitors have a wide choice of very impressive excursions in a «minor Tuscany» no matter which season of the year.

→ WHICH WORD CANNOT BE USED TO COMPLETE THE FOLLOWING SENTENCE?

WHAT ARE YOU COOKING? IT _____ REALLY GOOD!

- FEELS
- SMELLS
- LOOKS

→ READ ALOUD THE FOLLOWING TEXT ABOUT TERRANUOVA AND TRANSLATE:

The name Terranuova brings to mind a Florentine Republic project of the system of "terre nuove" or "new lands" (including Castelfranco and San Giovanni) to house the population of nearby boroughs in one unique fortress centre in order to consolidate its own hegemony in an area continuously contested by the Guelfs and Ghibellines. The building started according to an original urban plant that saw the collaboration with Arnolfo di Cambio: Rectangular plans, with a central square, towered walls, and parallel streets with perpendicular in-

tersections. In the centre, testimonies of the original ancient plan are still to be seen, for instance in the churches that carry the name of the people, who came from the countryside and found

refuge in the fortress town: San Donato church in Ganghereto, Santa Maria church in Pernina,

→ CHOOSE THE CORRECT VERB FORM TO COMPLETE THIS SENTENCE:

THEY MET HIM BEFORE _____ LONDON

- LEAVING
- TO LEAVE
- LEFT

→ READ ALOUD THE FOLLOWING TEXT ABOUT TERRANUOVA AND TRANSLATE:

Terranuova and the whole of Valdarno offer marvellous examples of rural architecture. From Laterina to Castelfranco, from Poggitazzi to the Renacci Estate each corner of the territory introduces farms, country mansions, historical fortresses, tobacco houses, mills and other buildings often recently restored to become

country house hotels. Above all the Valdarno colonial houses (classified within the highest expressions of rural Italian architecture) have taken on the invincible example of this landscape, with their arches, terracotta and stone, dovecotes, hay barns, porticos and loggias