**Political Governance Working Group**

**Terms of Reference**

1. **Meetings**
   1. The Group shall meet quarterly, or as determined by its members or as specifically requested by Full Council
   2. Meetings shall be held at County Hall, Preston, unless otherwise agreed by the Group.
2. **Membership & Chair**
   1. The Group shall be made up of 9 members, 5 Conservatives, 2 Labour, 1 Liberal Democrat and 1 Green, members to be nominated by the groups themselves.
   2. The Chair and Deputy Chair shall be appointed by Full Council annually.
   3. If the Chair is absent at a meeting, the Deputy Chair shall preside. If both the Chair and Deputy Chair are absent, a Chair for the meeting shall be chosen from amongst the members present
3. **Quorum**
   1. The quorum shall be 3 members, representing at least 2 political groups
4. **Voting**
   1. All members of the Group shall have a vote. Voting shall be by show of hands, and resolutions shall be by simple majority
   2. The Chair shall have a second or casting vote in the event of a tie
5. **Role and Functions**
   1. To consider, on behalf of the Full Council, matters relating to the political administration of the authority, including:
   * Proposals to amend the constitution, including the code of conduct for members (reporting to the Audit Risk and Governance Committee on the latter as appropriate)
   * Formal reviews of county council electoral boundaries in Lancashire
   * Formal proposals to change the governance model of the council
   * Changes to the provision of support provided to political groups on the council
   * Proposals to changes processes and procedures for formal meetings of the council and its committees
   * Matters relating to information, advice and support for individual councillors and political groups
   1. To act as a forum for regular engagement between political groups and senior officers, in relation to matters relating to the support provided to councillors and groups
6. **Recommendations**
   1. The Group will report its recommendations to Full Council, or other committee or body as agreed by Full Council
   2. A regular report on the Group's activities and workplan shall be presented to the Overview and Scrutiny Management Board