

ELECTORAL CYCLE CONSULTATION TASK AND FINISH GROUP - TERMS OF REFERENCE



1. Introduction

- 1.1. Following the unanimous agreement of full council to move to a consultation on the electoral cycle, the Audit and Governance Committee has been delegated the approval of the design and implementation of the consultation, in particular who would be consulted/engaged with and how.
- 1.2. The Audit and Governance Committee has previously indicated a wish for a small Task and Finish Group to be established to oversee the development of the consultation process. This short paper proposes the establishment of the group to undertake the work.

2. Task and Finish Group Purpose

- 2.1. The Task and Finish Group will be established to review initial proposals for the consultation and provide amendments and suggestions for further development. The Task and Finish Group will focus on –
- Consultation question/s
 - Methodology for the consultation to include –
 - Communications and engagement timescales and approach
 - Consultation materials
 - Reporting milestones
 - Those people (or groups of people) invited to take part

3. Timescales

- 3.1. In order for the consultation process to be agreed and implemented in June (in line with the Council resolution) the following timescales are proposed

Meeting	Date	Purpose
Task and Finish Group (Teams Meeting)	W/C 30 January 2023	Presentation of initial proposals
Task and Finish Group (Teams Meeting)	W/C 20 February 2023	Final review and sign off by task and finish group
Audit and Governance Committee	20 March 2023	Formal sign off by the Audit and Governance committee

- 3.2. Following Audit and Governance Committee approval officers will begin implementation of the plan, with the consultation beginning in June 2023 in line with the resolution passed by Council.

4. Membership

- 4.1. It is proposed that membership should consist of the following –
- Two Labour Members
 - Two Conservative Members
 - One Green Party Member

- One Independent Alliance Member

4.2. Nominations should be determined by groups and notified to officers through group whips.