



Borough of Telford and Wrekin

Licensing Committee

Monday 29 July 2024

Terms of Reference 2024 / 2025

Cabinet Member:	Cllr Zona Hannington - Cabinet Member: Finance, Governance & Customer Services.
Lead Director:	Anthea Lowe - Director: Policy & Governance
Service Area:	Policy & Governance
Report Author:	Sam Yarnall - Democracy Officer (Scrutiny)
Officer Contact Details:	Tel: 01952 382193 Email: sam.yarnall@telford.gov.uk
Wards Affected:	All Wards
Key Decision:	Not Key Decision
Forward Plan:	Not Applicable
Report considered by:	Licensing Committee – 29 July 2024

1.0 Recommendations for decision/noting:

It is recommended that the Licensing 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 Licensing 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 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.
- 9.2 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.
- 9.3 Once the Committee has confirmed its terms of reference, the Monitoring Officer will update the Consitution 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 or Environmental implications arising from this report.

14.0 Background Papers

1 Council Constitution

15.0 Appendices

A Terms of Reference 2024/2025

16.0 Report Sign Off

Signed off by	Date sent	Date signed off	Initials
Legal Services	20.06.2024	20.06.2024	SH
Finance	09/07/2024	09/07/2024	AEM