Telford & Wrekin Co-operative Council

Protect, care and invest to create a better borough

Borough of Telford and Wrekin

Regulatory Committee

Thursday 26 June 2025

Terms of Reference 2025/26

Cabinet Member:	Cllr Zona Hannington - Cabinet Member: Finance, Governance & Customer Services.
Lead Director:	Anthea Lowe - Director: Policy & Governance
Service Area:	Policy & Governance
Report Author:	Ashey Hickman – Democracy and Scrutiny Assistant
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Wards Affected:	All Wards
Key Decision:	Not Key Decision
Forward Plan:	Not Applicable
Report considered by:	Regulatory Committee – 26 June 2025

1.0 Recommendations for decision/noting:

It is recommended that the Regulatory 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 Regulatory 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 15 May 2025, 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.

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 direct financial implications arising from this report.

9.0 Legal and HR Implications

9.1 Historically, Telford and Wrekin have had one Committee dealing with all functions of Licensing delegated to it.

9.2 Typically, Licensing responsibilities are managed through two types of Committee:

1. A Licensing Committee dealing primarily with matters under the Licensing Act 2003 and the Gambling Act 2005
2. A Regulatory Committee dealing with licensing under other legislation to include, but not limited to, that relating to taxis, street trading and animal boarding.

9.3 Telford and Wrekin will have two Committees for licensing moving forward, in line with accepted common practice.

9.4 This report relates to Terms of Reference for the Regulatory Committee

9.4 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 15 May 2025, 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 Consitution to ensure consistency of the terms of reference of the Committee. There are no direct legal implications arising from this report.

9.5 The proposals contained in this report can be delivered using existing resources

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, Biodiversity and Environmental Implications

13.1 There are no Climate Change, Biodiversity or Environmental implications arising from this report.

14.0 Background Papers

1 Council Constitution

15.0 Appendices

A Regulatory Terms of Reference 2025/2026

16.0 Report Sign Off

Signed off by	Date sent	Date signed off	Initials
Legal Services	12/6/25	12/6/25	SH
Finance	16/06/2025	16/06/2025	MLB