



# Borough of Telford and Wrekin

## Planning Committee

Wednesday 25 July 2024

### Terms of Reference 2024 / 2025

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<b>Cabinet Member:</b>	Cllr Zona Hannington - Cabinet Member: Finance 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)
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<b>Wards Affected:</b>	All Wards
<b>Key Decision:</b>	Not Key Decision
<b>Forward Plan:</b>	Not Applicable
<b>Report considered by:</b>	Planning Committee – 24 July 2024

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#### 1.0 Recommendations for decision/noting:

It is recommended that the Planning 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 Planning 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.

## Terms of Reference 2024/2025

- 3.2 At the Annual Meeting of the Council on 23 May 2024, 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.
- 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 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 Good governance processes support value for money in ensuring economy, efficient and effectiveness in the Council's decision making and processes. 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. Full Council delegated authority to each Committee to review its own Terms of Reference.
- 9.2 The terms of reference should provide clarity on the election of the chair and Vice-Chair and once confirmed, the Monitoring Officer will update the Constitution. There are no direct legal implications arising from this report.
- 9.3 There are no HR implications directly 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 or Environmental implications arising from this report.

**14.0 Background Papers**

1 Council Constitution

**15.0 Appendices**

A Terms of Reference – Planning Committee

**16.0 Report Sign Off**

<b>Signed off by</b>	<b>Date sent</b>	<b>Date signed off</b>	<b>Initials</b>
Legal Services	10/07/24	11/07/24	SH
Finance	10/07/2024	15/07/2024	AEM