



# Borough of Telford and Wrekin

## Business and Finance Scrutiny Committee

### 20 July 2022

### Terms of Reference 2022/23

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<b>Cabinet Member:</b>	<b>Cllr Rae Evans, Cabinet Member: Finance, Governance and Customer Services</b>
<b>Lead Director:</b>	<b>Anthea Lowe, Director: Policy &amp; Governance</b>
<b>Service Area:</b>	<b>Democracy</b>
<b>Report Author:</b>	<b>Sam Yarnall (Democracy Officer (Scrutiny))</b>
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<b>Wards Affected:</b>	<b>None.</b>
<b>Key Decision:</b>	<b>No</b>
<b>Forward Plan:</b>	<b>Not applicable</b>
<b>Report considered by:</b>	<b>Business and Finance Scrutiny Committee - 20 July 2022</b>

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#### **1.0 Recommendations for decision/noting:**

- 1.1 It is recommended that the Communities Scrutiny Committee:-  
Review and agree the amended Terms of Reference set out at Appendix 1.

#### **2.0 Purpose of Report**

- 2.1 To set out the Terms of References for the Business and Finance Scrutiny Committee as outlined in 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 19 May 2022, Full Council delegated authority to each Committee to review its own Terms of Reference.

3.3 The Terms of Reference forms part of the Constitution and was 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 1) 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 Business and Finance Scrutiny Committee to review its Terms of Reference attached at Appendix A to clarify the procedure for election of a Chair and Vice-Chair of the Committee.

#### **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-focussed, innovative council providing efficient, effective and quality services.

#### **8.0 Financial Implications**

8.1 There are no financial implications arising from this report.

#### **9.0 Legal and HR Implications**

9.1 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.

#### **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 and Environmental Implications**

13.1 There are no climate change and environmental implications arising from this report.

**14.0 Background Papers**

14.1 Council Constitution.

**15.0 Appendices**

A Terms of Reference. Business and Finance Scrutiny Committee

**16.0 Report Sign Off**

<b>Signed off by</b>	<b>Date sent</b>	<b>Date signed off</b>	<b>Initials</b>
Legal	29/06/22	30/06/22	RP