

**TELFORD & WREKIN COUNCIL**

**LICENSING COMMITTEE – 29 OCTOBER 2019**

**REVIEW OF TERMS OF REFERENCE**

**REPORT OF THE ASSISTANT DIRECTOR: GOVERNANCE,  
PROCUREMENT & COMMISSIONING**

**PART A) – SUMMARY REPORT**

**1. SUMMARY OF MAIN PROPOSALS**

For the Licencing Committee to review its Terms of Reference attached at Appendix 1.

**2. RECOMMENDATION**

**2.1 That the Committee review and agree the Terms of Reference set out at Appendix 1.**

**3. SUMMARY IMPACT ASSESSMENT**

<b>COMMUNITY IMPACT</b>	Do these proposals contribute to specific Priority Plan objective(s)?	
	Yes	The Committee is part of the Council's decision making framework and therefore contributes to all of the Council's priorities.
	Will the proposals impact on specific groups of people?	
	No	
<b>TARGET COMPLETION/DELIVERY DATE</b>	If the Committee recommends any changes to the Terms of Reference; they will proceed to Council Constitution Committee and then, if approved, onto full Council at the earliest opportunity.	
<b>FINANCIAL/VALUE FOR MONEY IMPACT</b>	No	
<b>LEGAL ISSUES</b>	Yes	The Constitution requires that the Terms of Reference of each Committee be reviewed on an annual basis at the first meeting of the committee in the administrative year. The Council is required to comply with the Constitution.
<b>OTHER IMPACTS, RISKS &amp; OPPORTUNITIES</b>	Yes	There are no other specific impacts arising from this report.
<b>IMPACT ON SPECIFIC WARDS</b>	Yes	Borough-wide impact

## **PART B) – ADDITIONAL INFORMATION**

### **4. INFORMATION**

- 4.1 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.
- 4.2 At the Annual Meeting on 23 May 2019, Full Council delegated authority to each Committee to review its own Terms of Reference.
- 4.3 The Terms of Reference forms part of the Constitution and was approved by Full Council in that context on 14 July 2016.
- 4.4 No changes to the Terms of Reference are suggested.

### **5. PREVIOUS MINUTES**

- 5.1 Council – 14 July 2016 and 23 May 2019.

### **6. BACKGROUND PAPERS**

Constitution

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