

# CONSTITUTION

Tuesday, 26th November, 2019  
11.03 am





# CONSTITUTION

**Tuesday, 26th November, 2019 at 11.03 am**

This agenda gives notice of items to be considered in private as required by Regulations (4) and (5) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Members are reminded that if they have detailed questions on individual reports, they are advised to contact the report authors in advance of the meeting.

Members of the public may ask a question, make a statement, or present a petition relating to any agenda item or any matter falling within the remit of the committee.

Notice in writing of the subject matter must be given to the Head of Governance, Law & Regulation by 5.00pm on the day before the meeting. Forms can be obtained for this purpose from the reception desk at Burnley Town Hall or the Contact Centre, Parker Lane, Burnley. Forms are also available on the Council's website [www.burnley.gov.uk/meetings](http://www.burnley.gov.uk/meetings).

## **AGENDA**

- |  |                  |
|--|------------------|
| <b>1) <i>Index</i></b>   | <b>5 - 8</b>     |
| a) <b><i>Part 1 Summary and Explanation</i></b>                              | <b>9 - 18</b>    |
| <b>2) <i>Part 2 Articles</i></b>   | <b>19 - 48</b>   |
| <b>3) <i>Part 3 Scheme of Delegation Council and Executive Functions</i></b> | <b>49 - 160</b>  |
| <b>4) <i>Part 4</i></b>  |                  |
| a) <b><i>Council Procedure Rules</i></b>                                     | <b>161 - 178</b> |
| b) <b><i>Access to Information Procedure Rules</i></b>                       | <b>179 - 190</b> |
| c) <b><i>Budget and Policy Framework Procedure Rules</i></b>                 | <b>191 - 196</b> |
| d) <b><i>Executive Procedure Rules</i></b>                                   | <b>197 - 200</b> |
| e) <b><i>Scrutiny Procedure Rules</i></b>                                    | <b>201 - 208</b> |
| f) <b><i>Financial Procedure Rules</i></b>                                   | <b>209 - 248</b> |
| g) <b><i>Contracts Procedure Rules</i></b>                                   | <b>249 - 272</b> |
| h) <b><i>Officer Employment Procedure Rules</i></b>                          | <b>273 - 274</b> |
| i) <b><i>Officer Disciplinary Procedure Rules</i></b>                        | <b>275 - 278</b> |

## **5) Part 5**

- |    |  |           |
|----|--|-----------|
| a) | <b><i>Code of Conduct for Members</i></b>  | 279 - 338 |
| b) | <b><i>Code of Conduct for Employees</i></b>  | 339 - 364 |
| c) | <b><i>Protocol for Chief Executive, Directors and Political Groups</i></b>                       | 365 - 366 |
| d) | <b><i>Council's Petition Scheme</i></b>  | 367 - 372 |
| e) | <b><i>Appointment of Mayor and Deputy Mayor Elect</i></b>  | 373 - 374 |
| f) | <b><i>Protocol for Scrutiny Call-in Procedure</i></b>  | 375 - 376 |
| g) | <b><i>Guidance for Councillors and Officers involved in Outside Organisations</i></b>            | 377 - 414 |
| h) | <b><i>Local Code for Corporate Governance-Update Minor Amendments by Monitoring Officer</i></b>  | 415 - 418 |
| i) | <b><i>Protocol for Awards to Recognise Service to the Council or the Community</i></b>           | 419 - 422 |
| j) | <b><i>Protocol Members of Standards Committee or Sub Committees</i></b>                          | 423 - 428 |
| k) | <b><i>Protocol for Monitoring Officer</i></b>  | 429 - 434 |
| l) | <b><i>Recording and use of Social Media at Council and Other meetings open to the public</i></b> | 435 - 438 |
| m) | <b><i>Protocol for Chief Finance (Section 151) Officer</i></b>                                   | 439 - 444 |

## **6) Part 6 Members Allowance Scheme** 445 - 448

## **7) Part 7 Management Team Structure** 449 - 450

### **MEMBERSHIP OF COMMITTEE**

Councillor Howard Baker

**PUBLISHED**

Tuesday, 26<sup>th</sup> November 2019