



# Appointments Meeting of the Burnley Borough Council

To be held at 6.30 pm on  
Wednesday, 19th May, 2021





Sir or Madam,

Notice is given of a MEETING of the COUNCIL of the BOROUGH OF BURNLEY to be held at the MECHANICS THEATRE, MANCHESTER ROAD, BURNLEY on

**DATE: Wednesday, 19th May, 2021**

**starting at 6.30 pm**

To transact the business specified below.

**Catherine Waudby  
Head of Legal and Democratic Services**

**Members of the public may ask a question, make a statement, or present a petition relating to any matter for which the Council has a responsibility or which affects the Borough.**

**Notice in writing of the subject matter must be given to the Head of Legal & Democratic Services by 5.00 pm on the day before the meeting. Forms can be obtained for this purpose from the reception desk at Burnley Town Hall, Manchester Road or from the web at: <http://burnley.moderngov.co.uk/ecCatDisplay.aspx?sch=doc&cat=13234> . You can also register to speak via the online agenda. Requests will be dealt with in the order in which they are received.**

**Due to Covid-19 restrictions physical attendance by the public is limited. Members of the public with a Right to Speak will be invited to attend the meeting for the relevant item.**

**The public will be able to watch the meeting on the Council's [Youtube Channel](#) in line with providing wider public access and in order to aid openness and transparency.**

## **A G E N D A**

1. Minutes of the Last Meeting 5 - 8  
To receive, as read, the Minutes of the proceedings of the previous Council meeting, and to confirm them or otherwise.
2. Declarations of Interest  
To receive any declarations of interest.
3. Mayor's Communications  
To receive communications (if any) from His Worshipful the Mayor.
4. Public Question Time

To receive questions, statements or petitions (if any) from members of the public.

5. Items for Decision by the Council

- a) Appointment of Leader of the Council and Appointment by the Leader of the Deputy Leader and the Executive 9 - 22

To elect the Leader of the Council and to note the appointments by the Leader of the Deputy Leader and the Executive.

- b) Appointments to Committees, Working groups and Panels 2021/22 23 - 30

To consider the appointments to committees, working groups and panels for 2021/22.

- c) Appointment of Committee Chairs and Vice-Chairs 31 - 32

To consider the appointment of Chairs and Vice-Chairs of Committees for 2021/22.

- d) Appointment to Outside Bodies 33 - 46

To consider the appointment of representatives to serve on various outside bodies for 2021/22.

6. Questions

To deal with questions (if any) relating to matters not contained in the Minutes before the Council and of which notice in writing has been received in accordance with Standing Order No. 10(2).

Councillor Attendance

Please use the link below to access Councillor attendance records. You can refine your search by time or by committee.

<http://burnley.moderngov.co.uk/mgUserAttendanceSummary.aspx>



# BURNLEY BOROUGH COUNCIL FULL COUNCIL

BURNLEY TOWN HALL

Wednesday, 14th April, 2021 at 6.30pm

This was a remote meeting held under the provisions of the Coronavirus Act 2020

## PRESENT

## MEMBERS

His Worshipful The Mayor (Councillor Wajid Khan) in the Chair;

Councillors C Towneley (Vice-Chair), A Anwar, H Baker, G Birtwistle, C Briggs, B Brindle, P Campbell, F Cant, S Chaudhary, T Commis, I Emo, D Ferrier, A Fewings, B Foster, P Gill, S Graham, S Hall, J Harbour, A Hosker, S Hussain, M Ishtiaq, A Kelly, T Kennedy, A Khan, L Khan, S Khan, G Lishman, M Lishman, S Lone, T Martin, P McCann, L Mehanna, N Mottershead, A Newhouse, L Pate, E Payne, M Payne, A Raja, D Roper, A Royle, J Sumner, A Tatchell and M Townsend

## OFFICERS

Mick Cartledge	– Chief Executive
Lukman Patel	– Chief Operating Officer
Howard Hamilton-Smith	– Head of Finance and Property
Catherine Waudby	– Head of Legal and Democratic Services
Chris Gay	– Governance Manager
Eric Dickinson	– Democracy Officer
Imelda Grady	– Democracy Officer
Alison McEwan	– Democracy Officer
Mark Hindman	– Graphic Designer

## 87 Mayoral Statement and Silence for HRH Prince Philip, The Duke of Edinburgh

The Mayor on behalf of the Borough recognized the service given by His Royal Highness Prince Philip, The Duke of Edinburgh, to the country and Members then joined the Mayor in a one-minute silence to remember him.

## 88 Minutes of the Last Meeting

**RESOLVED** The Minutes of the meeting of the Council held on the 24<sup>th</sup> February 2021 were agreed as a correct record.

## **89 Declarations of Interest**

The following Members declared a Disclosable Pecuniary Interest on Item 5 (e) regarding the Appointment of Mayor and Deputy Mayor 2021-22, and would then leave the room during the item;

Councillor Cosima Towneley and Councillor Mark Townsend.

## **90 Mayor's Communications**

The Mayor announced that the following Members had achieved a Long Service Award after at least 8 years of service to the Council.

Councillors Bill Brindle, Saeed Chaudhary, Marcus Johnstone, Tony Martin, Andrew Newhouse, and Lian Pate.

The Mayor and Members acknowledged their achievement.

The Mayor and Members also thanked the following retiring Members for their service to the Council;

Councillors Bill Brindle, David Roper, and Andrew Tatchell

Also the Mayor and Members thanked the following Members who are Election Candidates in May 2021 for their service to the Council;

Lubna Kan, Margaret Lishman, Lian Pate, Andrew Newhouse, Saeed Chaudhary, Mark Payne, Alan Hosker, Asif Raja, Arif Khan, Marcus Johnstone, Peter McCann, and Tony Martin.

## **91 Food Safety Delivery Plan (reviewed 2020/21)**

With reference to Minute 87 of the Executive (23<sup>rd</sup> March 2021) consideration was given to the Food Safety Delivery Plan (reviewed 2020/21).

### **RESOLVED**

That approval be given to the Food Safety Delivery Plan (reviewed 2020/21) detailed as Appendix 1 to the report.

## **92 Health and Safety Intervention Plan (reviewed 2020/21)**

With reference to Minute 88 of the Executive (23<sup>rd</sup> March 2021) consideration was given to the Health and Safety Intervention Plan (reviewed 2020/21).

### **RESOLVED**

That approval be given to the Health and Safety Intervention Plan (reviewed 2020/21) detailed at Appendix 1 to the report.

## **93 Extension of Bulky Waste Collection Price Reduction**

With reference to Minute 90 of the Executive (23<sup>rd</sup> March 2021) consideration was given to budgetary issues relating to the extension of the bulky waste price reduction.

### **RESOLVED**

(1) That the carry forward of the unspent waste contingency budget from 2020/21 into the next financial year be approved; and

- (2) That it be approved that any shortfall in income during the 6-month trial be met from the unspent waste contingency for 2020/21 and/or Covid Reserve.

#### **94 Calendar of Meetings 2021-22**

Consideration was given to a Calendar of Meetings for 2021/22.

#### **RESOLVED**

That the Calendar of Meetings 2021/22 as set out in Appendix 1 to the report be approved.

#### **95 Appointment of Mayor and Deputy Mayor 2021-22**

*Councillor Cosima Towneley and Councillor Mark Townsend left the meeting during the item.*

Consideration was given to the position relating to the appointment of the Mayor and Chair of the Council and Deputy Mayor and Vice-Chair of the Council for the Municipal Year 2021/22.

#### **RESOLVED**

That the position on the appointment of Mayor and Chair of the Council and Deputy Mayor and Vice-Chair of the Council for the Municipal Year 2021/22 be noted.

#### **96 Appointments to Independent Remuneration Panel**

Consideration was given to the reappointment of Anne Slater and Graham Knott to the Independent Remuneration Panel (IRP).

#### **RESOLVED**

That Anne Slater and Graham Knott be reappointed to the Independent Remuneration Panel (IRP) until July 2024.

#### **97 Reports from Committee Chairs**

#### **RESOLVED**

That the reports of the Chairs of Scrutiny, Audit & Standards, Licensing and Development Control Committees be noted.

#### **98 Strategic Plan Progress Reports**

**RESOLVED** That the Strategic Plan Progress Reports of Executive Members be noted.

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**Election of Leader of the Council and appointment of Deputy Leader and Executive**

**REPORT TO FULL COUNCIL**



<b>DATE</b>	<b>19/05/2021</b>
<b>PORTFOLIO</b>	<b>None</b>
<b>REPORT AUTHOR</b>	<b>Imelda Grady</b>
<b>TEL NO</b>	<b>01282 477259</b>
<b>EMAIL</b>	<b>igrady@burnley.gov.uk</b>

**PURPOSE**

1. Following the resignation of the Leader of the Council, to consider the election of a new Leader of the Council from 2021/22 and note the new Leader’s appointment of Deputy Leader and the Executive, in accordance with the Constitution and legislative arrangements.

**RECOMMENDATION**

2. The Council is asked to:
  - (1) Elect the Leader of the Council for 4 years up to the date of the next Appointments Council after the resignation of the Leader, in accordance with the Constitution and legislative requirements in relation to the arrangements for Leader of the Council (Appendix 1); and
  - (2) Note the Leader’s appointment of the Deputy Leader and the Executive as set out in Appendix 2 (to be circulated at the meeting) and, if relevant, detailed remits of the Executive portfolios (Appendix 3 – to be circulated before, at , or as soon as practicable after the meeting , as set out in Paragraph 8(ii) of this report).

**REASONS FOR RECOMMENDATION**

3. To enable the Council to appoint the Leader and note the Leader’s appointment of the Deputy Leader and the Executive according to the Council’s constitution and legislative requirements.

**SUMMARY OF KEY POINTS**

4. Due to legislative changes the Council now has the ability to determine the period for which a Leader may be appointed, and on 20<sup>th</sup> May 2015 Council determined that the appointment will be for a period of 4 years up to the date of the Appointments Council following the end of the 4 year term (see Appendix 1 -Article 7.03 of the constitution).

5. Cllr Mark Townsend was elected Leader of the Council on 29<sup>th</sup> September 2020. However Cllr Townsend has conditionally resigned as Leader of the Council on 19<sup>th</sup> May 2021 in order to take up the position of Mayor of the Borough, bringing to an end his term of office as paragraph 7.03 (a) of Part 2 (Articles) of the Council's Constitution (Appendix 1).

The Council Procedure Rules state that following the end of the Leader's term of office then the Council will elect a new Leader as soon as is reasonably practicable, and that the Leader will then appoint between 2 and 9 members to the Executive one of whom will be appointed by the Leader to act as Deputy Leader.

**Populated Appendix 2 detailing the Executive Members (to be confirmed at/via Group Leaders) will be circulated at the Council meeting following the election of the Leader.**

**Appendix 3 detailing the current detailed remits of Executive Portfolios (191120) is attached.**

6. Part 4.4 paragraph 1.2 of the Constitution further sets out the rules to be followed regarding the appointment of the Executive and delegations by the Leader.

"Appointments and delegation by Leader;

(a) At the Appointments Meeting of the Council, the Leader will present to the Council the names of the Members appointed to the Executive by the Leader (including the Executive Member who is appointed as the Deputy Leader) and their Portfolios.

(b) Either at the Appointments Council Meeting or as soon as practicable afterwards, the Leader will present to the Head of Legal and Democratic Services a written record of;

(i) the detailed remits of the Portfolios of the Executive Members

(ii) any delegations made by the Leader in respect of the discharge of the Council's executive functions." i.e. Part 3 of the constitution.

Part 2 Article 7.04 of the constitution further sets out practical arrangements for the appointment of the Deputy Leader and Executive Members, as follows;

"The Leader will appoint one of the Members of the Executive to act as Deputy Leader. The Leader must give written notice of such appointment to both the person who he/she is appointing as Deputy Leader and the Head of Legal and Democratic Services.

The appointment of the Deputy Leader will take effect on receipt of the Leader's written notice by both the person who the Leader is appointing as Deputy Leader and the Head of Chief Executive's Office.

The Head of Legal and Democratic Services will keep a written record of the appointment of the Deputy Leader, and the Leader will report the appointment to Council and the Executive at the earliest opportunity".

7. **It is anticipated that a Group Leaders meeting will have taken place in advance of Appointments Council meeting to discuss both the election of Leader and**

**appointment of Deputy Leader and Executive Members, which will then enable consequent appointment of Committees, Chairs/Vice-Chairs, and Outside Body appointments at the Appointments Council.**

8. Issues arising

(a) As referred to in paragraph 6 above once a Leader is elected by the Council the Leader must give notice in writing to the Deputy Leader and Executive Members of their appointments – this should take place immediately before Council is informed of their appointments.

It is proposed;

- (i) That at the Council meeting, once the Leader has been elected, the Leader circulates the letters of appointment to the Deputy Leader and the Executive Members to give effect to their appointments, and that the Council are then informed of the appointments by circulation of a finalised version of Appendix 2
- (ii) That a written record of the detailed remits of the Executive portfolios be presented either at the Appointments Council (Appendix 3) or to the Head of Legal and Democratic Services as soon as practicable after the Appointments Council.

**FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

9. None

**POLICY IMPLICATIONS**

10. None

**DETAILS OF CONSULTATION**

11. Management Team, Group Leaders.

**BACKGROUND PAPERS**

12. None

**FURTHER INFORMATION**  
**PLEASE CONTACT: Catherine Waudby**  
**ALSO:**

### 7.03 Leader

The Leader will be a Member elected to the position of leader by the Council. The Leader's term of office will end on the day when the Council holds its first Appointment Council Meeting after the Leader's normal day of retirement as a Member, unless:

- (a) **he/she resigns from the office**; or
- (b) he/she is suspended from being a councillor under Part III of the Local Government Act 2000 (although he/she may resume office at the end of the period of suspension); or
- (c) he/she is no longer a Member; or
- (d) he/she is removed by resolution of Council provided that no such resolution may be moved unless a Notice of Motion is delivered to the Head of Legal and Democratic Services not later than 7 days before the meeting at which it is to be debated, and signed by one third of the Members (for the time being) of the Council (which will also meet signing requirements in Part 4.1 Council Procedure Rule 15 Previous Decisions and Motions), and that this particular Motion be exempt from Council Procedure Rule 22 relating to waiving of Standing Orders

### **Conditional Resignation from Cllr Townsend-For Information Only**

**From:** Councillor Mark Townsend <MTownsend@burnley.gov.uk>

**Sent:** Tuesday, April 20, 2021 11:15:20 AM

**To:** Mick Cartledge <MCartledge@burnley.gov.uk>; Lukman Patel <LPatel@burnley.gov.uk>

**Subject:** Mayor 2021/22

Mick / Lukman,

Following the Full Council decision to make me Mayor elect for municipal year 2021/22 I can confirm that I will resign as Leader of the Council with immediate effect on the appointment being confirmed at the Annual Council.

Regards

Mark Townsend  
Leader of Burnley Council  
Councillor Mark Townsend  
Burnley Borough Council

Deputy Leader and Executive Members  
Cc Head of Legal and Democratic Services

Our Ref ED /IG  
Your ref Executive 21/22  
Date 19<sup>th</sup> May 2021

Dear Councillor,

Appointment by Leader of Deputy Leader and Executive Members

I, Councillor xx, as Leader of Burnley Borough Council, appoint you as Deputy Leader and as Executive Members for the relevant Portfolios, as set out below;

Deputy Leader and Executive Member for xx	
Executive Member for xx	
Executive Member for xx	
Executive Member for xx	
Executive Member for xx	

**Yours Sincerely**

**Cllr XX**

**Leader of the Council**

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**CONFIRMATION OF THE EXECUTIVE 2021/22**

**APPOINTED BY THE LEADER on 19<sup>th</sup> May 2021**

<b>COUNCILLOR</b>	<b>PORTFOLIO-20/21</b>	<b>PORTFOLIO-21/22</b>
	Leader	Leader
	Deputy Leader (plus Portfolio from below)	Deputy Leader (plus Portfolio from below)
	Health and Wellbeing	
	Resources & Performance	
	Economy & Growth	
	Community & Environmental Services	
	Housing	

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**Executive Member Portfolios from 19.11.2020**

<b>Portfolio</b>	<b>Services</b>	<b>Officer</b>	<b>Responsibilities</b>	<b>Lead Roles</b>
<p>Leader</p> <p>Councillor Mark Townsend</p>	<p>Policy &amp; Engagement</p>	<p>Chief Executive</p> <p>Head of Policy and Engagemen t</p>	<p>Ensure effective leadership of Council as a whole, that work is co-ordinated, resources are linked to agreed strategic priorities and the culture is responsive, open and helpful</p> <p>Determining the Council's strategic framework - Strategic Plan and ensuring this is translated into action</p> <p>Community Strategy Strategic direction of local, sub- regional and regional partnerships</p> <p>Civics - Civic matters/mayoral matters, Parish liaison overseas links, corporate hospitality</p> <p>Promoting inclusive growth and social inclusion within the borough</p>	<p>Promotion of Burnley Community Strategy</p> <p>Strategic regional/sub-regional agenda</p> <p>Education and skills lead</p> <p>UCLan lead</p> <p>Local Government Association</p> <p>Barnfield and Burnley Development Company</p> <p>PLLACE</p> <p>Growth Lancashire</p>

Portfolio	Services	Officer	Responsibilities	Lead Roles
Deputy Leader  Portfolio Holder for Health & Wellbeing  Councillor Lian Pate	Green Spaces & Amenities  Leisure & Culture	Chief Operating Officer  Head of Green Spaces & Amenities  Head of Policy and Engagement	Cemeteries & Crematoria  Parks, Open Spaces and Allotments  Towneley Hall  Leisure & Culture  Health  Engagement and Communication	Leisure Trust  Armed Services/Military Covenant Champion  Older People  East Lancashire Health & Wellbeing Partnership

Portfolio	Services	Officer	Responsibilities	Lead Roles
<p>Executive Member for Housing</p> <p>Councillor John Harbour</p>	<p>Housing &amp; Development Control</p>	<p>Chief Operating Officer</p> <p>Head of Housing &amp; Development Control</p>	<p>Development Management</p> <p>Building Control</p> <p>All aspects of Housing</p>	<p>Heritage Member Champion</p> <p>Pennine Lancashire Building Control Joint Committee</p> <p>Housing Associations in the Borough</p> <p>Private Rented Sector Forum</p> <p>Housing Joint Venture Partnership</p>

Portfolio	Services	Officer	Responsibilities	Lead Roles
<p>Executive Member for Economy &amp; Growth</p> <p>Councillor Asif Raja</p>	<p>Economy &amp; Growth</p>	<p>Chief Executive</p> <p>Strategic Head of Economy &amp; Growth</p>	<p>All aspects of Economic Development</p> <p>Strategic Transport</p> <p>Town Centre Strategy</p> <p>Markets</p> <p>Planning Policy</p>	<p>Economic Development</p> <p>Transport Policy</p> <p>Local Plan</p> <p>Business Engagement</p> <p>Town Centre and Canalside Masterplan</p>

<b>Portfolio</b>	<b>Services</b>	<b>Officer</b>	<b>Responsibilities</b>	<b>Lead Roles</b>
Executive Member for Resources & Performance  Councillor Sue Graham	People & Development  Legal & Democracy  Finance & Property  Revenues & Benefits	Chief Operating Officer  Head of Finance & Property  Head of People & Development  Head of Legal & Democratic Services	Budget Preparation & monitoring  Asset Management HR & Workforce Planning  Performance & Improvement  Procurement  Corporate Health & Safety  Corporate Governance  Freedom of Information  Customer Services & IT	Financial Planning and budget preparation  Budget Consultation  Risk Management  Organisational Development  Performance  Liberata Partnership  Climate Change  Sustainability Member Champion

<b>Portfolio</b>	<b>Services</b>	<b>Officer</b>	<b>Responsibilities</b>	<b>Lead Roles</b>
Executive Member for Community & Environmental Services  Councillor Afrasiab Anwar	Streetscene  Licensing	Chief Operating Officer  Head of Streetscene  Head of Policy & Engagement	All Streetscene issues  Waste Collection/Recycling  Community Safety  Emergency Planning  Equalities  Young People  Environmental Health  Licensing	Equality & Inclusion  Lancashire Police & Crime Panel (Liaison)  County Waste Management Group  Public Transport Issues  Burnley & Pendle Children's Partnership  Environmental Enforcement Partnership

**Constitution and appointments of Committees, Working Groups, Forums and Panels for the 2021/22 Municipal Year**

**REPORT TO FULL COUNCIL**



<b>DATE</b>	19/05/2021
<b>PORTFOLIO</b>	None
<b>REPORT AUTHOR</b>	Imelda Grady
<b>TEL NO</b>	01282 477258
<b>EMAIL</b>	<a href="mailto:igrady@burnley.gov.uk">igrady@burnley.gov.uk</a>

**PURPOSE**

1. To update the appointments to Committees, Working Groups, Forums and Panels for the 2021/22 Municipal Year.

**RECOMMENDATION**

2. The Appointments Council is asked to:
  - i. Approve the committees/sub-committees, working groups, forums and panels to be appointed as outlined in Appendix 1 to the report, including their size and terms of reference; and
  - ii. Approve the membership of each of the Committees, Working Groups, forums and panels as outlined in Appendix 2 **(completed lists to follow)**

**REASONS FOR RECOMMENDATION**

3. To comply with legislation and to ensure that the Council continues to have an effective decision-making structure.

**SUMMARY OF KEY POINTS**

4. Ordinarily the Council is required at the beginning of the Municipal Year to decide which committees, sub-committees, working groups, forums and panels to establish for the ensuing year and to make the appointments in accordance with the statutory political balance calculation where relevant, and as required by the Local Government and Housing Act 1989.

That obligation was removed by the introduction of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, however Members opted to proceed in 2020/21 despite no elections having been held in May 2020.

5. The effects of the above Regulations are being phased out and elections have been held in May 2021, and therefore Members are required to establish and appoint to committees, sub-committees, working groups, forums and panels for 2021-22 Municipal Year.

6. A list detailing the nominations to serve on the committees, working groups, forums and panels will be circulated as a supplement to this agenda, and Members will be asked to approve these nominations.

#### **FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

7. None

#### **POLICY IMPLICATIONS**

8. None

#### **DETAILS OF CONSULTATION**

9. Management Team, Group Leaders

#### **BACKGROUND PAPERS**

10. Political Balance Calculation (after election).

#### **FURTHER INFORMATION**

**PLEASE CONTACT:**

**ALSO:**



**Burnley Borough Council**  
**Constitution of Committees, Working Groups, Panels and Boards**  
**for the Municipal Year 2021/22**

**Audit and Standards Committee**

**9 Members- politically balanced**

**To include an Executive Member and the Chair of Scrutiny**

To consider audit and risk management issues regarding the Council. To promote and maintain high standards of conduct within the Council. To advise the Council on the adoption or revision of its code of conduct. To regulate members pecuniary interests and interests other than pecuniary interests. To hear complaints referred to the Committee about Borough Council members and Parish/Town Council members within the Borough Boundary. To ensure that all members of the Council have access to training in all aspects of the member code of conduct, that this training is actively promoted, and that members are aware of the standards expected of local councillors under the code.

**Development Control Committee**

**16 Members – politically balanced**

**To include relevant Executive Member**

Functions relating to town and country planning and development control as specified in Schedule 1 to the Local Authorities (functions and responsibilities) (England) Regulations 2000 (the functions regulations).

The registration of common land or town and village greens and to register the variation of rights of common as set out in Schedule 1 to the Functions Regulations

The exercise of powers relating to the regulation of the use of highways as set out in Schedule 1 to the Functions Regulations

**Licensing Committee**

**15 Members - politically balanced**

Relating to taxi, gaming, entertainment, food and miscellaneous licensing.

Functions relating to licensing and registration as set out in Schedule 1 to the Functions Regulations and through its Sub Committees functions relating to taxis and the Licensing Act 2003, the Gambling Act 2005, Part 1 of the Health and Safety at Work Act 1974, Section 27 of the Local Government (Miscellaneous Provisions) Act 1982 and the Scrap Metal Dealers Act 2011.

**Scrutiny Committee**

**17 Members - politically balanced – Executive members cannot sit on this Committee.**

To provide strategic oversight of services and policy development by monitoring and reviewing the performance of the Council and recommending efficiencies and/or improvements accordingly and to monitor, review and make recommendations on the Council's strategic budget and objectives.

**Member Structures and Support Working Group**

**12 Members – custom is to be politically balanced.**

**To include Group Leaders**

To review and, as necessary draw up proposals for modernising the Council's Member Structures in the light of new legislation and best practice, and to make appropriate recommendations to full Council. To keep under review the range of existing support and services provided for Council Members and to make recommendations, if necessary, to the appropriate Committees for improvements. To consider the annual Member Training and Development Programme (including induction training for new Council Members). To act as a Forum for the discussion of matters relating to how Members and officers work together. To deal with all matter relating to the provision and use of IT equipment by Members.

### **Police and Crime Panel**

#### **1 Member plus 2 substitutes – politically balanced across the County.**

This is a formally constituted joint committee, politically balanced, of all the authorities in the Lancashire force area.

At present, to meet the political balance across the Lancashire Authorities, Burnley is required to appoint one `Other` member and two `Other` substitutes ('Other' means not Lab/Con/Lib Dem).

### **Appeals Committee (JNC)**

#### **3 Members – by qualification**

To comprise 2 Executive and either the Chair or Vice Chair of Scrutiny member (not on the investigating Committee). (See Part 4.9 of the Constitution for further details.)

To consider appeals against dismissal, other disciplinary action, grading and grievances by employees of the Council not on NJC terms and conditions.

### **Appeals Panel (NJC)**

#### **3 Members - by qualification**

To comprise 2 members of the Executive and 1 member of the management team..

To deal with the final stages of appeals against dismissal, other disciplinary action by employees of the Council who are on the conditions of service of the NJC for Local Government Services.

### **Redundancy Appeal Panel**

#### **3 Members - by qualification**

To comprise any 3 members of the Executive for those employees covered by the Council's redundancy policy.

### **Joint Consultative Panel**

#### **3 Members - by qualification**

To comprise 3 Members - Leader, Deputy Leader, Chair and Executive Member for Resources and Performance Management and 3 Trade Unions representatives.

To act as a forum for consultation and negotiation between the Council and Trade Union Representatives of employees subject to the national agreement of the NJC for Local Government Services and other employees

### **Parking and Traffic Regulations outside London (Patrol) Adjudication Joint Committee**

#### **1 Member plus substitute - by qualification**

Representation consists of the relevant Executive Member (the Executive Member for Community and Environmental Services), with the substitute being from the largest opposition party.

The Committee is constitutionally and legally a joint committee between Burnley and other Local Authorities and has been established to adjudicate on parking and traffic regulations.

Political balance requirements are not necessary for the appointments due to the low number of Members being appointed.

## **EXECUTIVE APPOINTMENTS**

The following appointments are to be made by the Executive at its first meeting of the new Municipal Year on 9 June 2021.

## **Traffic Regulation Order Sub Committee**

### **3 Executive Members**

To consider objections made to Traffic Regulation Orders and powers to amend or confirm Traffic Regulation Orders or refer them to the Executive for a decision.

## **Pennine Lancashire Building Control Joint Committee**

### **by qualification**

Representation on the PLBC Joint Committee consists of the Executive Member for Housing, with the substitute being the Executive Member for Resources and Performance.

The Committee is constitutionally and legally an Executive joint committee between Burnley and Blackburn with Darwin Local Authorities and has been established to in relation to the Building Control Service, including the enforcement of Building Regulations, in the Joint Area. Political balance requirements are not necessary for the appointments due to the low number of Members being appointed.

## **Pennine Lancashire Leaders and Chief Executives Joint Committee (PLACE)**

### **by qualification**

Representation on the Joint Committee consists of the Leader, with the substitute being the Deputy Leader.

The Committee is constitutionally and legally a statutory joint committee between Burnley and other Pennine Lancashire Local Authorities to oversee the role of Regenerate Pennine Lancashire. Political balance requirements are not necessary for the appointments due to the low number of Members being appointed.

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**MEMBERSHIP OF COMMITTEES/WORKING GROUPS FOR 2021-22**

**SCRUTINY COMMITTEE-17 (X-X)**

**CHAIR –  
VICE CHAIR –**

<b>Councillors</b>	<b>Councillors</b>

**AUDIT AND STANDARDS COMMITTEE-9-to include 1 Executive member and the  
Chair of Scrutiny Committee (X-X)**

**CHAIR –  
VICE CHAIR –**

<b>Councillors</b>	<b>Councillors</b>

**DEVELOPMENT CONTROL COMMITTEE-16  
-to include relevant Executive member (X-X)**

**CHAIR –  
VICE CHAIR –**

<b>Councillors</b>	<b>Councillors</b>

**LICENSING COMMITTEE-15 (X-X)**

**CHAIR –  
VICE CHAIR –**

<b>Councillors</b>	<b>Councillors</b>

**MEMBER STRUCTURES AND SUPPORT WORKING GROUP-12 (X-X)**

**To include Group Leaders**

<b>Councillors</b>	<b>Councillors</b>

**LANCASHIRE POLICE AND CRIME PANEL**

**(1 Member and 2 Substitutes)**

<b>Councillors</b>	<b>Councillors</b>

**PARKING AND TRAFFIC REGULATIONS OUTSIDE LONDON (PATROL)**

**ADJUDICATION JOINT COMMITTEE - 2**

**Include relevant Executive Member  
and 1 Member from largest opposition group**

<b>Councillors</b>	<b>Councillors</b>

# Agenda Item 5c

## Nominations for Chairs and Vice Chairs of Committee 2021-22

<b>Committee</b>	<b>Chair - Cllr</b>	<b>Vice Chair- Cllr</b>
Audit and Standards		
Development Control		
Licensing		
Scrutiny		

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## REPORT TO FULL COUNCIL



<b>DATE</b>	<b>19<sup>th</sup> May 2021</b>
<b>PORTFOLIO</b>	<b>None</b>
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## Outside Bodies Appointments for 2021/22

**PURPOSE**

1. To seek appointments to the Council's Outside Bodies for 2021/22.

**RECOMMENDATION**

2. That Members approve the Outside Bodies list for 2021/22 attached as Appendix 1;

**REASONS FOR RECOMMENDATION**

3. To ensure that the Outside Bodies list, which the Council appoints Members and Officers to, contributes to the Council's Objectives.

**SUMMARY OF KEY POINTS**

4. Since Full Council in May 2007, there has been an agreed criteria for the inclusion of an Outside Body (OB) as set out below;
  - 1.The appointment was a Statutory requirement
  - 2.The appointment would make a direct and significant contribution to the Council's Strategic Objectives
  3. There was not significant cost and resource implications for the Council set against any benefit accrued.
  4. That the balances of risk having been considered there would be a detrimental effect on the Council were it not represented.
  - 5.The appointment would raise the profile of the Council at a National or Regional level

Since May 2007 Members who have been appointed to OB have been asked annually to complete a report on their activities.

Every two years a full review has been undertaken of the OB list to complement the annual OB appointments process at the Appointments Council in May of each year.

The last biennial review took place in May 2019, and so the next one is now due in May 2021.



**PLEASE CONTACT:**

**ALSO:**

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**REPRESENTATION ON OUTSIDE BODIES  
FOR THE MUNICIPAL YEAR 2021/22**

	<b><u>Outside Body</u></b>	<b><u>Qualification 2020/21</u></b>	<b><u>Appointed 2020/21</u></b>	<b><u>Qualification 2021/22</u></b>	<b><u>Nominated 2021/22</u></b>
1.	Barnfield and Burnley Developments Limited - Directors  *Appointed by the Executive.	Leader  Chief Executive	Cllr Mark Townsend (201020 Exec) (was Cllr Charlie Briggs)  Mick Cartledge	<b>Leader</b>  <b>Chief Executive</b>	
2.	Burnley & Pendle Children's Partnership	Any Executive Member	Cllr Afrasiab Anwar (291020 FC) (was Cllr Cosima Towneley)	<b>Any Executive Member</b>	<b>Any Exec</b>
3.	Burnley Education Trust	Chief Executive	Mick Cartledge	<b>Chief Executive</b>	<b>Mick Cartledge</b>
4.	Burnley Leisure – Trustees (D/E )	Any 2 Members	Cllr Howard Baker  Cllr Bea Foster (291020 FC) (was Cllr Afrasiab Anwar)	<b>Any 2 Members</b>	<b>Any 2 Members</b>
5.	Burnley Pendle and Rossendale Council for Voluntary Service – Executive Committee	Any 2 Members	Cllr Lubna Khan  Cllr Bea Foster	<b>Any 2 Members</b>	<b>Any 2 Members</b>

	<u>Outside Body</u>	<u>Qualification 2020/21</u>	<u>Appointed 2020/21</u>	<u>Qualification 2021/22</u>	<u>Nominated 2021/22</u>
6.	Burnley and Pendle Citizens Advice Bureau	Executive Member for Community and Environmental Services  1 Experienced Opposition Member	Cllr Afrasiab Anwar (291020 FC) (was Cllr Cosima Towneley)  Cllr Cosima Towneley (291020 FC)  (was Cllr Bea Foster)	<b>Executive Member for Community and Environmental Services</b>  <b>1 Experienced Opposition Member</b>	<b>1 Experienced Opposition Member</b>
7.	Burnley Private Rented Sector Forum	Executive Member for Housing  Chair of Scrutiny Committee	Cllr John Harbour (291020 FC) (was Cllr Ivor Emo)  Cllr Andy Tatchell	<b>Executive Member for Housing</b>  <b>Chair of Scrutiny Committee</b>	
8.	Burnley Town Centre Partnership	Executive Member for Economy and Growth  Vice Chair of Scrutiny Committee	Cllr Asif Raja (291020 FC) (was Cllr Gordon Birtwistle)  Cllr Marcus Johnstone	<b>Executive Member for Economy and Growth</b>  <b>Vice Chair of Scrutiny Committee</b>	

	<b><u>Outside Body</u></b>	<b><u>Qualification</u></b> <b><u>2020/21</u></b>	<b><u>Appointed</u></b> <b><u>2020/21</u></b>	<b><u>Qualification</u></b> <b><u>2021/22</u></b>	<b><u>Nominated</u></b> <b><u>2021/22</u></b>
9.	Covid 19 Economic Recovery Board (added 161220)	Leader  Experienced Opposition Member	Cllr Mark Townsend  Cllr Margaret Lishman	Leader  Experienced Opposition Member	Experienced Opposition Member
10.	<b>East Lancashire Health and Well Being Partnership</b>	Executive Member for Community and Environmental Services	<b>Cllr Afrasiab Anwar</b> (291020 FC)  (was Cllr Cosima Towneley)  Please note that the  Exec Portfolios 300920 and 191120 refer to Exec Member for Health & Wellbeing	<b>AMEND TO Executive Member for Health &amp; Wellbeing</b>  <b>i.e. as per current Exec Portfolios</b>	

	<u>Outside Body</u>	<u>Qualification 2020/21</u>	<u>Appointed 2020/21</u>	<u>Qualification 2021/22</u>	<u>Nominated 2021/22</u>
11.	Growth Lancashire (E)	<p>1 Public Sector Director - Executive Member for Economy and Growth</p> <p>(amended from Leader to EMEG, with Alternate Director as EMEG also removed - 100719 FC)</p> <p>Please note that original Qualifications re-applied at 291020 FC.</p>	<p>Cllr Mark Townsend-Director (291020 FC)</p> <p>Cllr Asif Raja-Alternate (291020 FC)</p> <p>(was Cllr Gordon Birtwistle 270520 FC)</p>	<p><b>REVERT TO</b></p> <p><b>1 Public Sector Director - Executive Member for Economy and Growth</b></p> <p><b>i.e. to replace Leader and remove An Alternate Director – was the Executive Member for Economy and Growth)</b></p>	



	<u>Outside Body</u>	<u>Qualification 2020/21</u>	<u>Appointed 2020/21</u>	<u>Qualification 2021/22</u>	<u>Nominated 2021/22</u>
12.	Housing Joint Venture Company  *Appointed by the Executive	Council Representatives - Executive Member for Housing and Leisure  -Chief Operating Officer  Stakeholder Representatives - Leader  - Chief Executive  -Strategic Head of Economy and Growth	Cllr John Harbour (201020 Exec) (was Cllr Ivor Emo)  Lukman Patel  Cllr Mark Townsend (2010 Exec) (was Cllr Charlie Briggs)  Mick Cartledge  Kate Ingram	<b>Council Representatives- Executive Member for Housing Chief Operating Officer</b>  <b>Stakeholder Representatives- Leader</b>  <b>- Chief Executive -Strategic Head of Economy and Growth</b>	
13.	LCC Health Scrutiny Committee  (same Membership for Joint Lancashire Health Scrutiny Committee)	Any Member of Scrutiny Committee  Sub: Any Member of Scrutiny Committee	Cllr Paul Campbell (291020 FC)  Cllr Lian Pate (150720 FC to 30.9.2000) (was Cllr Tracey Kennedy)  Sub: Cllr Andrew Newhouse (291020 FC)  Cllr Tracy Kennedy (from 150720 FC) (was Cllr Lian Pate)	<b>Any Member of Scrutiny Committee</b>  <b>Sub: Any Member of Scrutiny Committee</b>	<b>Any Member of Scrutiny Committee</b>  <b>Any Member of Scrutiny Committee</b>

	<u>Outside Body</u>	<u>Qualification 2020/21</u>	<u>Appointed 2020/21</u>	<u>Qualification 2021/22</u>	<u>Nominated 2021/22</u>
14.	Lancashire Waste Partnership	Executive Member for Community and Environmental Services	Cllr Afrasiab Anwar (291020 FC)  (was Cllr Cosima Towneley)	<b>Executive Member for Community and Environmental Services</b>	
15.	LEP Scrutiny Committee  (Added 240221)	Any Non Exec Member  Sub: Any Non Exec Member	Cllr Marcus Johnstone  Sub: Cllr Frank Cant	<b>AMEND TO Any Member (except Leader) Sub: Any Member (except Leader)  i..e. as per clarification from LEP April 2021.</b>	<b>Any Member (except Leader) Sub: Any Member (except Leader)</b>
16.	Local Government Association	Leader	Cllr Mark Townsend (291020 FC)  (was Cllr Charlie Briggs)	<b>Leader</b>	

	<b><u>Outside Body</u></b>	<b><u>Qualification 2020/21</u></b>	<b><u>Appointed 2020/21</u></b>	<b><u>Qualification 2021/22</u></b>	<b><u>Nominated 2021/22</u></b>
17.	North Western Local Authorities Employers' Organisation	Executive Member for Resources and Performance Management  Sub: Any Executive Member	Cllr Sue Graham (291020 FC)  (was Cllr Margaret Lishman)  Sub: Cllr Mark Townsend (291020 FC)  (was Cllr Gordon Birtwistle FC)	<b>Executive Member for Resources and Performance Management</b>  <b>Sub: Any Executive Member</b>	<b>Sub: Any Executive Member</b>
18.	Pennine Prospects	Any Member	Cllr Cosima Towneley	<b>Any Member</b>	<b>Any Member</b>

**SECTION 2 - PERIOD APPOINTMENTS**

	<b><u>Outside Body</u></b>	<b><u>Qualifications 2020/21</u></b>	<b><u>Appointed 2020/21</u></b>	<b><u>Qualification 2021/22</u></b>	<b><u>Nominated 2021/22</u></b>
19.	Burnley Acorn Fund- (periods of four years)	3 Members (from Nov 2020 to Oct 2024)  (was to Oct 2020)	Cllr Bea Foster (from Nov 2020 to Oct 2024)  (was Cllr Lorraine Mehanna from May 2018 to Oct 2020)  Cllr Ann Royle (from Nov 2020 to Oct 2024)  (also from Oct 2016 to Oct 2020)  Cllr Andy Tatchell (from Nov 2020 to Oct 2024)  (also from May 2017 to Oct 2020)  <b>Howard Hamilton-Smith</b>  (was Asad Mushtaq)	<b>3 Members</b>  <b>(to expire Oct 2024)</b>          <b>Section 151 Officer</b>  <b>Ex Officio</b>	<b>1 Member</b>  <b>(to replace Cllr Andy Tatchell)</b>

	<b><u>Outside Body</u></b>	<b><u>Qualifications 2020/21</u></b>	<b><u>Appointed 2020/21</u></b>	<b><u>Qualification 2021/22</u></b>	<b><u>Nominated 2021/22</u></b>
20.	Stocks Massey Bequest- Represent- ative Trustees (periods of four years)	Any Executive Member  (term May 2020- May 2023)          Chair of Scrutiny Committee  (May 2018-May 2022)	<b>John Harbour</b> (291020 FC)  (term May 2020- May 2023)   (was Cllr Emo)      Cllr Andy Tatchell  (May 2018-May 2022)	<b>Any Executive Member</b>  <b>(November 2020 – May 2023)</b>          <b>Chair of Scrutiny Committee</b>  <b>(May 2018-May 2022)</b>	

Meetings held in Daytime, unless as stated below;

E - Evening

D/E - Daytime/Evening

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