

BURNLEY BOROUGH COUNCIL

CONSTITUTION OF COMMITTEES, WORKING GROUPS, PANELS AND BOARDS FOR THE MUNICIPAL YEAR 2008-2009

LEADERSHIP AND COMMUNITY SCRUTINY COMMITTEE (9 MEMBERS)

To Scrutinise all actions which fall within the remit of the People Strategic Objective.

BETTER SERVICES SCRUTINY COMMITTEE (9 MEMBERS)

To Scrutinise all actions which fall within the remit of the Performance Strategic Objective

AUDIT COMMITTEE (9 MEMBERS)

To determine audit issues regarding the Council.

ECONOMY SCRUTINY COMMITTEE (9 MEMBERS)

To Scrutinise all actions which fall within the remit of the Prosperity Strategic Objective.

ENVIRONMENT AND HOUSING SCRUTINY COMMITTEE (9 MEMBERS)

To Scrutinise all actions which fall within the remit of the Places Strategic Objective

DEVELOPMENT CONTROL COMMITTEE (16 MEMBERS)

Planning and conservation

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)

Commons registration

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

Highways use and regulation

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)

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 the Licensing Act 2003 and the Gambling Act 2005.

Health and safety

Functions relating to health and safety under any relevant statutory provision within the meaning of Part 1 of the Health and Safety at Work Act 1974, to the extent that those functions are discharged otherwise than in the Council's capacity as an employer

APPEALS COMMITTEE (6 MEMBERS)

To consider appeals against dismissal, other disciplinary action, grading and grievances by employees of the Council

APPEALS COMMITTEE – SUBSTITUTE PANEL (12 MEMBERS)

To provide a Panel for the substitution of the Appeals Committee

COMMUNITY SAFETY PARTNERSHIP STEERING GROUP (4 MEMBERS)

To consider and make recommendations to the Council from time to time as necessary upon any matters relating to Community Safety Work.

MEMBER STRUCTURES AND SUPPORT WORKING GROUP (12 MEMBERS)

To 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) and to make recommendations to the Policy Committee thereon.

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

JOINT CONSULTATIVE COMMITTEE (6 MEMBERS)

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.

STANDARDS COMMITTEE (2 MEMBERS)

The Committee shall comprise 2 from the Borough Council, 2 Parish Councillors and 2 Independent Members, one of which is the Chair.

The promotion and maintenance of high standards of conduct within the Council

To advise the Council on the adoption or revision of its code of conduct

To monitor and advise the Council about the operation of its code of conduct in the light of best practice, changes in the law, guidance from the Standards Board and recommendations of case tribunals under Section 80 of the Local Government Act 2000

Assistance to members and co-opted members of the authority

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

Other functions

Functions relating to standards of conduct of members under any provision of, or regulations made under the Local Government Act 2000

SCRUTINY COMMITTEES CO-ORDINATING PANEL (8 MEMBERS)

This Panel comprises the Chairs and Vice-Chairs of the Scrutiny Committees and has the following Terms of Reference:

1. To discuss and advise on an annual Scrutiny work programme, to ensure that there is efficient

use of the committee's time, and that the potential for duplication of effort is minimised.

2. Where matters fall within the remit of more than one scrutiny committees, to discuss and advise which of them will assume responsibility for any particular issue, and to advise on any issues of dispute between scrutiny committees unless they can be resolved by the relevant Chairs.
3. To consider requests from the executive and/or the full Council for reports from scrutiny committees and to advise on their allocation, if appropriate, to one or more scrutiny committees if those requests do not clearly fall within the terms of reference of a Scrutiny Committee.
4. To put in place and maintain a system to ensure that referrals from Scrutiny to the executive, either by way of report or for reconsideration are managed efficiently and do not exceed the limits set out in this Constitution.
5. At the request of the executive, to advise on the priority of referrals made in the event of reports to the executive exceeding limits in this Constitution, or if the volume of such reports creates difficulty for the management of executive business or jeopardises the efficient running of Council business.
6. Where it is not possible to agree the allocation of tasks between Scrutiny Committees despite the intervention of the Co-ordinating Panel the Chief Executive will determine the issue.

The panel may with the agreement of the members of the panel from time to time be joined by up to 3 Members of the Executive to facilitate joint working or joint planning.

FINANCE AND PERFORMANCE SCRUTINY PANEL

Comprises up to 2 Members of each political Group and monitors, reviews and makes recommendations on the Council's Strategic Budget and Objectives

TRAFFIC REGULATION ORDER SUB-COMMITTEE (3 MEMBERS)

Constitution

Three Members of the Executive.

Terms of Reference

Powers to amend or confirm Traffic Regulation Orders or refer them to the Executive for a decision.

COMMUNITY ENGAGEMENT WORKING GROUP (6 MEMBERS)

The working Group is made up of the following members and is therefore not included in the calculation:

- Chair and Vice-Chair of Leadership and Community Scrutiny Committee
- Chair of Better Services Scrutiny Committee
- 3 Executive Members

To lead the Council's work on the development of proposals for Area Structures with the specific objective of achieving improved communications and engagement in all areas of the Borough

OVAL DEVELOPMENT GROUP

The working Group is made up of the following members and is therefore not included in the calculation:

- Deputy Leader;
- Executive Member for Regeneration and Economic Development
- Executive Member for Resources;
- Chair of the Better Services Scrutiny Committee; and
- Chair of the Leadership and Community Scrutiny Committee;