



Borough of Telford and Wrekin

Planning Committee

Wednesday 22 July 2026

Terms of Reference 2026/27

Cabinet Member:	Cllr Zona Hannington - Cabinet Member: Finance and Resident Services
Lead Director:	Anthea Lowe - Director: Policy & Governance
Service Area:	Policy & Governance
Report Author:	Jayne Clarke – Senior Democracy Officer (Democracy)
Officer Contact Details:	Tel: 01952 383205 Email: jayne.clarke@telford.gov.uk
Wards Affected:	All Wards
Key Decision:	Not Key Decision
Forward Plan:	Not Applicable
Report considered by:	Planning Committee – 22 July 2026

1.0 Recommendations for decision/noting:

It is recommended that the Planning Committee:

- 1.1 Agree and reconfirm the Terms of Reference set out at Appendix A.

2.0 Purpose of Report

- 2.1 To set out the Terms of References for the Planning Committee as outlined in Appendix A of the report.

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 21 May 2026, Full Council delegated authority to each Committee to review its own Terms of Reference.

3.3 The Terms of Reference forms part of the Constitution and was approved by Full Council in that context on 3 March 2022.

4.0 Summary of main proposals

4.1 For the Planning Committee to review and reconfirm its Terms of Reference as set out at Appendix A.

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-focussed, 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.

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.

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, Biodiversity and Environmental Implications

13.1 There are no climate change, Biodiversity and environmental implications arising from this report.

14.0 Background Papers

1 [Council Constitution November 2023.pdf](#)

15.0 Appendices

A Planning Committee Terms of Reference 2026/27

16.0 Report Sign Off

Signed off by	Date sent	Date signed off	Initials
Legal	24/06/2026	25/06/2026	SH
Finance	24/06/2026	25/06/2026	ER