



Borough of Telford and Wrekin

Governance Committee

Tuesday 15 July 2025

Constitution Update Report

Cabinet Member:	Cllr Zona Hannington - Cabinet Member: Finance, Governance & Customer Services	
Lead Director:	Anthea Lowe - Director: Policy & Governance	
Service Area:	Policy & Governance	
Report Author:	Richard Phillips – Service Delivery Manager: Registrars, Public Protection, Legal & Democracy	
Officer Contact Details:	Tel: 01952 383241	Email: richard.phillips@telford.gov.uk
Wards Affected:	All Wards	
Key Decision:	Not Key Decision	
Forward Plan:	Not Applicable	
Report considered by:	Not Applicable	

1.0 Recommendations for decision/noting:

It is recommended that the Committee:

- 1.1 Reviews and considers the revised and updated Constitution at Appendix A and
- 1.2 Recommends to Full Council the adoption of the revised and updated Constitution

2.0 Purpose of Report

- 2.1 The purpose of this report is to update Members on the significant piece of work undertaken to review and update the Constitution and seek approval to recommend adoption of the Constitution to Full Council.

3.0 Background

Constitution Update Report

- 3.1 Governance Committee has responsibility for considering proposed changes to the Constitution and, if appropriate, making a recommendation to Full Council to change the Constitution.
- 3.2 The Constitution governs the way in which the Council operates and who makes which decisions. There is a statutory requirement to maintain an up to date Constitution and the Monitoring Officer has the responsibility of maintaining it.
- 3.3 As part of an ongoing review into various elements of the Constitution which required updating due to legislative changes it was considered an appropriate time to update the formatting, reduce the complexity, enhance document navigation and enable key points to be identified more easily.

4.0 Summary of main proposals

- 4.1 The exercise undertaken has been a comprehensive reformatting of the Constitution to make it more accessible, easier to understand and better reflect the way in which the Council operates.
- 4.2 The first change is the re-ordering of sections so that the document flows in a more methodical manner. This also makes it easier to read, access and use.
- 4.3 It has been broken down into smaller constituent parts so that users can move to the sections they require more easily. The numbering has also been updated so that there are now Chapters and Parts and therefore a reference to any particular element is clear and accurate with consistent numbering.
- 4.4 The terms of reference for the Council's various Committees have been moved to form appendices so the main body of the Constitution has been significantly reduced with ancillary documents being appended. This means that should there be changes to terms of reference, for example, they will be easier to update and locate but they still have the same status and require the same approval process as exists currently.
- 4.5 Processes have been streamlined and statutory updates have been made (for example changes required by the Procurement Act 2023 which came into force on 28 February 2025) mean that the Contract Procedure Rules needed to be updated.
- 4.6 Most references to "Leader and Cabinet" have been amended to "the Executive" to mirror legislation.
- 4.6 Wherever possible hyperlinks have been added so that users can easily cross-reference other parts of the document.
- 4.7 Out of date text has been removed and/or updated where appropriate.
- 4.8 In areas where text has changed these paragraphs have been highlighted in red.

5.0 Alternative Options

- 5.1 Governance Committee could decide not to recommend the changes to the Constitution to Full Council but this might result in the Constitution not being legally compliant and the Council may be found to be in breach of its duties to maintain an up to date Constitution.

6.0 Key Risks

- 6.1 There are no key risks arising from this report.

7.0 Council Priorities

- 7.1 This report supports all Council priorities as the Constitution has an impact on the delivery of all Council 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 Local Government Act 2000 requires the Council to have a Constitution and maintain it. Governance Committee has oversight of the Constitution and is empowered to consider proposed changes to the Constitution and, if appropriate, make recommendations to Full Council to make changes to it.

- 9.2 There are no HR implications arising from this report.

10.0 Ward Implications

- 10.1 There are no direct ward implications arising from this report.

11.0 Health, Social and Economic Implications

- 11.1 There are no health, social or economic implications directly arising from this report.

12.0 Equality and Diversity Implications

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

13.0 Climate Change, Biodiversity and Environmental Implications

- 13.1 There are no direct climate change or environmental implications arising from this report.

14.0 Background Papers

- 1 Current Council Constitution – May 2025

15.0 Appendices

A Draft Constitution July 2025

16.0 Report Sign Off

Signed off by	Date sent	Date signed off	Initials
Legal	09/07/2025	09/07/2025	EH
Finance	09/07/2025	09/07/2025	MB