



Borough of Telford and Wrekin

Council Constitution Committee

Wednesday 5 October 2022

Terms of Reference 2022/23

Cabinet Member:	Cllr Rae Evans - Cabinet Member: Finance, Governance and Customer Services	
Lead Director:	Anthea Lowe - Director: Policy & Governance	
Service Area:	Policy & Governance	
Report Author:	Rhys Attwell - Democracy Officer (Democracy)	
Officer Contact Details:	Tel: 01952 383205	Email: rhys.attwell@telford.gov.uk
Wards Affected:	Not Applicable	
Key Decision:	Not Key Decision	
Forward Plan:	N/A	
Report considered by:	N/A	

1.0 Recommendations for decision/noting:

1.1 It is recommended that the Council Constitution 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 Council Constitution Committee as outlined in Appendix 1.

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 Council Constitution Committee to review its Terms of Reference attached at Appendix 1 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 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 19 May 2022, 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.

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

1 Council Constitution.

15.0 Appendices

1 Terms of Reference for Council Constitution

16.0 Report Sign Off

Signed off by	Date sent	Date signed off	Initials
Legal	03/10/2022	03/10/2022	RP