

## **Political Governance Working Group**

### **Terms of Reference**

#### **1. Meetings**

- 1.1. The Group shall meet quarterly, or as determined by its members or as specifically requested by Full Council
- 1.2. Meetings shall be held at County Hall, Preston, unless otherwise agreed by the Group.

#### **2. Membership & Chair**

- 2.1. 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.
- 2.2. The Chair and Deputy Chair shall be appointed by Full Council annually.
- 2.3. 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**

- 3.1. The quorum shall be 3 members, representing at least 2 political groups

#### **4. Voting**

- 4.1. All members of the Group shall have a vote. Voting shall be by show of hands, and resolutions shall be by simple majority
- 4.2. The Chair shall have a second or casting vote in the event of a tie

#### **5. Role and Functions**

- 5.1. 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

- 5.2. 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**

- 6.1. The Group will report its recommendations to Full Council, or other committee or body as agreed by Full Council
- 6.2. A regular report on the Group's activities and workplan shall be presented to the Overview and Scrutiny Management Board