



Borough of Telford and Wrekin

Regulatory Committee

Thursday 26 June 2025

7.00 pm

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

Democratic Services: Jayne Clarke 01952 383205

Media Enquiries: Corporate Communications 01952 382406

**Committee Members: Councillors I Preece (Chair), G H Cook (Vice-Chair),
C Chikandamina, J Jones, N Page, H Rhodes, R Sahota,
K L Tomlinson, R Tyrrell and P J Scott**

| | Agenda | Page |
|------------|--|------------------|
| 1.0 | Apologies for Absence | |
| 2.0 | Declarations of Interest | |
| 3.0 | Terms of Reference | 3 |
| | To review the Terms of Reference of the Regulatory Committee for 2025/26 municipal year. | |
| 4.0 | Taxi Licensing Update | To Follow |
| | To receive an update on Taxi Licensing. | |

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Telford & Wrekin
Co-operative Council

Protect, care and invest
to create a better borough

Borough of Telford and Wrekin

Regulatory Committee

Thursday 26 June 2025

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: | Ashey Hickman – Democracy and Scrutiny Assistant |
| Officer Contact Details: | Tel: 01952 382589 Email: ashley.hickman1@telford.gov.uk |
| Wards Affected: | All Wards |
| Key Decision: | Not Key Decision |
| Forward Plan: | Not Applicable |
| Report considered by: | Regulatory Committee – 26 June 2025 |

1.0 Recommendations for decision/noting:

It is recommended that the Regulatory 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 Regulatory 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 15 May 2025, 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.

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 There are no direct financial implications arising from this report.

9.0 Legal and HR Implications

9.1 Historically, Telford and Wrekin have had one Committee dealing with all functions of Licensing delegated to it.

9.2 Typically, Licensing responsibilities are managed through two types of Committee:

1. A Licensing Committee dealing primarily with matters under the Licensing Act 2003 and the Gambling Act 2005
2. A Regulatory Committee dealing with licensing under other legislation to include, but not limited to, that relating to taxis, street trading and animal boarding.

9.3 Telford and Wrekin will have two Committees for licensing moving forward, in line with accepted common practice.

9.4 This report relates to Terms of Reference for the Regulatory Committee

9.4 The Constitution requires that Full Council should agree at its Annual Meeting the Terms of Reference for each of its Committees. At the Annual Meeting of the Council on 15 May 2025, Full Council delegated authority to each Committee to review its own Terms of Reference.

The Council's Constitution sets out that the Chair of Committees shall be decided at the Annual meeting of Full Council. Accordingly, the terms of reference for the Committee should mirror these provisions. It is also prescient for the terms of reference to provide clarity on the election of a Vice-Chair for the Committee.

Once the Committee has confirmed its terms of reference, the Monitoring Officer will update the Constitution to ensure consistency of the terms of reference of the Committee. There are no direct legal implications arising from this report.

9.5 The proposals contained in this report can be delivered using existing resources

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 Regulatory Terms of Reference 2025/2026

16.0 Report Sign Off

| Signed off by | Date sent | Date signed off | Initials |
|----------------------|------------------|------------------------|-----------------|
| Legal Services | 12/6/25 | 12/6/25 | SH |
| Finance | 16/06/2025 | 16/06/2025 | MLB |

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Regulatory Committee – Terms of Reference and Procedure

The Committee has the responsibility and delegated powers to act on behalf of the Council in respect of regulatory matters within the Borough as follows.

1. To exercise the functions of the Council as Licensing Authority for any and all other licensing and registration function as detailed in schedule 1 (Functions not to be the Responsibility of an Authority's Executive) of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 but excluding the Licensing Act 2003 and Gambling Act 2005, save for where those functions are the responsibility of Full Council;
2. To exercise the functions of the Council in respect of any and all other regulatory and public protection legislation (without limitation) including, but not limited to Health & Safety, Fire Safety, Health, Public Protection and Sports Ground Safety;
3. To determine and make payments or provide other benefits in cases of maladministration;
4. To make determinations in respect of common land, village greens and open spaces;
5. To advise full Council or Cabinet on the authority's response to any consultation documents issued by the Secretary of State on Public Protection matters;
6. To establish sub-committees comprising three members as and when required for the purpose of conducting hearings;
7. To consider and determine fees and charges in respect of any of the above matters;
8. To delegate these functions, where appropriate, to the Sub -Committee, appropriate Director or other appropriate employees; and
9. To approve, adopt, review, amend and revise codes of best practice, policy and procedure for Licensing and Public Protection matters within its terms of reference and to make the same publicly available.

PROCEDURE

- (a) 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.
- (b) Separate procedures will apply when the committee is undertaking administrative or quasi-judicial functions to ensure a fair hearing.

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