



Appointments Meeting of the Burnley Borough Council

To be held at 6.30 pm on
Wednesday, 18th May, 2022



Sir or Madam,

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

DATE: Wednesday, 18th May, 2022

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.

All Full Council meetings are livestreamed on the Council's [Youtube Channel](#)

Due to limited space in the venue members of the public wishing to observe the meeting are advised to watch the live stream on Youtube. Priority will be given to those who have registered to speak if seating capacity is exceeded.

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 Her 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) <u>Appointment of Leader 2022/23 -Deputy Leader and Executive</u> | 9 - 24 |
| b) <u>Appointments to Committees and Working Groups 2022/23</u> | 25 - 32 |
| c) <u>Appointment of Chairs and Vice Chairs</u> | 33 - 34 |
| d) <u>Appointment to Outside Bodies 2022/23</u> | 35 - 48 |

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

MECHANICS THEATRE

Wednesday, 13th April, 2022

PRESENT

MEMBERS

His Worshipful The Mayor (Councillor Mark Townsend) in the Chair;

Councillors C Towneley (Vice-Chair), A Anwar, H Baker, G Birtwistle, C Briggs, F Cant, S Chaudhary, T Commis, S Cunliffe, I Emo, D Ferrier, A Fewings, B Foster, S Graham, S Hall, J Harbour, M Hurt, S Hussain, J Inckle, M Ishtiaq, M Johnstone, A Khan, L Khan, W Khan, G Lishman, M Lishman, S Lone, L Mehanna, N Mottershead, A Raja, A Royle, J Sumner and D Whitaker

OFFICERS

Mick Cartledge	– Chief Executive
Lukman Patel	– Chief Operating Officer
Catherine Waudby	– Head of Legal and Democratic Services
Chris Gay	– Governance Manager
Alison McEwan	– Democracy Officer
Carol Eddleston	– Democracy Officer
David Bristow	– Mayor's Officer
Dexter Almond	– Kickstart Programme Placement
Mark Hindman	– Graphic Designer
Paul Barlow	– Graphic Designer

83 Minutes of the Last Meeting

RESOLVED The Minutes of the meeting of the Council held on the 23rd February 2022 were confirmed and signed by the Chair.

84 Declarations of Interest

The following Members declared a Disclosable Pecuniary Interest in Item 5 c Appointment of Mayor & Deputy Mayor 2022/23;
Councillors Arif Khan, Asif Raja and Cosima Towneley.

85 Mayor's Communications

The Mayor thanked the following Members who were retiring for their service to the Council; Councillors Paul Campbell, Frank Cant, Bea Foster, Shbana Khan
A number of Members paid tribute to the retiring Councillors.

The Mayor also thanked the following current Members who were Election Candidates in May 2022 for their service to the Council;
Councillors Afrasiab Anwar, Gordon Lishman, Ivor Emo, Gordon Birtwistle, Shah Hussain, Neil Mottershead, Tom Commis, Sue Graham, Jeff Sumner, Andy Fewings, Dale Ferrier.

86 Public Question Time

Jennifer Braddock addressed the Council under the Right To Speak policy regarding fly tipping, traffic problems, and alleygating in the Queensgate area.

87 Council Tax Rebate and Discretionary Fund

With reference to Minute 110 of the Executive (6th April 2022) Members considered a scheme for the Council Tax Rebate and Discretionary Fund.

IT WAS RESOLVED

That a budget for £113,585 be approved to fund the administration of the scheme, which will be met from new burdens funding.

88 Pennine Lancashire Building Control - Withdrawal from Joint Agreement

With reference to Minute 111 of the Executive (6th April 2022) Members considered the withdrawal from a Joint Agreement for Pennine Lancashire Building Control (PLBC). Following an Alteration of the Motion according to CPR 14.7, the following words were added at the end of the Motion;
“...once the exit arrangements for the PLBC Partnership Agreements have been completed”

IT WAS RESOLVED

That the PLBC constitution be removed from Burnley Council’s constitution (currently Part 3 Appendix B 2 d) once the exit arrangements for the PLBC Partnership Agreements have been completed.

89 Appointment of Mayor and Deputy Mayor 2022/23

Councillors Arif Khan, Asif Raja and Cosima Towneley left the meeting during this item.

Members considered a report on the Appointment of Mayor and Deputy Mayor for the 2022/23 Municipal Year.

IT WAS RESOLVED

That the report on the Appointment of Mayor and Deputy Mayor for the Municipal Year 2022/23 be noted.

90 Constitutional Updates

Members considered a report on constitutional updates.

IT WAS RESOLVED

- (1) That the waiver of call in granted relating to an urgent decision (Executive Functions) taken by the Executive on 16 March 2022 (Minute to follow as Appendix 1) relating to Towneley Hall Grant Acceptance be noted;
- (2) That Part 3 (Council Functions) Scheme of Delegation relating to the Licensing Committee and the Head of Streetscene be amended to include various delegations regarding the Licensing Act 2003, and that the already established LA 2003 Licensing Sub Committee be formally added to Part 3 Council Functions) with its functions under Licensing Committee, as set out in Para 11 of the report; and
- (3) That the proposed withdrawal from the Joint Agreement of Pennine Lancashire Building Control by the Executive, and accordingly its removal from Part 3 of the Council's constitution at the relevant time, be noted.

91 Reports from Committee Chairs

IT WAS RESOLVED

That the reports from the Committee Chairs of Scrutiny, Audit and Standards, and Licensing be noted.

92 Strategic Plan Progress Reports

IT WAS RESOLVED

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

This page is intentionally left blank

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

REPORT TO FULL COUNCIL



DATE	18/05/2022
PORTFOLIO	None
REPORT AUTHOR	Eric Dickinson
TEL NO	01282 477256
EMAIL	edickinson@burnley.gov.uk

PURPOSE

1. Following the end of term of the Leader of the Council, to consider the election/appointment of a Leader of the Council from 2022/23 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 the term set out in Article 7.03 of the (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 20th 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 Afrasiab Anwar was elected Leader of the Council for the 2021/22 Municipal Year. However Cllr Afrasiab Anwar's term of office as a Councillor ended in May 2022, bringing to an end his term of office as Leader of the Council on 18th May 2022 as set out in 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 remits of Executive Portfolios (2021/22) 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

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

Our Ref ED
Your ref Executive 22/23
Date 18th May 2022

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 (based on 2021/22 Portfolios), as set out below;

Deputy Leader and Executive Member for Resources and Performance	xx
Executive Member for Economy and Growth	xx
Executive Member for Community and Environmental Services	xx
Executive Member for Housing	xx
Executive Member for Health and Well Being	xx

Yours Sincerely

Cllr xx
Leader of the Council

This page is intentionally left blank

CONFIRMATION OF THE EXECUTIVE 2022/23

APPOINTED BY THE LEADER on 18th May 2022

<u>EXECUTIVE CLLRS 2022-23</u>	<u>PORTFOLIOS 2022/23</u> <u>(BASED ON 2021/22</u> <u>PORTFOLIOS)</u>
XX	Leader
XX	Deputy Leader (plus Portfolio from below)
XX	Resources and Performance
XX	Economy & Growth
XX	Community and Environmental Services
XX	Housing
XX	Health and Wellbeing

This page is intentionally left blank

Executive Member Portfolios 2021-22 (010621)

Portfolio	Services	Officer		Responsibilities	Lead Roles
<p>Leader Councillor Afrasiab Anwar</p>	<p>Policy & Engagement</p>	<p>Chief Executive Head of Policy and Engagement</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>Promotion of Burnley Community Strategy Strategic regional/sub-regional agenda Education and skills lead UCLan lead Local Government Association Barnfield and Burnley Development Company PLLACE Covid 19 Economic Recovery Board</p>

				<p>Overseas links and corporate hospitality</p> <p>Promoting inclusive growth and social inclusion within the borough</p> <p>Climate Change</p>	
--	--	--	--	---	--

Portfolio	Services	Officer	Responsibilities	Lead Roles
Portfolio Holder for Health & Wellbeing Councillor Margaret Lishman	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 Climate Change	Leisure Trust Armed Services/Military Covenant Champion Older People East Lancashire Health & Wellbeing Partnership Burnley and Pendle Childrens Partnership Burnley Together

Portfolio	Services	Officer	Responsibilities	Lead Roles
<p>Executive Member for Housing and Development Control</p> <p>Councillor John Harbour</p>	Housing & Development Control	<p>Chief Operating Officer</p> <p>Head of Housing & Development Control</p>	<p>Development Management</p> <p>Building Control</p> <p>All aspects of Housing, including Homelessness and Rough Sleeping</p> <p>Climate Change</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> <p>Selective Licensing</p>

Portfolio	Services	Officer	Responsibilities	Lead Roles
Executive Member for Economy & Growth Councillor Asif Raja	Economy & Growth	Chief Executive Strategic Head of Economy & Growth	All aspects of Economic Development Strategic Transport Town Centre Strategy Markets Planning Policy Climate Change	Economic Development Transport Policy Local Plan Business Engagement Town Centre and Canalside Masterplan Burnley Town Centre Partnership Growth Lancashire LEP Scrutiny

Portfolio	Services	Officer	Responsibilities	Lead Roles
Deputy Leader	People & Development	Chief Operating Officer	Budget Preparation & monitoring	Financial Planning and budget preparation
Executive Member for Resources & Performance	Legal & Democracy	Head of Finance & Property	Asset Management HR & Workforce Planning	Budget Consultation
Councillor Sue Graham	Finance & Property	Strategic HR Manager	Performance & Improvement	Risk Management
	Revenues & Benefits		Procurement	Organisational Development
	Policy and Engagement	Head of Legal & Democratic Services	Corporate Health & Safety	Performance
		Head of Policy and Engagement	Corporate Governance	Freedom of Information
			Customer Services & IT	Climate Change
			Civics - Civic matters/mayoral matters, Parish liaison	Sustainability Member Champion
			Climate Change	NWLA Employers Organisation

Portfolio	Services	Officer	Responsibilities	Lead Roles
<p>Executive Member for Community & Environmental Services</p> <p>Councillor Bea Foster</p>	<p>Streetscene</p> <p>Policy and Engagement</p>	<p>Chief Operating Officer</p> <p>Head of Streetscene</p> <p>Head of Policy & Engagement</p>	<p>All Streetscene issues</p> <p>Waste Collection/Recycling</p> <p>Community Safety</p> <p>Emergency Planning</p> <p>Equalities</p> <p>Young People</p> <p>Environmental Health & Licensing</p> <p>Climate Change</p>	<p>Equality & Inclusion</p> <p>Lancashire Police & Crime Panel (Liaison)</p> <p>County Waste Management Group</p> <p>Lancashire Waste Partnership</p> <p>Urbaser</p> <p>Public Transport Issues</p> <p>Environmental Enforcement Partnership</p> <p>Burnley and Pendle Citizens Advice Bureau</p>

Signed by Leader - Cllr Afrasiab Anwar;

A handwritten signature in black ink, reading "Afrasiab Anwar," written in a cursive style.

Dated; Tuesday 1st June 2021

Constitution and appointments of Committees, Working Groups, Forums and Panels for the 2022/23 Municipal Year

REPORT TO FULL COUNCIL



DATE	18/05/2022
PORTFOLIO	None
REPORT AUTHOR	Eric Dickinson
TEL NO	01282 477256
EMAIL	edickinson@burnley.gov.uk

PURPOSE

1. To update the appointments to Committees, Working Groups, Forums and Panels for the 2022/23 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.
5. Burnley Borough Council Elections have been held in May 2022, and therefore Members are required to establish and appoint to committees, sub-committees, working groups, forums and panels for 2022-23 Municipal Year.
6. In April 2022 the Executive gave notice of withdrawal from the Joint Agreement (with Blackburn Council) regarding Pennine Lancashire Building Control- the formal end date is envisage to be 31 March 2023, therefore appointments (by the Executive) are still needed until then for 2022/23.

7. 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

8. None

POLICY IMPLICATIONS

9. None

DETAILS OF CONSULTATION

10. Management Team, Group Leaders

BACKGROUND PAPERS

11. Political Balance Calculation (after election).

FURTHER INFORMATION

**PLEASE CONTACT: Alison McEwan,
Carol Eddleston**

ALSO:

**Burnley Borough Council
Constitution of Committees, Working Groups, Panels and Boards
for the Municipal Year 2022/23**

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 1 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 has been requested to appoint from the ruling Group(s).

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 8 June 2022.

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.

This page is intentionally left blank

MEMBERSHIP OF COMMITTEES/WORKING GROUPS FOR 2022-23

**SCRUTINY COMMITTEE-17 (LAB X- C X -LD X- BPIP X- G X)-TBC as per Political
Balance calculation**

**CHAIR –
VICE CHAIR –**

Councillors	Councillors

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

**CHAIR –
VICE CHAIR –**

Councillors	Councillors

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

**CHAIR –
VICE CHAIR –**

Councillors	Councillors

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

**CHAIR –
VICE CHAIR –**

Councillors	Councillors

**MEMBER STRUCTURES AND SUPPORT WORKING GROUP-12 (X-X-X-X-X)
To include Group Leaders**

Councillors	Councillors

**LANCASHIRE POLICE AND CRIME PANEL
(1 Member and 1 Substitute -from ruling Group(s), as per Secretariat)**

Councillors	Councillors (sub)

**PARKING AND TRAFFIC REGULATIONS OUTSIDE LONDON (PATROL)
ADJUDICATION JOINT COMMITTEE - 2**

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

Councillors	Councillors

Agenda Item 5c

Nominations for Chairs and Vice Chairs of Committee 2022-23

Committee	Chair - Cllr	Vice Chair- Cllr
Audit and Standards		
Development Control		
Licensing		
Scrutiny		

This page is intentionally left blank

REPORT TO FULL COUNCIL



DATE	18th May 2022
PORTFOLIO	None
REPORT AUTHOR	Eric Dickinson
TEL NO	01282 477256
EMAIL	edickinson@burnley.gov.uk

Outside Bodies Appointments for 2022/23

PURPOSE

1. To seek appointments to the Council's Outside Bodies for 2022/23.

RECOMMENDATION

2. That Members approve the Outside Bodies list for 2022/23 attached as Appendix 1, outlining the removal of Burnley Education Trust and Burnley Town Centre Partnership and the addition of Burnley Improvement District Board and Burnley Together Steering Group.

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 2021, and so the next one is due in May 2023.

5. It should be noted that the majority of appointments to OBs are made by Full Council but are by qualification to the relevant Executive Member, as informed by their Executive Portfolios.
In addition some OBs are appointed to directly by the Executive due to their function.
6. During 2021/22 at the 23rd February 2022 Full Council meeting a change to the process for nominating the Council's two potential trustees to Burnley Leisure was agreed.

Their qualification would firstly include attendance at a briefing session organised by Burnley Leisure at which the role and responsibilities will be discussed and provide an opportunity for fact finding by prospective trustees, and secondly that Burnley Leisure would ask Members who have attended the briefing session to give an assurance that if elected as a Local Authority they will fully commit to the role and use all reasonable endeavours to attend each board meeting.

In addition due to the timescales involved post election the appointments would be made at the July 2022 Full Council meeting, with the 18th May 2022 Full Council asked to continue its current appointments where possible until July 2022. To ensure that Trustees had greater continuity in the role, it was agreed that the two Trustees who were nominated by the Council would be appointed for a term of two years and three years respectively. Whilst initially the two Trustees would both be appointed at the same time, thereafter, appointments would be staggered and be for a term of two years.

7. An analysis of the 2021/22 returns so far received in April 2022 from a number of Members/Officers indicates that the following issues were raised regarding whether there should be continued inclusion on the current OB list;

(a) Burnley Town Centre Partnership - has been dissolved , and “replaced” by Burnley Improvement District Board (BIDB) on which Kate Ingram, Strategic Head of Economy and Growth, represents the Council- it is recommended that BIDB be added to the OB list and that the qualifying appointment be to the Strategic Head of Economy and Growth

(b) Burnley Together Steering Group- this OB serves an important strategic function, and it is recommended that BTSG is added to the OB list, with the qualifying representation be the Chief Operating Officer, Executive Member of Health and Wellbeing, and the Head of Policy and Engagement.

(c) Burnley Education Trust has not met for a long period, and the recommendation is to remove it from the OB list.

8. For completeness, please note that there are also 2 Leaders meetings which the Leader is invited to attend as a Lancashire Leader and which meets regularly during the year- a Lancashire District Leaders Forum which is attended by District Leaders only (without Officers apart from the Chair's secretariat support), and which usually precedes and informs a wider Lancashire Leaders Meeting which includes District, Unitary, and County Council Leaders and their Chief Executives and is more formal.
9. In conclusion, other than the removal of Burnley Town Centre Partnership and potential replacement with Burnley Improvement District Board (BIDB), there are

no further changes recommended to the OB list for 2022/23, and the recommended list for 2022/23 is as set out in the attached Appendix 1.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

10. None.

POLICY IMPLICATIONS

11. None.

DETAILS OF CONSULTATION

12. OB Appointees, Management Team, Group Leaders.

BACKGROUND PAPERS

13. Member and Officer returns 2022/23.

FURTHER INFORMATION

PLEASE CONTACT:

ALSO:

This page is intentionally left blank

REPRESENTATION ON OUTSIDE BODIES
FOR THE MUNICIPAL YEAR 2022/23

	<u>Outside Body</u>	<u>Qualification</u> <u>2021/22</u>	<u>Appointed</u> <u>2021/22</u>	<u>Qualification</u> <u>2022/23</u>	<u>Appointed</u> <u>2022/23</u>
1.	Barnfield and Burnley Developments Limited - Directors *Appointed by the Executive.	Leader Chief Executive	(By 090621 Exec) Leader- Cllr Afrasiab Anwar Chief Executive- Mick Cartledge	Leader Chief Executive	
2.	Burnley & Pendle Children's Partnership	Any Executive Member	Cllr M Lishman	Any Executive Member	
3.	Burnley Education Trust REMOVE	Chief Executive	Mick Cartledge	Chief Executive	

	<u>Outside Body</u>	<u>Qualification</u> <u>2021/22</u>	<u>Appointed</u> <u>2021/22</u>	<u>Qualification</u> <u>2022/23</u>	<u>Appointed</u> <u>2022/23</u>
4.	Burnley Leisure – Trustees (D/E)	Any 2 Members (except Executive Members, from May 22) (Appointments to be made for 2 or 3 years , then both for 2 years– at July 2022 FC) (230222 FC)	Cllr Frank Cant (from 290921) (WAS Cllr Mohammed Ishtiaq) Cllr Jeff Sumner	Any 2 Members (except Executive Members) (At this meeting appointments from May 22- July 22 only) (Then at July 2022 FC further appointments to be made; -1 Member for 2 years to July 2024, and -1 Member for 3 years to July 2025 - then both for 2 years in future)	1 Member (To replace Cllr Cant due to his retirement as Cllr) Also confirm to continue to appoint Cllr Sumner (May-July 2022)
5.	Burnley Pendle and Rossendale Council for Voluntary Service – Executive Committee	Any 2 Members	Cllr Bea Foster Cllr Saeed Chaudhary	Any 2 Members	

	<u>Outside Body</u>	<u>Qualification</u> <u>2021/22</u>	<u>Appointed</u> <u>2021/22</u>	<u>Qualification</u> <u>2022/23</u>	<u>Appointed</u> <u>2022/23</u>
6.	Burnley and Pendle Citizens Advice Bureau	Executive Member for Community and Environmental Services 1 Experienced Opposition Member	Cllr Bea Foster Cllr Ivor Emo	Executive Member for Community and Environmental Services 1 Experienced Opposition Member	
7.	Burnley Private Rented Sector Forum	Executive Member for Housing Chair of Scrutiny Committee	Cllr John Harbour Cllr Howard Baker	Executive Member for Housing Chair of Scrutiny Committee	
8.	<u>Burnley Town Centre Partnership</u> <u>NO LONGER EXISTS</u> <u>REPLACED BY</u> <u>Burnley Improvement District Board</u>	Executive Member for Economy and Growth Vice Chair of Scrutiny Committee	Cllr Asif Raja Cllr Ann Royle	DELETED DELETED Strategic Head of Economy and Growth	DELETED

	<u>Outside Body</u>	<u>Qualification</u> <u>2021/22</u>	<u>Appointed</u> <u>2021/22</u>	<u>Qualification</u> <u>2022/23</u>	<u>Appointed</u> <u>2022/23</u>
9.	<u>ADD</u> <u>Burnley</u> <u>Together</u> <u>Steering</u> <u>Group</u>			Executive Member for Health and Well Being Chief Operating Officer Head of Policy and Engagemnet	
10.	Covid 19 Economic Recovery Board (added 161220)	Leader Experienced Opposition Member	Cllr Afrasiab Anwar Cllr Tom Commis	Leader Experienced Opposition Member	
11.	East Lancashire Health and Well Being Partnership	AMEND TO Executive Member for Health & Wellbeing i.e. as per current Exec Portfolios	Cllr Margaret Lishman	Executive Member for Health & Wellbeing i.e. as per current Exec Portfolios	

	<u>Outside Body</u>	<u>Qualification</u> <u>2021/22</u>	<u>Appointed</u> <u>2021/22</u>	<u>Qualification</u> <u>2022/23</u>	<u>Appointed</u> <u>2022/23</u>
12.	Growth Lancashire (E)	<p>REVERT TO 1 Public Sector Director - Executive Member for Economy and Growth</p> <p>i.e. to replace Leader and remove An Alternate Director – was the Executive Member for Economy and Growth)</p>	Cllr Asif Raja	1 Public Sector Director - Executive Member for Economy and Growth	

	<u>Outside Body</u>	<u>Qualification</u> <u>2021/22</u>	<u>Appointed</u> <u>2021/22</u>	<u>Qualification</u> <u>2022/23</u>	<u>Appointed</u> <u>2022/23</u>
13.	<u>Housing Joint Venture Contract</u> *Appointed by the Executive	<u>Council Representatives-</u> Executive Member for Housing Chief Operating Officer <u>Stakeholder Representatives-</u> Leader - Chief Executive -Strategic Head of Economy and Growth	(By 090621 Exec) Executive Member for Housing - Cllr John Harbour Chief Operating Officer- Lukman Patel Stakeholder Representatives- Leader – Cllr Afrasiab Anwar - Chief Executive- Mick Cartledge -Strategic Head of Economy and Growth- Kate Ingram	<u>Council Representatives-</u> Executive Member for Housing Chief Operating Officer <u>Stakeholder Representatives-</u> Leader - Chief Executive -Strategic Head of Economy and Growth	

	<u>Outside Body</u>	<u>Qualification</u> <u>2021/22</u>	<u>Appointed</u> <u>2021/22</u>	<u>Qualification</u> <u>2022/23</u>	<u>Appointed</u> <u>2022/23</u>
14.	LCC Health Scrutiny Committee (same Membership for Joint Lancashire Health Scrutiny Committee)	Any Member of Scrutiny Committee	Cllr Saeed Chaudhary (from 290921) (WAS Cllr Frank Cant (from 220721) (WAS Cllr Ann Royle)	Any Member of Scrutiny Committee	
		Sub: Any Member of Scrutiny Committee	Sub: Cllr Shbana Khan (220721) (WAS Cllr Paul Campbell)	Sub: Any Member of Scrutiny Committee	
15.	Lancashire Waste Partnership	Executive Member for Community and Environmental Services	Cllr Bea Foster	Executive Member for Community and Environmental Services	

	<u>Outside Body</u>	<u>Qualification</u> <u>2021/22</u>	<u>Appointed</u> <u>2021/22</u>	<u>Qualification</u> <u>2022/23</u>	<u>Appointed</u> <u>2022/23</u>
16.	LEP Scrutiny Committee (Added 240221)	AMEND TO Any Member (except Leader) Sub: Any Member (except Leader) i.e. as per clarification from LEP April 2021.	Cllr Asif Raja Sub: Cllr Sue Graham	Any Member (except Leader) Sub: Any Member (except Leader)	
17.	Local Government Association	Leader	Cllr Afrasiab Anwar	Leader	
18.	North Western Local Authorities Employers' Organisation	Executive Member for Resources and Performance Management Sub: Any Executive Member	Clr Sue Graham Sub: Cllr M Lishman	Executive Member for Resources and Performance Management Sub: Any Executive Member	
19.	Pennine Prospects	Any Member	Cllr Cosima Towneley (220721) (WAS Cllr Marcus Johnstone)	Any Member	

This page is intentionally left blank