



Borough of Telford and Wrekin

Boundary Review Committee

Thursday 11 July 2024

6.00 pm

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

Democratic Services: Millie Wallace 01952 381542

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Committee Members: Councillors P Davis (Chair), R A Overton (Vice-Chair), K T Blundell, E M Callear, L D Carter, G C W Latham-Reynolds and G Thomas

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	To confirm the minutes of the previous meeting held on 8 February 2024.	
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	To review the Terms of Reference.	
5.0	Community Governance Review for the Borough of Telford & Wrekin	To Follow
	To receive the Community Governance review.	

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BOUNDARY REVIEW COMMITTEE

Minutes of a meeting of the Boundary Review Committee held on Thursday 8 February 2024 at 6.00 pm in E201, Telford College, Haybridge Road, Wellington, Telford, TF1 2NP

Present: Councillors H Morgan (Chair), E M Callear, L D Carter, R A Overton and G Thomas

Apologies: Councillors G C W Latham-Reynolds and K T Blundell

BRC15 Declarations of Interest

None.

BRC16 Minutes of the Previous Meeting

RESOLVED – that the minutes of the meeting held on 16 November 2023 be confirmed and signed by the Chair.

BRC17 Community Governance Review - Update Report

The Senior Democracy Officer (Elections) presented an update on the Community Governance Review to the Committee. The Initial consultation had run from publication of the Notice of Review and the Terms of Reference on 8 September 2023, until Monday 18 December 2023. The consultation had been circulated to all Borough Councillors, Parish/ Town Clerks, Local Members of Parliament and members of the Council's Making it Real Board.

During the Consultation period, the Council received 79 submissions in total. The responses received ranged from the online survey, email and postal submissions.

Following the deadline the next steps were to review the submissions identifying trends and develop proposals to reflect feedback. The proposals were to be brought to the Committee for consideration.

RESOLVED – that:

- a. **the summary of response to the Community Governance Review consultation which concluded on Monday 18 December be noted; and**
- b. **authority be delegated to the Director: Policy & Governance to prepare a synopsis and overview of the consultation responses alongside some draft proposals for consideration by the Boundary Review Committee.**

The meeting ended at 6.04 pm

Chairman:

Date: Thursday 11 July 2024



Telford & Wrekin
Co-operative Council

Protect, care and invest
to create a better borough

Borough of Telford and Wrekin

Boundary Review Committee

Thursday 11 July 2024

Terms of Reference 2024 / 2025

Cabinet Member:	Cllr Zona Hannington - Cabinet Member: Finance and Governance.
Lead Director:	Anthea Lowe - Director: Policy & Governance
Service Area:	Policy & Governance
Report Author:	Sam Yarnall - Democracy Officer (Scrutiny)
Officer Contact Details:	Tel: 01952 382193 Email: sam.yarnall@telford.gov.uk
Wards Affected:	All Wards
Key Decision:	Not Key Decision
Forward Plan:	Not Applicable
Report considered by:	Boundary Review Committee – 11 July 2024

1.0 Recommendations for decision/noting:

It is recommended that the Boundary Review Committee:

- 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 Boundary Review Committee 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 23 May 2024, Full Council delegated authority to each Committee to review its own Terms of Reference.
- 3.3 The Terms of Reference forms part of the Consitution and approved by Full Council in that context on 3 March 2022.
- 3.4 There is one minor change suggested to the Terms of Reference (shown in red on Appendix A) to provide clarity around the process for appointment of a Chair for the Committee. It notes that the Chair is appointed by Full Council (in line with the Constitution) but sets out that a Vice-Chair may be appointed by a majority decision of the Committee.

4.0 Summary of main proposals

- 4.1 For the Committee to review it 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 Support for the Boundary Committee is managed within existing resources with no financial implications arising from this report.

9.0 Legal and HR Implications

- 9.1 The Constitution requires that the Terms of Reference be reviewed on an annual basis. The Council is required to comply with the Constitution and in particular those requiremenets detailed in Section 3 of this report. This report demonstrated compliance with these requirements.

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

Terms of Reference 2024/2025

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

13.0 Climate Change and Environmental Implications

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

14.0 Background Papers

1 Council Constitution

15.0 Appendices

A Terms of Reference 2024/2025

16.0 Report Sign Off

Signed off by	Date sent	Date signed off	Initials
Legal Services	14/06/2024	19/06/2024	SH
Finance	14/06/2024	19/06/2024	AEM

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BOUNDARY REVIEW COMMITTEE TERMS OF REFERENCE.

The Committee has the responsibility and delegated powers to act on behalf of the Council in respect of the following electoral arrangements for the Borough.

Membership

1. The Committee will be made up of elected members appointed at Annual Council in line with the political balance of the Council.
2. The Chair is appointed at the Annual General Meeting of full Council. A Vice-Chair may be appointed by majority decision of the Committee.
3. The quorum for a meeting is three elected members.

Functions

Boundary Reviews

4. Duty to prepare information on and to recommend consultation responses to Council on Parliamentary Boundary Reviews.
5. Duty to prepare information on and to recommend consultation responses to Council on Periodic and further Electoral Reviews.
6. Duty to prepare information on and to recommend consultation responses to Council on Reviews of European Parliamentary electoral regions.
7. Duty to prepare information on and recommend consultation responses to Council on all other electoral arrangement reviews.

Community Governance Reviews

8. Dealing with all matters relating to Community Governance Reviews.

Parishes

9. Grouping parishes, dissolving groups and separating parishes from groups.

Polling Districts

10. Duty to divide the constituency in to polling districts.
11. The power to divide electoral divisions into polling districts at local government elections.

Elections

12. As set out in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000/2853 (as amended).

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 ie no party whip will be applied and a constructive, evidence based approach will be used.
15. If the Chair or Vice-Chair (if appointed) are unable to attend a meeting the Members present will elect a Chair for the meeting.
16. All Committee meetings will be held in public, unless exempt information is being considered or discussed.
17. The meetings will be administered by Democratic Services. Frequency of meetings will be agreed by the Committee as necessary.
18. Relevant Cabinet Members, Executive Directors, Directors and Service Delivery Managers will attend the Committee at the request of the Chair. Representatives from other organisations may be invited to attend.

Sensitive and Confidential Information

19. From time to time members may become privy to information of a confidential nature. 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

20. The Chair will provide regular updates to meetings of the Scrutiny Management Board to inform the other Scrutiny Chairs of performance and budget issues relating to the remit of their Committees.
21. The Chair of the Committee, or his/her representative, will provide and present reports and recommendations of the Committee to the Council's Cabinet, Full Council or other relevant organisations when necessary.

General

22. Annually at the first meeting after the Annual Council Meeting consider its terms of reference.

PROCEDURE

As a general rule the [Council Procedure Rules](#) govern the way that committees operate but these, with the exception of paragraph 14 of the Council Procedure Rules, may be varied or suspended at the discretion of the Chairman of the Committee in the interests of efficient and effective management of the committee.