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Telford & Wrekin
Co-operative Council

**Protect, care and invest
to create a better borough**

Borough of Telford and Wrekin

Scrutiny Management Board

Thursday 19 June 2025

6.00 pm

Council Chamber, Third Floor, Southwater One, Telford, TF3 4JG

Democratic Services:	Paige Starkey	01952 380110
Media Enquiries:	Corporate Communications	01952 382406

Committee Members:	Councillors D R W White (Chair), M Boylan (Vice-Chair), E Davies, N A M England, T L B Janke, H Morgan, L Parker and G Thomas
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To agree the Terms of Reference for the 2025/26 municipal year.

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Terms of Reference 2025/26

Cabinet Member:	Cllr Zona Hannington - Cabinet Member: Finance, Governance & Customer Services
Lead Director:	Anthea Lowe - Director: Policy & Governance
Service Area:	Policy & Governance
Report Author:	Jayne Clarke – Senior Democracy Officer (Democracy)
Officer Contact Details:	Tel: 01952 383205 Email: jayne.clarke@telford.gov.uk
Wards Affected:	All Wards
Key Decision:	Not Key Decision
Forward Plan:	Not Applicable
Report considered by:	Scrutiny Management Board – 19 June 2025

1.0 Recommendations for decision/noting:

It is recommended that Scrutiny Management Board:

- 1.1 Review and agree the Terms of Reference set out at Appendix A.

2.0 Purpose of Report

- 2.1 To set out the Terms of Reference for the Scrutiny Management Board outlined at Appendix A.

3.0 Background

- 3.1 The Constitution requires that Full Council should agree at its Annual Meeting the Terms of Reference for each of its Committees to enable the Council to efficiently conduct its business.

- 3.2 At the Annual Meeting of the Council on 15 May 2025, Full Council delegated authority to each Committee to review and approve its own Terms of Reference.

4.0 Summary of main proposals

- 4.1 For the Committee to review and approve its Terms of Reference.

5.0 Alternative Options

- 5.1 There are no alternative options arising from this report.

6.0 Key Risks

- 6.1 There are no key risks arising from this report.

7.0 Council Priorities

- 7.1 A community-focused, innovative council providing efficient, effective and quality services.

8.0 Financial Implications

- 8.1 There are no direct Financial Implications from this report.

9.0 Legal and HR Implications

- 9.1 There are no direct legal implications arising from this report.

10.0 Ward Implications

- 10.1 There are no ward implications arising from this report.

11.0 Health, Social and Economic Implications

- 11.1 There are no Health, Social and Economic Implications arising from this report.

12.0 Equality and Diversity Implications

- 12.1 There are no equality and diversity implications arising from this report.

13.0 Climate Change, Biodiversity and Environmental Implications

- 13.1 There are no Climate Change, Biodiversity or Environmental implications arising from this report.

14.0 Background Papers

- 1 [Council Constitution](#)

15.0 Appendices

A Scrutiny Management Board Terms of Reference 2025/2026

16.0 Report Sign Off

Signed off by	Date sent	Date signed off	Initials
Legal Services	11/06/2025	16/06/2025	EH
Finance	11/06/2025	11/06/2025	ER

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SCRUTINY MANAGEMENT BOARD TERMS OF REFERENCE

Membership

1. The Scrutiny Management Board will be made up of the Chairs of the Scrutiny Committees and other members as required to make the Board politically balanced.
2. Members of the Scrutiny Management Board will be appointed at Annual Council.
3. The quorum required for a meeting is 3 elected members.

Functions

4. The Scrutiny Management Board will co-ordinate, oversee and monitor the delivery of the Scrutiny work programme and will receive regular progress reports from the Democratic & Scrutiny Services Team and Scrutiny Chairs.
5. The Scrutiny Management Board will oversee the allocation of Democratic & Scrutiny Services Team resources to the Scrutiny Committees, and will make decisions where there are competing demands for resources.
6. The Scrutiny Management Board will allocate Scrutiny suggestions to the relevant Scrutiny Committee and may make recommendations about priorities for the work programme and joint scrutiny of issues. A flexible approach will be taken so that the most appropriate Scrutiny Committee is identified depending on the nature of the issue. The Scrutiny Committees will not be aligned to specific service delivery areas. Issues which do not fall within the remit of another Scrutiny Committee may be included in the work programme of the Scrutiny Management Board.
7. The Scrutiny Management Board will be responsible for scrutiny in relation to Leader and Cabinet Executive decisions made but not implemented as set out in section 21(3) of the Local Government Act 2000 i.e. Call-in of decisions taken but not yet implemented. This will include Call-in of decisions made by the Local Enterprise Partnership Joint Executive Committee.
8. Scrutiny Management Board may invite Cabinet Members to attend the Board for 'Holding to Account' sessions.
9. The Scrutiny Management Board will receive requests from the Leader and Cabinet Executive or individual Members and/or the Full Council for reports from the Scrutiny Committee and to allocate them if appropriate to one or more Scrutiny Committees.
10. Subject to the provision of Part 3, paragraph 1.1 of the Council's Constitution, the Scrutiny Management Board may make changes to the scrutiny structure and processes after consulting with the Scrutiny Assembly. The Scrutiny

Handbook will be updated to reflect the changes. Changes will be reported back to the next Full Council meeting.

11. The Scrutiny Management Board may periodically review and make changes to the Policy for Co-opting Scrutiny Members.
12. The Scrutiny Management Board may consider any areas of key strategic importance for the Council that members wish.

Meeting Administration and Proceedings

13. The Committee procedure rules as set out in the Council's Constitution apply to this Committee.
14. The meetings will follow the principles of scrutiny i.e. no party whip will be applied and a constructive, evidence based approach will be used.
15. If the Chair is unable to attend a meeting the members present will elect a Chair for the meeting.
16. Meetings of the Scrutiny Management Board will be held in public.
17. Meetings will be agreed by the Scrutiny Management Board as deemed necessary to carry out the work programme and to fulfil the responsibilities of the Board.
18. The meetings will be administered by Scrutiny Services and Democratic Services. Frequency of meetings will be agreed by Committee members as deemed necessary to carry out the work programme.
19. Relevant Cabinet Members, Executive Directors, Directors and Service Delivery Managers will attend the Committee at the request of the Chair. Representatives from partner organisations may be invited to attend Scrutiny Management Board meetings.

Sensitive and Confidential Information

20. Members may become privy to information of a sensitive or confidential nature, and if this happens members must maintain this confidence. Members are unable to request personal/confidential information from Officers about an individual or family.

Reporting Arrangements

21. The Chair will provide and present reports and recommendations of the Scrutiny Management Board to Cabinet, the Council or other organisations as appropriate, including the Annual Scrutiny Report.