

**Burnley Borough Council**  
**Constitution of Committees, Working Groups, Panels and Boards**  
**for the Municipal Year 2024/25**

**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 focus on the internal risk associated with service activities within the Council and associated recommendations for improvements in systems. To receive reports from the External Auditor on how the Council is performing on a range of activities. To approve the Annual Statement of Accounts.

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 substitute – politically balanced across the County.**

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

The requirement from Burnley is currently unknown.

### **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 12 June 2024.**

### **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 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.