



Borough of Telford and Wrekin

SMT Strategic

Tuesday 2 May 2023

Terms of Reference 2023 / 2024

Cabinet Member:	Cllr Nathan England - Cabinet Member: Finance, Customer Services and Governance	
Lead Director:	Anthea Lowe - Director: Policy & Governance	
Service Area:	Policy & Governance	
Report Author:	Kieran Robinson - Democracy Officer (Scrutiny)	
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Wards Affected:	All Wards	
Key Decision:	Not Key Decision	
Forward Plan:	Not Applicable	
Report considered by:	SMT – 6 June 2023 Communities Scrutiny Committee – 28 June 2023	

1.0 Recommendations for decision/noting:

It is recommended that the Communities Scrutiny Committee:

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

2.0 Purpose of Report

- 2.1 To set out the terms of reference for the Communities Scrutiny 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 25 May 2023, 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 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 its terms of reference.

5.0 Alternative Options

- 5.1 There are none.

6.0 Key Risks

- 6.1 No key risks arise 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 the Terms of Reference be reviewed on an annual basis. The Council is required to comply with the Constitution. This report demonstrates compliance with this requirement.

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10.0 Ward Implications

- 10.1 There are no ward implications.

11.0 Health, Social and Economic Implications

11.1 None.

12.0 Equality and Diversity Implications

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

13.0 Climate Change and Environmental Implications

13.1 This report does not have any implications in terms of climate change or the environment.

14.0 Background Papers

1 Council Constitution

15.0 Appendices

A Terms of Reference – Communities Scrutiny Committee

16.0 Report Sign Off

Signed off by	Date sent	Date signed off	Initials
Legal Services	22/02/2023	22/05/2023	KF