

**TELFORD & WREKIN COUNCIL****LICENSING COMMITTEE – 11 JUNE 2018****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>         | Yes/No   |  |
| <b>LEGAL ISSUES</b>                             | 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. |
| <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 24 May 2018, 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 24 May 2018

### **6. BACKGROUND PAPERS**

Constitution

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