

LPC Governance sub – committee

Terms of Reference

The purpose of the Governance sub-committee shall be to:

- Assure the LPC's adherence to the LPC's governance and code of conduct framework and duties under the LPC constitution;
- Review the provisions of the LPC governance and code of conduct framework at specific intervals;
- Promote and demonstrate good governance as part of the LPC's values;
- Consider any complaints about an alleged breach of governance by any member or officer of the committee referred to the sub-committee by the main committee (subject to 3.1) in accordance with the provisions of the LPC constitution.

Membership

1.1 Three members of the main committee shall be elected by ballot to the Governance sub-committee.

1.2 In the event that a Governance sub- committee member ceases to be a member of the LPC, is disqualified from being a member of the sub-committee or resigns, a ballot shall take place to elect a new Governance sub- committee member for the remaining the term of office.

1.3 The members of the Governance sub- committee may co-opt an additional member from members of the LPC, if it is necessary to ensure that the sub- committee includes representation of both the independent and multiple sectors.

1.4. The members of the sub-committee shall appoint a chairman from amongst the members.

1.5 The Governance sub - committee members should not also be officers of the main committee.

Accountability

2.1 The Governance sub-committee shall be accountable to the main committee.

2.2 The Governance sub-committee shall determine the frequency of its meetings to discharge its duties keeping the Chief Officer and Treasurer informed. The subcommittee may need to meet more frequently should a specific issue arise which needs further discussion and agreement.

2.3 The Governance sub- committee shall report its discussions and outcomes to the main committee; if confidential information has been discussed by the Governance sub- committee but cannot be immediately reported to the main committee, the sub-committee shall inform the committee and provide the information when in is in a position to do so.

2.4 A Governance sub- committee member with a conflict of interest should step down temporarily, in which case the sub-committee shall co-opt an additional member from the main committee.

2.5 The sub- committee may invite the LPC Chief Officer or other officer to part or all of one or more of its meetings if their input is required to deal with a specific issue and to ensure the LPC constitution is adhered too.

2.6 There is no quorum for the sub-committee but the maximum attendance will be sought when arranging a meeting which should be 3 LPC members where ever possible.

Actions

3.1 The Treasurer may refer directly to the sub-committee any matter of governance relating to Committee of members' expenses claims.

3.2 The sub-committee may require any LPC member to report directly to it.

3.3 Shall investigate all complaints or allegations made against members or officers of the committee referred to it by the main committee or other LPC Officer.

3.4 May, with the consent of the main committee, conduct an investigation into an alleged breach of governance, on behalf of another LPC, in accordance with the LPC constitution.

3.5 Review the LPC's governance and code of conduct framework at least annually and assure the LPC's adherence to the framework and the governance provisions set out in the LPC constitution.

3.6 The sub - committee should be elected or appointed yearly. This should coincide with the appointment of the new Officers.