



## Borough of Telford and Wrekin

### Licensing Committee

Tuesday 13 June 2023

### Terms of Reference 2023/2024

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<b>Cabinet Member:</b>	Cllr Nathan England - Cabinet Member: Finance, Customer Services and Governance
<b>Lead Director:</b>	Anthea Lowe - Director: Policy & Governance
<b>Service Area:</b>	Policy & Governance
<b>Report Author:</b>	Sam Yarnall - Democracy Officer (Scrutiny)
<b>Officer Contact Details:</b>	<b>Tel:</b> 01952 382193 <b>Email:</b> sam.yarnall@telford.gov.uk
<b>Wards Affected:</b>	All Wards
<b>Key Decision:</b>	Not Key Decision
<b>Forward Plan:</b>	Not Applicable
<b>Report considered by:</b>	Licensing Committee – 21 November 2023

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#### 1.0 Recommendations for decision/noting:

It is recommended that the Licensing Committee:-

- 1.1 Reviews and agrees the Terms of Reference for 2023/2024 as set out at Appendix A to this report.

#### 2.0 Purpose of Report

- 2.1 The purpose of this report is to set out the recommended Terms of Reference for the Licensing Committee as outlined in Appendix A.

#### 3.0 Background

- 3.1 The Council's 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.

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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 form part of the Constitution and were approved by Full Council in that context on 3 March 2022.

### **4.0 Summary of main proposals**

4.1 For the Licensing Committee to agree 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 This report links to the Council's priority to be a community-focused, 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 25 May 2023, Full Council delegated authority to each Committee to review its own Terms of Reference.

9.2 The Council's set out that the Chair of the Committee shall be decided at the Annual meeting of the 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.

9.3 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**

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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**

A Terms of Reference 2023/2024

### **16.0 Report Sign Off**

<b>Signed off by</b>	<b>Date sent</b>	<b>Date signed off</b>	<b>Initials</b>
Legal	04/04/2023	15/05/2023	SH
Finance	04/04/2023	05/07/2023	AM