

TELFORD & WREKIN COUNCIL**BOUNDARY REVIEW COMMITTEE – 18 FEBRUARY 2021****REVIEW OF TERMS OF REFERENCE****REPORT OF THE ASSOCIATE DIRECTOR: POLICY & GOVERNANCE****PART A) – SUMMARY REPORT****1. SUMMARY OF MAIN PROPOSALS**

For the Boundary Review 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

COMMUNITY IMPACT	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	
TARGET COMPLETION/DELIVERY DATE	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.	
FINANCIAL/VALUE FOR MONEY IMPACT	Yes/No	
LEGAL ISSUES	Yes/No	The Constitution requires that the Terms of Reference be reviewed on an annual basis. The Council is required to comply with the Constitution.
OTHER IMPACTS, RISKS & OPPORTUNITIES	Yes	There are no other specific impacts arising from this report.
IMPACT ON SPECIFIC WARDS	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 21 May 2020, 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 21 May 2020

6. BACKGROUND PAPERS

Constitution – www.telford.gov.uk/constitution

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Appendix 1

Boundary Review Committee - Terms of Reference and Procedure

The Committee has the responsibility and delegated powers to act on behalf of the Council in respect of the following electoral arrangements for the Borough.

TERMS OF REFERENCE

Boundary Reviews

1. Duty to prepare information on and to recommend consultation responses to Council on Parliamentary Boundary Reviews.
2. Duty to prepare information on and to recommend consultation responses to Council on Periodic and further Electoral Reviews.
3. Duty to prepare information on and to recommend consultation responses to Council on Reviews of European Parliamentary electoral regions.
4. Duty to prepare information on and recommend consultation responses to Council on all other electoral arrangement reviews.

Community Governance Reviews

5. Dealing with all matters relating to Community Governance Reviews.

Parishes

6. Grouping parishes, dissolving groups and separating parishes from groups.

Polling Districts

7. Duty to divide the constituency in to polling districts.
8. The power to divide electoral divisions into polling districts at local government elections.

Elections

9. As set out in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000/2853 (as amended).

General

10. Annually at the first meeting after the Annual Council Meeting consider its terms of reference.

PROCEDURE

As a general rule the [Council Procedure Rules](#) govern the way that committees operate but these, with the exception of paragraph 14 of the Council Procedure Rules, may be varied or suspended at the discretion of the Chairman of the Committee in the interests of efficient and effective management of the committee.