

2016 - 2017 Local government selection pack

Introduction:

Attached you will find the labour party selection pack for 2016-2017. This is designed to enable local campaign forums begin the process of selecting candidates for the 2017 elections.

It is vital that this process begins soon, while the Assembly election is the priority for 2016 Local parties will find that if they do not begin their process to identify candidates and select councillors in advance of the election next year they will struggle to complete the process and have new candidates in place with sufficient time for them to be able to campaign for 2017

What should I be doing:

Attached is the guidance for the process, it is a detailed step by step document that should enable you to begin the process of selecting your local. Members must be written to; to inform them that the process is beginning and to invite them to apply.

LCFs should begin looking to meet to agree timetabling.

LCFs should be looking to agree:

- An opening date for new applicants to apply to be considered for the panel
- A Closing date for new applicants
- All sitting councillors should be asked to return the model update form for sitting councillors, include in the pack to confirm, whether they are seeking re-election. This should run alongside and observe the same timetable as the application window for new candidates. It needs to be made clear to all sitting councillors if they do not submit these forms within the agreed timetable that they will be considered to be standing down and will not be considered for selection moving forward.
- The LCF should convene a panel of members to interview potential applicants

Key things to be aware of:

Eligibility: Potential candidates must go through an interview process prior to selections taking place. To be considered for selection a candidate must be interviewed by an LCF panel and they must also be in compliance with Labour party rules: i.e they must have 12 months of continuous membership of the party and be registered in the electoral area they are applying in. This can be waived in line with the guidance in the attached document, any decisions to waive the membership length requirement must be ratified through the regional office as doing so requires

Positive Action procedures:

Labour party rules, laid down in the attached document and the Labour party rule book, require that in all two or three members wards, that are winnable, at least one candidate must be a woman. A list of winnable wards must be agreed by the regional office before selections can begin.

Interviewing sitting councillors:

The procedural document allows for sitting councillors to be required to go through the interview process with the LCF, not only is this a best practice, it allows the LCF to address any issues relating to individual councillor performance and deal with all councillors equally.

In the case of the 2017 Local government procedures Welsh Labour and the Welsh executive require ALL Sitting councillors seeking reselection to go through the interview process. This is in line with other regions and nations across the UK and has been standard practice in many regions for more than decade. This is not optional all LCFs will be required to show this process has been undertaken sitting councillors who do not go through this process cannot be considered for selection.

To discuss your local process you should contact the regional office on 02920 877 700

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To: All LCF and Labour Group Secretaries in England and Wales
cc: Regional Directors and organisers in England and Wales

Dear colleague

Selection of local government candidates 2016

Enclosed are selection guidelines, the NEC procedural rules governing the selection of candidates, a councillor job description and the code of conduct for local government selection, together with a collection of model forms and reports.

Each Local Campaign Forum with elections in 2016 must seek agreement from your regional office on your timetable and procedures.

If you have any questions on the arrangements for the selection of candidates for 2016 local elections, please contact your regional office in the first instance.

Thank you for your assistance with the selection of local government candidates. We would welcome your feedback on the experience and resources.

Yours sincerely

Kat Buckingham
Head of Constitutional Unit, Compliance Unit

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1 Selection of local government candidates

The Labour Party needs to find, recruit, select and train the best candidates for local government. And we also need to increase the number of candidates and councillors who are from BME communities, women and/or young. Selecting local government candidates is a vitally important task for local Labour parties.

This resource has been produced to support local parties with their recruitment and selection activity, in order for the party to contest as many seats as possible at local elections and with a good cross-section of our communities represented. It includes the selection procedures which have been agreed by the National Executive Committee and therefore must be used in selecting Labour candidates for local government.

This initial pack contains an outline of the tasks required, a letter to be sent to all members inviting them to seek nomination, an explanation of the new rules and procedures, and the required forms for nominees. The forms include an update form for sitting councillors, an update form for members who previously have been candidates, and a nomination form for new nominees, as well as a monitoring form to assist us with positive action in increasing the diversity of our groups to make them more representative of the communities we serve.

All of this material, and forthcoming material, will be placed on the Labour in local government web site at <http://members.labour.org.uk/local-government-hub>

Assistance with undertaking this task will be available from your regional office. Email councillors@new.labour.org.uk if you do not know who to contact in your region.

2 The next local elections

The next set of local government elections are scheduled to take place in May 2016.

Whatever the arrangements, we need to identify members of calibre and wide experience, reflective of all our communities, who will seek election for our local authorities.

Selection procedures matter. Responsibilities and expectations of local councillors have increased over recent times, and we need to ensure a high calibre of candidate is available for election. It also is important that we improve the diversity of our councillors to better reflect the communities we seek to serve and the selection procedures have been updated to help ensure that we achieve this. Our councillors need to be in touch with their residents and aware of the important local issues that matter to people. Our councillors need a set of skills to be able to engage with a cross-section of people from partner organisations, business, decision makers, residents and other public agencies.

Communication skills, media awareness, understanding of budgets and financial reports, Consultative arrangements and Public speaking are many of the skills that councillors will need in order to fulfil their tasks. But above all, our councillors need a commitment to the Labour Party and to their community, and a willingness to engage with people and the local agenda, in order to make a positive difference to people's lives.

The enclosed nomination or update forms, and the forthcoming questions and exercises for the assessment centre, will help your local party to choose strong candidates for the panel.

3 Check list

The following checklist indicates the range of activity that needs to be undertaken in forming a panel. Please go through it and consider who will be responsible for the different elements of the programme. Further resources will be available as your procedures are implemented over the next few months.

- Write to all members advising them of the procedures for the selection of candidates for the next round of local government elections
- Your selections timetable has to be agreed by your regional office. Speak to your regional organiser about your plans
- If your LCF secretary is unable to oversee the process or seeks assistance because of the extra workload, appoint a selections co-ordinator to oversee the circulation of publicity, the organisation of taster events and similar, the drawing up and training of the assessment panel, the scheduling and organisation of the interviews of new candidates, the review of incumbents and previous candidates, and the timetabling and administration of short listing and selection meetings
- Assemble the paperwork of forms, letters, invitations and briefings to send to enquirers
- Organise taster events where existing councillors can explain their role and how the council and local government works, and ask the group secretary to advise you of the dates of forthcoming council meeting, cabinet, scrutiny

committee and area forum so you can notify nominees or enquirers so that they may attend.

- Target members who are already active and known in the community to encourage them to stand as a Labour councillor
- Develop a strategy to ensure your panel of candidates is representative of your community; ideas below.
- Send a model letter to all members within your local authority area inviting them to consider being a candidate, and setting out what is involved
- Follow this up with an audit of your local party membership to see if there are members who do not attend meetings so may not be known to you, but who would make excellent councillors
- Use email, phone calls and visits to encourage potential candidates to stand, and to assist with briefing
- Liaise with your Labour MP if you have one, to organise a coffee morning or similar event to meet with potential candidates; use this to target members from under-represented groups to encourage them to stand
- Consider how you will target black, asian, young and women members to encourage them to stand, and monitor the success of your positive action
- Organise training sessions for candidates, and/or encourage them to attend Labour Academy training or regional office courses on local government
- Inform all your local members of the self-nomination process, and encourage them to complete monitoring forms to ensure you are aware of the need to increase the number of applicants from under-represented groups
- Send the update forms to sitting Labour councillors and previous unsuccessful candidates who remain members in the local authority area
- Check that nomination and update forms have been completed properly; check that the nominee is eligible to stand and is aware of the regulations concerning qualification and disqualification
- Liaise with regional office about concerns from applications from sitting councillors and previous candidates, in the light of their update forms, and whips and/or party reports. Decide who should be called for interview
- Ensure paperwork is kept to enable effective participation at any regional appeals panels, if any.
- Train members of the interviewing and assessment team, and include training on equal opportunities
- Ensure the interviewing team is representative in terms of gender, age, ethnic minorities and Constituency Labour parties in the local authority area. Consider including an independent chair from a neighbouring or other authority, and discuss this with your regional officer
- Use standard questions and assessment criteria for each candidate, to ensure equality of opportunity, transparency and fairness

- All eligible party members should be invited to attend the relevant short listing and selection meetings with at least seven days notice.
- Ensure venues are accessible and comfortable, particularly for members with a disability, with minimum facilities eg a separate waiting area for candidates, toilets.
- Ensure membership lists are checked before the meeting and that only eligible members are invited and present.
- Ensure someone from the Local Campaign Forum is in attendance at each short listing and selection meeting to ensure procedures are fair and consistent.
- Ensure the CLP executive members who are not on the panel are aware of the possible need for them to attend branches which might be inquorate.
- Make arrangements for members to see information about the panel of candidates before the short-listing meeting eg produce a booklet of statements and include the job description, job specification and standard criteria for choosing the shortlist
- Ensure that every selected candidate has signed the candidate agreement, receives training on local government, campaigning, the ethical framework, Labour's expectations of its councillors, dealing with casework, using the media, meetings and time management and working with other elected representatives.
- Encourage existing councillors and returning candidates to participate in training, as well as new candidates. Local government is changing all the time and even experienced councillors who have been reselected should attend refresher training courses; they also will be able to assist with the training and briefing of new candidates. So strongly encourage all candidates to attend the local training events.
- Schedule a date for a post-election evaluation and debriefing session on the implementation of the selection procedures, training and positive action.

4 Positive action procedures

The Labour Party has now fully integrated the positive action procedures agreed by the National Executive Committee into the selection procedures for local council candidates.

4.1 For authorities with all-out elections

In "winnable wards" (as agreed with regional director or Scottish/Welsh General Secretary) with two or three members, at least one candidate must be a woman.

For selection in a winnable ward, the ballot will take place in two parts. The first ballot will select a woman from the shortlist and the second ballot will select the remaining candidates from the entire shortlist.

4.2 For authorities with elections where one third or one half of seats are up for election

In all winnable wards/divisions where a sitting councillor is retiring, at least one councillor must be a woman. If there are more women retirees than men then the current proportion of women candidates must be maintained.

The Regional Director/General Secretary has the authority to vary the arrangements within a given ward due to what they regard as exceptional circumstances, provided reciprocal arrangements are made to ensure that the overall level of women's representation is achieved.

4.3 Improving recruitment - some suggestions and materials

All members should be written to with information about the election, and invited to consider standing. All sitting councillors should be written to with the update form, as should former candidates who were not successful but remain in the authority area.

Consider holding a taster event. Essentially, you organise a reception and arrange a programme and presentation with question and answers about the role of a council and councillor. Consider who might host this, and who will speak and form a panel. Literature should be available for people to take away, including the required forms and a timetable. A model letter is enclosed.

A follow up event should be held to explain the procedures to people who return their nomination form, and they should be encouraged to attend group meetings, the Local Campaign Forum, and a range of council meetings as part of their preparation.

A number of MPs have held successful coffee mornings when members have been invited to meet with them and consider standing for office. Some of these events have been targeted on women, or black, Asian and other minority ethnic members. This has been shown to encourage members to stand for office.

The group secretary could helpfully provide a calendar of dates of council meetings, which could be made available so that potential candidates can get an insight into the work of the council.

Similarly, it would be good if the secretary or whip could arrange for a mentoring or buddy system, whereby a sitting councillor is paired with a new candidate to assist with their preparation for the role.

Training events are essential in the roles of a councillor, and importantly on campaigning and communication to assist our electoral prospects. It is essential for candidates to build a profile in the community quickly.

5 Appendix 4 of the Labour Party rules - local government selections

Appendix 4 NEC Procedures for the selection of local government Candidates

These procedural rules supplement Chapter 5 of the Party rule book – selections for election to public office, and provide a framework for Local Campaign Forums (LCFs) and Constituency Labour Parties (CLPs) to follow when conducting selections of local government candidates.

Local Campaign Forums and CLPs must also follow the good practice advice on these procedures as provided from time to time by the NEC.

A. Selection timetable

i. The executive of the Local Campaign Forum ('LCF') shall prepare a timetable for the selection procedure. All timetables and/or any variance to any of the selection procedures must be approved by the RD(GS) or other national officer as determined by the General Secretary on behalf of the NEC.

ii. The timetable should be set so that, as far as possible, candidates are selected six months in advance of the election (12 months where the council elects on a two or four year cycle).

iii. The timetable should identify various stages as follows:

- a. invitation for nominations to the panel of approved candidates
- b. initial closing date for receipt of nominations
- c. proposed interviewing procedure for those who require an interview
- d. date of LCF to decide on endorsement of initial applications
- e. submission of initial list of approved nominees ('the panel') to CLPs and ward selection committees
- f. the agreed order for selection meetings (i.e. first priority to Labour seats, second to winnable seats and last to other seats)
- g. date for reopening of endorsement procedure, where this is appropriate
- h. final date for completion of selections.

iv. The panel remains in existence following an election until a new panel is nominated and endorsed. The panel is therefore available for any by-elections in this period. This later date (iii.g above) is so that LCFs can plan for a period without new endorsements whilst high priority selections are taking place. The panel cannot be closed as such so all nominations must be dealt with at an appropriate time.

B. Positive action procedures

i. For authorities with all-out elections

a. The Regional Director (or General Secretary in Scotland and Wales) will agree a list of winnable wards with the LCF

b. In winnable wards with two or three members, at least one candidate must be a woman

c. For selection in a winnable ward, the ballot will take place in two parts. The first ballot will select a woman from the shortlist and the second ballot will select the remaining candidates from the entire shortlist.

d. If the ward fails to implement these positive action procedures then the selection will be invalid and the RD(GS) will require the ward to re-run its selection procedures.

ii. For authorities with elections where one third or one half of seats are up for election

a. In all winnable wards/divisions where a sitting councillor is retiring, at least one other councillor or candidate must be a woman.

b. If there are more women retirees than men then the current proportion of women candidates must be maintained.

iii. For each local authority area the RD(GS) will:

a. agree a list of winnable seats with the LCF; and

b. determine which winnable seats will be selected from an all-woman shortlist and which from an open shortlist.

c. If a ward fails to implement the agreed positive action procedure then the selection will be invalid and the RD(GS) will require that the ward to re-run its selection process.

iv. The RD(GS) has the authority to vary the arrangements within a given ward due to what they regard as exceptional circumstances, provided reciprocal arrangements are made to ensure that the overall level of women's representation is achieved.

C. Panel of approved candidates

i. The LCF will invite nominations for the Panel of Candidates which will be in the form of self-nominations using an official nomination form produced by the LCF. The form may include a number of questions (as well as a section for personal details) as approved by the LCF executive, but must include an undertaking to abide by the Party's rules and procedures relating to local government candidature and by the standing orders for the Labour group if elected.

ii. The LCF must ensure that all eligible members are informed of their right to self-nominate to the panel of approved candidates together with details of the timetable described in section 1 above.

D. Qualification of nominees

i. Each nominee must be an individual member of the Party, in accordance with the conditions of membership which include, where applicable, membership of an appropriate trade union.

ii. Each nominee must have paid the Party membership contribution at the appropriate rate and have at least 12 months' continuous national individual membership of the Party in the electoral area concerned at

the date of nomination. This 12 month continuous membership and residency qualification may be waived in exceptional circumstances to be decided by the LCF and endorsed by the RD(GS) on behalf of the NEC.

iii. All nominees must undertake, if elected, to accept and conform to the standing orders of the appropriate Labour group as approved by the NEC.

iv. Nominees must be legally qualified, and not disqualified, to stand for the local authority at the election concerned. It is required of LCFs that they take steps to check on disqualifications under the relevant legislation as well as any Party requirements when compiling their panel of prospective candidates.

v. Sitting councillors must be nominated and considered for endorsement and selection in accordance with the provisions set out in section E.ii.A.1 below, unless varied by section F.i.A. below.

vi. If a sitting councillor, the nominee must also have paid their annual elected representatives levy, and be fully paid up to date with their Party membership subscriptions at the standard rate and pay by direct debit.

vii. Sitting councillors who have had the Labour group whip withdrawn from them indefinitely are not eligible for membership of any panel.

viii. This Party shall not accept as qualified for inclusion in its panel of approved candidates any sitting councillor whose sole legal qualification for standing for election in the local government area is existing service as a councillor.

E. Endorsement of applicants to the panel of approved candidates

i. All applicants recommended for inclusion in its panel of candidates must be submitted to a meeting of the LCF concerned.

ii. There are three ways that applicants will be considered for membership of the approved panel of candidates. The particular method of approval depends upon the individual circumstances of the applicant as set out below:

a. Sitting councillor

1. To be reviewed by a written form from the chief whip regarding discipline and attendance, and by a written report from the branch secretary covering the ward they represent. An update form should be completed should circumstances have changed since a previous application form was completed. The LCF Officers, or a panel duly authorised by the LCF, may request an interview if the reports raise concerns about discipline, attendance, campaigning record or competence. Should they feel the circumstance dictate, the RD(GS) may instruct the LCF that an interview is undertaken and must give such reasons in writing. Should an interview not be requested, the sitting councillor will be recommended for inclusion on the panel without interview. Should an interview be required, this will be undertaken by an assessment team.

b. Recent candidate who had not been elected

1. To be reviewed by a written report confirming there has been no change in circumstances and updating the applicant's campaign and Party record. It will require an endorsement of the application by the branch in which they reside and the CLP campaign coordinator or similar officer. The LCF Officers, or a panel duly authorised by the LCF,

may request an interview if the report raises concerns about their campaigning record or competence. Should they feel the circumstance dictate, the RD(GS) may instruct the LCF that an interview is undertaken and must give such reasons in writing. Should an interview not be requested, the applicant will be recommended for inclusion on the panel without interview. Should an interview be required, this will be undertaken by an assessment team.

c. New applicant

1. By completion of the nomination form and a full interview by an assessment team.

iii. An assessment team, which will be drawn up by the LCF with the agreement of the RD(GS) in line with NEC recommendations, will carry out interviews for applicants where required. At the discretion of the RD(GS), the assessment team may be required to include assessors from outside of the local authority area.

iv. The assessment team will supply a decision sheet to each nominee following their assessment interview. The assessment team will prepare a report for the LCF on which candidates they are recommending to endorse. The LCF may refuse endorsement as it thinks fit to any candidate recommended for acceptance by the assessment team, on a secret ballot of eligible delegates at a duly notified meeting. The suitability of candidates for endorsement is a matter of judgement by members of the LCF. Candidates not endorsed by the assessment team will be given reasons for such decision.

v. The LCF shall not endorse any candidate the assessment team have interviewed and not recommended for endorsement. However, the individual concerned (or the organisation responsible for his/her nomination) may appeal within 14 days of receiving written notice against the refusal of the assessment team or LCF endorsement to the appeals panel of the appropriate regional board, who where practicable shall hear the appeal within 14 days.

vi. Such appeals shall be to establish the suitability or otherwise of the nominee for inclusion in the panel of candidates and on this basis the panel established to hear the appeal shall consider submissions from the appellant and representatives of the LCF concerned. The panel shall receive any submissions from both sides in the presence of the other and, within reason, witnesses may be called to support the submissions. A reasonable opportunity shall be given for witnesses and submissions to be questioned by either side. The panel may conduct the appeal hearing as a re-interview should they consider this is required by the circumstances. Should any appeal be conducted by the panel as a re-interview then, in the absence of any express decision to the contrary by the panel, the result of such a re-interview shall constitute the final determination of the appeal. When an appeal hearing against withdrawal of endorsement is heard, the hearing may be conducted where the panel consider it appropriate solely in relation to the changed circumstances leading to the LCF withdrawal of endorsement. The panel shall also rule on any procedural issues. The decision of the appeals panel shall be final and binding on all parties in accordance with the rules for local government selections. The reasons for the decision shall remain confidential to the panel concerned.

F. Authority to vary assessment procedures

i. The RD(GS) may, with the agreement of the LCF and the endorsement of the NEC, vary the assessment procedures in the following ways:

a. waive section E.ii.A.i above and/or section E.ii.B.i above to allow for all sitting councillors and/or recent candidates to be interviewed before endorsement;

b. waive the requirement in section E.ii.A.i or E.ii.B.i above for the branch secretaries to submit a written report to the LCF if this is not appropriate due to local circumstances. Such a waiver shall apply for all applicants.

G. Withdrawal of endorsement from a member of the approved panel

i. The LCF may withdraw its endorsement of any nominee if, in its opinion, there are changed circumstances relating to that nominee including failure to meet the requirements of the candidate's contract. Again, the individual concerned (or the organisation responsible for her/his nomination) may appeal within 14 days of receiving written notice against such withdrawal of endorsement to the appeals panel of the regional board who where practicable shall hear the appeal within 14 days on the same basis as in section E.vi above.

H. Rights and responsibilities of members of the approved panel of candidates

i. Potential candidates who are on the approved panel of candidates are entitled to a list of ward secretaries from the Secretary of the LCF. Once shortlisted by a ward, potential candidates will be entitled to a list of eligible members for that ward from the CLP Secretary. In order to receive this list, potential candidates will have to pay the relevant CLP an administration charge as set out in the code of conduct.

ii. The NEC maintains a code of conduct that applies to all candidates at all stages of this process including candidates applying to the panel of approved candidates.

I. Shortlisting and selection

i. Insufficient nominations

a. In the event of an insufficient number of valid nominations, the LCF executive shall have power to take whatever action may be necessary to meet the situation and ensure that there are Labour candidates available to contest any election to the appropriate authority.

b. In cases of dispute the matter shall be submitted to the LCF whose decision shall be final.

ii. Shortlisting and selection meetings – general

a. Shortlisting and selection meetings shall be convened by the Executive Committee of the CLP concerned after consultation with and in accordance with the timetable (referred to in A.iii.F above) laid down by the executive of the LCF. This is to ensure that meetings are convened on a priority basis so that candidates are selected first for Labour-held and winnable seats.

b. Notice of such meetings must be sent to all members entitled to attend. The notice shall state the business to be conducted and give appropriate details of the procedure to be adopted.

c. Notice of such meeting shall include notice of any positive action procedures as agreed under section B above, i.e. whether at least one woman candidate is to be selected or the candidate will be selected from an all-woman shortlist

d. Notice of such meetings shall be sent out at least seven days in advance, except in an emergency where the

LCF executive has approved a contracted timetable for a particular selection.

e. Where only one branch is involved, notices shall be sent out by the branch secretary on the instructions of the CLP secretary. Where more than one branch is involved, the CLP secretary shall be responsible for sending out the notice. Where more than one constituency is involved, the LCF secretary shall be directly responsible for convening such meetings on the instructions of the LCF executive.

f. Such meetings shall comprise only those fully paid-up individual members of the Party who are registered as electors or who reside in the electoral area concerned. Where this is impractical (for instance on the grounds of geography or travelling involved) the RD(GS) shall act on behalf of the NEC to approve arrangements for a special meeting of delegates appointed by branches within that electoral area.

g. Only those members who have been a member for at least 6 months are eligible to attend any meeting in this procedure. A freeze date for calculating this 6-month eligibility may be set by the LCF with the approval of the RD(GS). If no such freeze date is set the 6 months shall be counted from the date of the first meeting convened to discuss a shortlist for a particular electoral area.

h. A meeting in this procedure may be attended by not more than three representatives of the LCF executive who shall act in an advisory capacity without voting power. Any CLP concerned may send one member of their Executive Committee as an observer.

i. The LCF shall decide the number of members who shall comprise a necessary quorum for these meetings, which must be reviewed prior to each round of elections, subject to the agreement of the RD(GS).

j. A list of eligible members for such meetings shall be provided by the CLP secretaries involved from information supplied by the national membership system. Where appropriate a check against such list shall be made at the door and membership cards and/or other credentials shall be examined. At the commencement of the meeting the opportunity shall be given for the eligibility of any member present to be challenged. The LCF representatives present shall rule on the eligibility of any member over which the meeting is not satisfied. The notice of the meetings should indicate by when and where subscriptions should be brought up to date to ensure eligibility.

iii. Shortlisting procedure

a. The list of nominees endorsed by the LCF ('the panel') shall be sent to CLPs for forwarding to the meetings of individual members covering the electoral areas where selections have been approved.

b. The shortlisting procedure shall incorporate any positive action procedures as agreed under section B above.

c. Those in attendance at the special shortlisting meeting convened as above shall decide which of the nominees shall be invited to the subsequent selection meeting.

d. Once a member has been nominated or expresses an interest in being nominated s/he must withdraw from the meeting and take no further part in it.

e. Where a vote is to be taken at a shortlisting meeting the following procedure must be adopted:

1. Members present shall be invited to make nominations from those names on the approved panel of candidates. Nominations should be moved and seconded.
2. Once all desired nominations have been made, those that have been moved and seconded shall be confirmed to the meeting and nominations closed.
3. When nominations have closed the meeting shall have to make a decision on how many nominees to invite to the selection meeting. It is not acceptable to shortlist only the number of candidates who are ultimately to be selected, unless either:
 - a. the shortlist comprises only sitting councillors for the electoral area concerned who are seeking re-election to the relevant authority, or
 - b. only that number have been nominated at the commencement of the procedure.
4. In all other cases the meeting must agree to invite at least one more nominee than the number of candidates to be ultimately selected and normally a greater choice should be ensured for the subsequent selection meeting.
5. Once the number to be shortlisted has been agreed, if required, the meeting should proceed to a vote using an eliminating ballot until only the number required to be shortlisted remain.
6. Following the result of the ballot the meeting should agree the period of time to be offered to each nominee to address the selection meeting and answer questions and agree any other arrangements necessary. These agreed arrangements shall be communicated to the shortlisted nominees.
 - f. If the required quorum is not present at a shortlisting meeting, then the meeting should proceed to draw up a shortlist which shall then be put to the subsequent selection meeting for approval or rejection before the business of that selection meeting may commence.
 - g. Any member arriving at the shortlisting meeting after consideration of the shortlist has commenced shall be ineligible to take part or to vote and this should be made clear in the notice convening the meeting.
- iv. Selection procedure
 - a. The following procedure should be adopted at the special selection meeting:
 1. Lots should be drawn for the order of appearance before the meeting of the shortlisted nominees. (This may be done in advance.)
 2. Each shortlisted nominee in attendance should be invited to address the meeting and answer questions for the specified period of time which shall be the same for all nominees.
 3. In the event of a nominee not being in attendance and having indicated a continued interest in the selection, her/his name shall remain in the ballot.
 4. Once all nominees in attendance have addressed the meeting and answered questions the meeting shall consider a procedural motion 'to proceed to ballot'. If members are dissatisfied with the shortlist as presented they shall vote against the motion and a secret ballot shall be held if one is requested by any member.
 5. If the 'proceed to ballot' motion is not carried then the meeting may suggest new dates for shortlisting and selection to be agreed by the CLP Executive Committee, or they may proceed to draw up a new shortlist. Any new selection meetings shall be convened in accordance with the procedure above.
 6. If it is agreed to ballot, then the method of balloting will depend on whether or not the ward is subject to positive action procedures as set out in section B above. Where at least one woman candidate must be selected from a multi-seat selection then a two-part ballot shall be held in accordance with section viii below. In all other cases the ballot will proceed as set out in section vii below.
 7. Where there is no positive action requirement, or you are selecting candidate(s) from an all women shortlist in line with positive action procedures, the ballot shall be held as follows:
 - a. There shall be a secret paper eliminating ballot. Members may vote for as many as, or less than, the number of candidates required to be selected.
 8. Where there is a requirement to select at least one woman candidate from a multi-seat selection, the vote to decide which nominees shall be selected as candidates shall be held as follows:
 - a. The ballot will be held in two parts. The first ballot will select a woman candidate (or two women candidates, if two seats are set aside for women) from amongst those women nominees on the shortlist. If there is only one woman nominee (or two where two seats are set aside for women) then that woman or women will be deemed selected. The second ballot will select the remaining candidate(s) from all shortlisted nominees with the exception of the woman candidate(s) selected in the part one ballot.
 - b. Voting in both ballots shall be a secret paper eliminating ballot. In the first ballot, members may cast one vote to select one woman candidate (or up to two votes where two seats have been set aside for women). In the second ballot members may vote for as many as, or less than, the number of candidates required to be selected.
 9. A successful candidate must have an overall majority of votes cast. Spoilt and blank papers shall be deducted from the total number of ballot papers returned before deciding whether a nominee has a clear majority.
 10. Should no nominee have an overall majority, the nominee at the bottom of the poll shall be eliminated from the next round of voting together with any others whose votes added to those of nominees lower in the poll do not equal the number of votes cast for the nominee immediately above.
 11. Where there is more than one candidate to be selected the eliminating ballot must continue removing the name(s) with the lowest votes until only the number required to be selected remain.
 12. Where there is a tie at the bottom of any ballot and the two (or more) votes added together are equal to or more than the next vote above, a separate ballot shall be held to break the tie and decide which nominee shall be eliminated from the following round.
 13. If there is a tie on the final round of any ballot, the chair is not allowed a casting vote so a further ballot must be held to determine the result. Before taking this further ballot the nominees tying may be recalled

separately for a further period of questions. If there is still a tie then a fresh selection meeting shall be convened

14. If after a further meeting no decision is reached there shall be a joint meeting convened on the same basis as in xvi below.

15. No shortlisted nominee shall take part or vote as a member of the branch in the selection meeting unless they have formally withdrawn from the selection.

16. If the required quorum is not present at a selection meeting then the selection of the candidate(s) shall be deferred to a subsequent joint meeting of those individual members eligible to attend the first meeting plus members of the Executive Committee of the CLP concerned who are registered as electors within the area of operation of the LCF and who have the 6-month membership qualification. Executive members who have an interest in the outcome of the selection shall not participate in this joint meeting. Such a meeting shall proceed however many members are present. However, the Executive Committee members present at the deferred meeting shall have the right to vote in any ballot only if again insufficient members from the electoral area concerned attend to form a quorum.

17. Any member arriving at the selection meeting after the first nominee has started to address it shall be ineligible to take part or to vote and this should be made clear in the notice convening the meeting.

18. In the case of any dispute arising in connection with a selection it shall be referred to the LCF whose decision shall be final.

v. Exceptional selections

a. In the event of a local government by-election occurring within a constituency, the Executive Committee of the CLP concerned shall consult with the executive of the appropriate LCF and the officers of any branches concerned to ensure that the vacancy is contested by the Party. Wherever possible a selection should be made in accordance with the procedures detailed above, but where necessary the CLP Executive Committee, in consultation with the executive of the LCF, shall take whatever action is required to meet the situation and endorsed by the RD(GS) on behalf of the NEC.

b. Where any situation requires that a candidate be imposed for a local government election, the appropriate LCF may only do so with the approval of the appropriate RD(GS) of the Party on behalf of the NEC. In exceptional circumstances the NEC shall require a panel of the Regional Board to make a decision which shall be final and binding on all parties.

J. Alternative Procedures

a. An LCF may apply to the NEC to pilot new or innovative procedures. Any such procedure must retain procedures for ensuring the Party's objectives under positive action are met.

6 Qualification and disqualification

6.1 Introduction

There are both party requirements and also certain legal provisions about who can and cannot be a local councillor.

The Labour party's rules state that:

'Nominees must be legally qualified, and not disqualified, to stand for the local authority at the election concerned. It is required of LCFs that they take steps to check on disqualifications under the relevant legislation as well as any party requirements when compiling their panel of prospective candidates.' NEC procedural rule D.iv.

and

'This party shall not accept as qualified for inclusion in its panel of approved candidates any sitting councillor whose sole legal qualification for standing for election in the local government area is existing service as a councillor.' NEC procedural rule D.viii.

6.2 Party expectations

In addition to meeting the legal requirements, the Labour Party expects that nominees for the panel of local election candidates should:

- be normally resident in the area of the relevant local authority, and

- hold their party membership in the area of the relevant local authority, and
- have been members of the party for at least 12 months - although Local Campaign Forums may decide to make exceptions

6.3 Exceptions

It is within the discretion of the Local Campaign Forum to consider nominations from individuals otherwise legally qualified, but that discretion must only be exercised having taken advice from the party's regional or constitutional officers.

6.4 Legal provisions

In addition, there are legal provisions relating to qualification and disqualification.

Each nominee for the panel is required to sign a declaration confirming that he/she knows of no legal reason or party rule that would prevent him/her from being a candidate or being elected as a councillor in the local elections.

It is absolutely essential that every nominee is properly questioned to establish that s/he is both qualified and not disqualified. If there is any question about this - especially arising from employment - s/he must seek advice from the council's solicitor before being appointed to the panel of approved candidates. Every approved candidate must be reminded of the importance of remaining qualified and of checking the implication for qualification of any change in circumstance (eg employment).

6.5 Qualification

The law says that, on the day of nomination, you must:

- have attained the age of 18 years, and
- be a British subject or citizen of the European Union¹ and
- be and thereafter continue to be on the electoral roll for the area of the authority², or
- during the whole of the previous 12 months have occupied, as owner or tenant, land or premises in that area, or
- had your principal or only place of work in the area during the previous 12 months³, or
- have resided in the area for the whole of the previous 12 months.

¹ A person is qualified to be elected if he/she is:

A British subject (includes persons who have the status of Commonwealth citizens under the 1981 Act and certain persons who had the status of British subject under earlier legislation);

A citizen of the Republic of Ireland;

A citizen of the European Union (ie not a Commonwealth citizen or a citizen of the Republic of Ireland)

² If only the electoral registration qualification is used, it would be necessary, if elected, to continue that electoral registration throughout the term of office.

³ The party does not accept as qualified in its panel of approved candidates any sitting councillor whose sole legal qualification for standing for election is existing service as a councillor - see NEC procedural rule D8.

6.6 Disqualification

Certain people are disqualified from standing for election or from being a member of a local authority.

The law says that you are disqualified if, on the day of nomination, you:

- are subject to a bankruptcy restrictions order or an interim order made in connection with creditors (excludes Individual Voluntary Arrangements)
- have been surcharged for more than £500 by the district auditor in the last five years
- have been sentenced to a term of imprisonment (whether suspended or not) for three months or more, in the last five years
- have been disqualified under Part III of the Representation of the People Act 1983 (this relates to donations and other offences as well) or under the Audit Commission Act 1998.
- are disqualified by virtue of section 80 of the Local Government Act 1972 and/or the political restrictions provisions of the Local Government & Housing Act 1989.⁴

7 Code of conduct for local government selections

- This code of conduct has been produced for all potential candidates in the selection of candidates for the {name of local authority}, in order to assist the smooth running of all stages of the process.
- No materials calling for support in the selection process will be produced or distributed by or on behalf of any individual prior to the publication of the timetable for selections in {name of local authority}.
- Potential candidates who are on the approved panel of candidates are entitled to a list of ward secretaries from the Secretary of the Local Campaign Forum. Once shortlisted by a ward, potential candidates will be entitled to a list of eligible members for that ward from the CLP Secretary. In order to receive this list, potential candidates will have to pay the relevant CLP an administration charge of £5.
- The list of eligible members (or list of Party Units and Affiliates) is supplied solely for the purposes of the current selection/election campaign of the aspiring candidate to which it is supplied and is not transferable to any other campaign or person or for any other use whatsoever. Use of the list for any other purpose will lead to disqualification as an aspiring candidate and potential further disciplinary action. The selling or providing a list for

⁴ Broadly, anyone working for a public authority and who holds a politically restricted post will be ineligible, as will anyone who holds office or employment with the local authority for which the election is being held, or whose paid post is confirmed by that local authority. Restrictions may also apply to individuals working for an organisation which is significantly funded and/or controlled by the council, or party to a contract with the council or to another local authority which jointly funds their position. See separate section on conflicts of interest arising from employment.

commercial purposes will lead to automatic exclusion from the party for five years.

- Following publication of the timetable for a ward potential candidates are permitted to mail eligible members direct, as well as Labour Party Units and affiliated organisations, with any canvassing/promotional material.
- No potential candidates or persons acting on behalf of any potential candidate will use their own material or access to publicity to disparage any other potential candidate.
- Canvassing is specifically allowed following publication of the timetable and from this period onwards potential candidates may approach members personally or by telephone to seek their support. Contact with members must not be carried out in a manner likely to cause offence or be seen as applying pressure to any member.
- No financial inducement or inducement in kind may be offered to attempt to secure support.
- Only designated officers will be authorised to issue statements to the media about any aspect of the selection procedure, and then only after consultation with appropriate senior Party Officers. This does not preclude potential candidates undertaking press, Radio or TV interviews on other matters, though under no circumstances should any potential candidate disparage any other potential candidate.
- Party staff will not use or abuse their position, Party resources or time in the process of an internal selection or election so as to further the interests of themselves or their personal preferred candidate(s). This does not preclude normal contact or general conversation undertaken in their capacity as a member of the Party. The General Secretary is answerable to the NEC for the conduct of staff in all internal elections.
- Once a potential candidate has declared an interest in an elected position s/he cannot attend the part of any meeting that is dealing with selection business of the ward in question, unless specifically invited in their role as a potential candidate.
- No potential candidate or members acting on her/his behalf will interfere with or put under duress any member in regard to how they vote at any stage during the process.
- Potential candidates (and those making donations of money or in kind to their selection campaign) are regulated by the Political Parties, Elections & Referendum Act and are required to comply with the provisions on accepting and reporting of donations of £500 or more. Contact the Compliance Unit for more information.
- Any member breaching this code of conduct or knowingly allowing others to do so on her/his behalf will be liable for disciplinary action. The NEC will not hesitate to use its powers of disqualification and suspension to impose sanctions to enforce the code.

8 The role of the councillor - a job description

8.1 Responsible for:

- representing people as a Labour Party member of the local council
- helping to form or scrutinise policies to improve the lives and opportunities of people in the area
- providing leadership and engaging in partnerships in their community
- Duties will include representation, policy making, policy review, regulation of services, scrutiny of services, partnership working and consultation.

8.2 Key objectives:

- to oversee the work of the council and ensure that quality public services are provided to local people, and that the services continuously improve and give best value
- to seek improvements in the social, economic and environmental well-being of the area
- to participate in community planning and the production of a corporate strategy and vision for the authority
- to represent and act as an advocate for the people of the ward they represent
- to provide community leadership and build partnerships with other agencies and organisations in the area
- to promote the values and policies of the Labour Party

8.3 Key duties on the council:

- to attend full council, the council executive and/or overview and scrutiny committee(s) and other committee meetings as necessary
- to contribute effectively to the work of the council, in line with Labour group policy as appropriate
- to help to decide service priorities and participate in agreeing and setting a budget, in line with Labour group policy
- to monitor performance against targets in all areas of the council activity
- to engage with local residents to consult them, feedback on council activity, take up their concerns as appropriate and be their voice in the council

8.4 Key duties within the community:

- to develop links with all parts of the community eg visiting schools, meeting local businesses, attending tenants' meetings, visiting local projects and community groups
- to conduct regular walkabouts in the ward to identify issues of concern and tackle nuisance eg fly-tipping, graffiti, abandoned cars

- to promote and represent the council in the local community and on community bodies (eg school governing bodies, residents associations)
- to conduct regular surgeries to allow constituents to raise issues of importance or personal concern with their elected representatives
- to take action on issues raised by constituents and lobby for resources for the ward within the constraints of the group's overall priorities and financial strategy for the council
- to attend local community events on a regular basis
- to support consultative arrangements organised by the council in the ward and its locality
- to provide regular newsletters and letters to help build relationships with the residents the councillor is elected to serve
- to promote Labour's values and represent the Labour party locally

8.5 Key duties within the Labour group:

- to participate actively in Labour group meetings and contribute to effective decision-making
- to assist in the formulation of the Labour group's strategies and policies, within a framework of national Labour Party policy
- to be a part of the Labour team working to deliver Labour's policies locally
- to support regular campaign and communications in the local community, raising the profile of Labour and its work for local residents
- to be an ambassador for the Labour Party

Key duties with the local branch Labour Party:

- to attend branch meetings and report and consult on all council activity undertaken
- to campaign with branch members on local issues
- to support policy discussion eg partnership in power, the big conversation
- to recruit new members and mobilise existing ones into action
- to build a healthy party locally

9 The ethical framework

The Labour Party is committed to high standards of ethical behaviour and probity by its elected representatives and members. All Labour councillors need to ensure that all duties are performed in compliance with the highest standards of probity and integrity. Members must sign up to the local Code of Conduct, keep their register of interest up to date in the council and group office, ensure that all declarations of interest are made as necessary, and observe the high standards expected in public life. Guidance is available to elected members by the council, the appropriate standards board/commission of the nation, and the local government unit.

9.1 Code of Conduct for local government members and Labour Group register of interests

9.1.1 Code of Conduct for local government members

The Labour Party expects high standards of behaviour from its elected representatives. Our rules clearly state that competence and probity matter. In addition there are national frameworks of standards and ethics governing local government.

Chief whips are responsible for ensuring that our members are aware of the requirements of the standards framework, and that they maintain good standards of behaviour and probity as councillors.

Whips should ensure that:

- all members are aware of and uphold the provisions of the code of conduct, are aware of the requirements of office and are aware of the standards framework.
- all Labour members sign up to the local code as soon as they are elected.
- all Labour members complete the register of interests held by the monitoring office and the register of interests held by the whip, and keep both up to date.

Any referral to a standards committee should be reported to the Compliance Unit and to the regional office, Scottish Labour Party office or Welsh Labour Party office. The party has established a legal line to offer support to Labour councillors if they are referred to a standards body. The telephone number is 0870 890 3778 or email frances.randle@steelandshamash.co.uk

The Labour Party expects all its representatives to uphold the highest standards of integrity and probity in public life. Please support your members in complying with these requirements.

9.1.2 The ethical framework

An ethical framework for local government was established by the Local Government Act 2000, which requires ever-higher standards of behaviour and ethics from all councillors. The Labour Party takes this challenge very seriously indeed. Being a Labour councillor is an honour not a right, and all our representatives must meet the highest possible standards of conduct and behaviour - both individually and collectively - if they are to be worthy of the trust placed in them by those who have elected them. In addition it is clear our political opponents will use any opportunity to discredit our party through the behaviour of our councillors.

The role of the Chief whip therefore needs to include a focus on monitoring and promoting high standards of conduct, as well as the enforcement of group discipline and the management of council business.

The vast majority of Labour councillors are immensely committed, hard-working public representatives, and we must not let the opposition parties abuse the standards committee procedures for purely party political advantage.

What we need to do is spread the best practice of the many so that the few councillors who do not meet these standards do not let the others down, and are allowed the opportunity to improve their behaviour.

9.1.3 The rules framework

Council Code of Conduct

The Localism Act 2011 made substantial changes to the code of conduct. Local authorities must have in place a locally agreed code of conduct, which replace the 2007 standard code of conduct. They must also have in place arrangements under which allegations of a breach of the code can be investigated and decisions on allegations are made. These arrangements must include the appointment of at least one independent person. The Standards Board for England has been abolished and so breaches of the code must be dealt with internally.

The Localism Act also made it a criminal offence to not declare certain 'disclosable pecuniary interests' to the Monitoring Officer. These replace the old system of personal and prejudicial interests. A council may add whatever pecuniary interests it wishes to the list of those to be disclosed at the start of a meeting. However, there is a statutory list of interests that must be included.

This list is in 'The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012', and includes:

- Any employment, office, trade, profession or vocation carried on for profit or gain.
- Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.
This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992(3).
- Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority—
(a) under which goods or services are to be provided or works are to be executed; and
(b) which has not been fully discharged.
- Any beneficial interest in land which is within the area of the relevant authority.
- Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
- Any tenancy where (to M's knowledge)—
(a) the landlord is the relevant authority; and
(b) the tenant is a body in which the relevant person has a beneficial interest.
- Any beneficial interest in securities of a body where—
(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and
(b) either—

- (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
- (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

Please refer to the full list and explanatory information in the statutory instrument here: <http://www.legislation.gov.uk/uksi/2012/1464/made>

If in any doubt about pecuniary interests and the new codes of conduct, councillors should seek advice from the Local Authority Monitoring Officer. In particular, written advice should be sought prior to a meeting on whether they must withdraw on an item of concern.

9.1.4 Party rules

Chapter 13 of the party's rule book, governing Labour groups in local government, has been in effect since the annual meetings of Labour groups in 2000. It is now an enabling framework of basic minimum rules and requirements, within which groups will adopt standing orders and procedures most appropriate to the model of local governance in operation in their council.

Relevant extracts from the rules governing the behaviour of group members are given below. The responsibility for ensuring that members abide by the rules and standing orders rests with the Chief whip.

13.II.(2) A. Individual members of Labour groups and group observers

To uphold the highest standards of probity and integrity

"The Labour Party requires its representatives to uphold the highest standards of probity and integrity and they shall be guided in those standards by advice from the NEC. The onus of responsibility for upholding those standards rests with the individual councillor and group observer. Specifically, it shall be the responsibility of the group whip to establish a register of interests in the form prescribed by the NEC, detailing for each member of the group and group observer his/her employment, financial interests in companies, membership of trade unions and other societies or organisations.

Labour councillors and members must at all times avoid not only wrong-doing but also the perception of wrong-doing. Therefore if there is any uncertainty regarding whether a declaration of interest is appropriate, Labour councillors and members must take the most open course of action and declare an interest or disclose all relevant circumstances, taking advice if necessary. The statutory provisions relating to the declaration of personal and prejudicial interests shall apply to full group meetings and other meetings of all or part of the Labour group (e.g. pre-committee meetings). Councillors and group observers are required to take appropriate actions in all those meetings in respect of any interest (e.g. an individual with a prejudicial interest in the item under discussion must declare that interest and leave the meeting while that item is under consideration).

(B) To comply fully with the statutory ethical framework

Members of the Labour group must sign and abide by any codes of conduct as may be agreed by the local authority from time to time. Members of the Labour group must sign any legal requirements relating to acceptance of office.

(C) To accept the rules and standing orders of the Labour group Members of the Labour group shall agree in writing to abide by the rules and standing orders of the Labour group, as agreed at the annual meeting of the group. Members of the Labour group must register as members of the Labour group under the provisions of the Local Government (Committees and Political Groups) Regulations 1990. Failure to do so within 14 days of a written request from an officer of the group shall automatically render that person outside the group for all purposes and ineligible to be or remain a party member (subject to the provisions of 6A.2 of the party's disciplinary rules).

The general provisions of the constitution and rules of the party shall apply to this group."

Therefore the key points to note are that:

- 13.II(2)(A)(ii) requires the chief whip to establish a register of interests of members of the group, detailing for each member of the group and group observer his/her employment, financial interests in companies, membership of trade unions and other societies or organisations. This is in addition to the statutory one held by the council's monitoring officer. The purpose of the whip's register is that the whip may ensure that members comply with the code and is aware of any interests that might affect the participation of a member of a group in a discussion or vote. A copy of the form for the group register is attached as an appendix.
- 13.II.2(C)(i) and (ii) require members to agree in writing to abide by the rules and standing orders of the group and by any code of conduct issued by their authority, and to register as members of the Labour group. An officer of the group is required to request members to do this and it would be logical for this officer to be the Chief whip.
- 13.XIII gives the chief whip responsibility for the implementation of NEC guidance on disciplinary procedures and any possible breach of rule by a member of a Labour group.
- The section 13.II. - Aims and Values - sets out the expectations the party nationally and local party members have of their locally elected representatives. This ranges from things like activities in the community, attendance at meetings and comradely behaviour to being a member of the Association of Labour Councillors and meeting all legal and statutory requirements. The chief whip will have a duty to ensure all members are abiding by these, and to watch for any members that may be having a difficulty in doing so, so that any necessary action may be taken.

10 APPENDIX A Labour Group Register of Interests 2015/16

Clause 13.II.2.A.i of the Labour Party rules requires Labour groups to maintain a register of interests. Completion and maintenance of this register is a condition of membership of the Labour group.

Labour councillors and group observers are required to complete this form and return it to the Chief whip of the Labour group. If your interests change, you must complete a new form immediately and return it to the Chief whip. This form is for the use of the whip or another group officer only in ensuring that all group members have registered all their interests with the monitoring officer and that they comply with the requirement to declare those interests as appropriate with the consequent impact on their ability to participate in debate and voting. Any questions relating to this group register should be referred to the chief whip, or if concerning him or her, to the group secretary.

Name		
Labour Group		
Signature and date		
Please list all your paid employments including directorships, partnerships, self-employment and fee-earning consultancies.		
Please list all land and property owned (freehold or leasehold) or rented in the area of the authority.		
Please list the names of companies in which you have an interest greater than one per cent of the issued share capital.		
Please list the names of any societies and organisations (other than council appointments) of which you are a member including, for example, Working Men's Clubs, Co-operative and other Friendly Societies, and religious and secular organisations (e.g. Masonic and Orange Lodges, Knights of St Columba)		

11 APPENDIX B Labour Party - Local Government - Registration and declaration of interests 2015/16

- I recognise that the Labour Party expects and requires its representatives to uphold the highest standards of integrity and probity in public life.
- I have completed and kept up-to-date the statutory register of interests held by the council and will ensure that it is amended promptly if my interests change.
- I am familiar with the local Code of Conduct adopted by this council and agree to be bound by it in all my actions. I have undertaken training in implementing the Code, or will do so when it is offered.
- I enclose my entry for the Labour group's register of interests, which I confirm is an accurate record. I will ensure that it is amended promptly if my interests change. I recognise that the Labour Party's requirements for registration of interests may go beyond those required for the statutory register.
- I recognise that the onus is upon me to register and declare interests with the council and to take the appropriate action. I am familiar with the concepts of personal and prejudicial interests as defined in the Code of Conduct and how I should act in each case.
- I recognise that I am obliged to have regard to any relevant advice from the authority's chief finance officer or monitoring officer about my ability to participate in taking any decisions. I will seek that advice where necessary, and also undertake to seek and take account of advice from the chief whip or other Labour advisers nationally or regionally if I am in doubt about my role in decisions.

Name: _____

Council: _____

Signed: _____ Date: _____

This form and your entry for the Labour group's register of interests must be returned to the CHIEF WHIP of the LABOUR GROUP before the group AGM.

12 NOMINATION for the PANEL of LOCAL GOVERNMENT CANDIDATES for: (name of Local Authority), elections 2016

Name - Last			
Name - First			
Membership Numb		Years Membership	
Trade Union		Years Membership	
Date of birth		Male	Female
Do you consider yourself to be a member of a minority ethnic community? If so, how would you describe yourself?			
Address			
Telephone (day)		Telephone (eve)	
Email			
Please provide information about your activities in the Labour Party (including experience of election campaigns, policy forums or offices held)			
Please provide information about your activities in your community (eg voluntary sector, governing body, regeneration boards etc)			
Please provide information about any previous or current experience of public office or candidature			
What contribution do you feel would make as a Labour councillor?			
Please also write a short personal statement in support of your application.			

13 DECLARATIONS

- I will declare to the interviewing panel any matters in my political or personal record which, if revealed, could publicly embarrass the Labour Party or affect public confidence in my position as a representative.*
- I have read and understood NEC Action Advice Note concerning the statutory and party requirements on the registration and declaration of interests and the local code of conduct adopted by (authority). I agree to be bound by the requirements in the advice note once elected. I have completed a statement of my interests and this is attached.
- I have read the "Qualifications and disqualifications for being a Labour councillor/candidate" and know of no legal reason or party rule which would prevent me from being a Labour candidate or elected as a councillor in the (year) local elections. I understand that the Labour Party's code of conduct requires me to declare membership of allegedly secret organisations such as the Freemasons, Knights of St Columba etc.
- As a potential candidate in the local government elections for (authority) in (year), I authorise the Council's chief executive to provide any information about my current dealings or standings with the council, which may include financial records as he/she considers appropriate, to the chief whip of the Labour group, whether or not the provision of such information would otherwise be exempt from disclosure under the provision of the Data Protection Act 1998 or any other relevant legislation.
- I declare that on becoming elected as a councillor, I shall ensure that my Labour Party membership subscription is paid by direct debit at the standard rate.
- I declare that, in the event that I am not appointed to the panel of approved local government candidates or in the event that I am not selected as a candidate by the Labour Party, I will not seek or allow myself to be nominated as a candidate nor support the nomination of any other candidate in any election contested by an official Labour Party candidate.
- I accept nomination, as set out above, and agree to accept the provisions relating to selection and candidature set out in the party's rules. If elected, I agree to join the Labour group on authority and abide by its standing orders and the provisions of the national rules of the Labour Party, and join the Association of Labour Councillors.

Signed:

Date:

*If there is any matter which you feel might need to be declared under this provision, but which you would wish to discuss in confidence before making disclosure or completing this declaration, please contact your Regional Director or Welsh or Scottish General Secretary.

This form, complete with attachments, must be sent to (Secretary, LCF) (address) by no later than (date).

Please keep a copy of the form and attachments for your own records.

14 Model Update Form - previous candidate who is not a councillor

Question	Response
List the most important issues facing this council and community in the next three years and what you would do about these	
Describe your involvement in campaigning in the past year and what you feel you have achieved	
Describe your involvement in the local community over the past year and what you feel you have achieved	
Describe how you have contributed to the work and development of the Labour Party within the authority in the last two years	
Are you willing to abide by the rules and standing orders of the Labour group and the Code of Conduct?	
Outline your understanding of the term 'equal opportunities' and describe how you have promoted equality of opportunity within your work or voluntary experience	
State any changed circumstances, since your interview as a nominee, which may be a cause of concern to the party	
Suggest any training and development needs to be a more effective Labour councillor	
Is everything you have answered in this update form true? Yes/No	
Name	
Signature	Date

14.1 DECISION OF THE ASSESSMENT PANEL

Having read this update form, are you confident that this person would be a good Labour Party representative, who would contribute as an effective member of the team within the Labour group and the party?

YES/NO/POTENTIALLY

Having read the party's report are you satisfied that the returning candidate has worked to build relationships with local residents, participated in campaigns, communicated with the party and residents regularly, and supported the local party?

YES/NO

Signed

Date

15 Model Update Form - Sitting councillors questions

Question	Update
Describe your main achievements as a member of the council	
Describe how your ward has changed because of your work as a councillor	
If in control of the council, list the positive developments you have seen over the past year in service delivery and employment	
Suggest some of the lessons for your council from the Comprehensive Performance Assessment	
Unless you are a cabinet member, outline how you have contributed to the scrutiny of the council over the past year	
If in opposition, identify some policy areas that the party could challenge the opposition over, especially during the election campaign	
Describe the surgeries you carry out in the ward - when, where, how often and outline the most common casework that is raised with you	
Describe your recent campaigning activity in the ward, and the consultative and community events you have attended	
List the newsletters and direct mail you have circulated to your residents; and state their frequency	

Question	Update	
Describe how you have contributed to the work and development of the Labour Party within the authority in the last two years eg Partnership in Power, the big conversation, membership recruitment		
State if there been a difference of opinion between your local ward party and an emerging consensus of the Labour group, and describe how you resolved it		
State if there are any changed circumstances, since your last interview, which may be a cause of concern to the party		
Describe how you have promoted equality of opportunity within the council - in employment and service delivery, and state how you have assisted with the recruitment of representative councillors for the party		
State if you have any training and development needs with which the party may be able to support you in order to be an even more effective Labour councillor		
<p>Are you willing to abide by the rules and standing orders of the Labour group and the Code of Conduct?</p> <p>Yes</p> <p>No</p>	<p>Are your subs paid by direct debit at the standard rate as required by the party?</p> <p>Yes</p> <p>No</p>	<p>Are you up-to-date with your annual subscription to the Association of Labour Councillors?</p> <p>Yes</p> <p>No</p>
<p>Is everything you have answered in this update form true? Yes/No</p> <p>Name</p> <p>Signature</p> <p>Date</p>		

15.1 FEEDBACK FROM ASSESSMENT PANEL AND RELATED PAPERWORK

Having read this update form, are you confident that this person has been a good Labour Party representative, who would continue to contribute as an effective member of the team within the Labour group and the party?

YES/NO/POTENTIALLY

Having read the whip's report, are you satisfied that the sitting councillor has not broken party discipline and been a good attender at required meetings?

YES/NO

Having read the party's report are you satisfied that the sitting councillor has worked to build relationships with local residents, participated in campaigns, communicated with the party and residents regularly, and supported the local party?

YES/NO

Signed

Name

Date

16 Branch report for sitting councillors seeking nomination

Form Completed by (name)		
Signature		
Date		
Attendance at branch meeting	Number Possible	Number Attended
Attendance at surgeries	Number Possible	Number Attended
Roving surgeries held	Yes/No	Frequency
Attendance at community events and area/ neighbourhood forums etc		
Activity in terms of local campaign work (lobbying for the ward, leafleting, direct mail letters, telephone or doorstep voter ID) between elections		
Activity in terms of membership recruitment and policy development work in the ward		
Behaviour, attitude, team work, support etc		
Identify strengths and weaknesses, which could assist with member development		

17 Branch report for previous candidates

Form Completed by (name)		
Signature		
Date		
Attendance at branch meeting	Number Possible	Number Attended
Activity in local community groups, school governing bodies etc		
Attendance at community events and area/ neighbourhood forums etc		
Activity in terms of local campaign work (lobbying for the ward, leafleting, direct mail letters, telephone or doorstep voter ID) between elections		
Activity in terms of membership recruitment and policy development work in the ward		
Behaviour, attitude, team work, support etc		
Identify strengths and weaknesses, which could assist with member development		

18 Branch report for new nominees

Form Completed by (name)		
Signature		
Date		
Attendance at branch meeting	Number Possible	Number Attended
Activity in local community groups, school governing bodies etc		
Attendance at community events and area/ neighbourhood forums etc		
Activity in terms of local campaign work (lobbying for the ward, leafleting, direct mail letters, telephone or doorstep voter ID) between elections		
Activity in terms of membership recruitment and policy development work in the ward		
Behaviour, attitude, team work, support etc		
Identify strengths and weaknesses, which could assist with member development		

19 Chief Whip's report

Form Completed by (name)		
Signature		
Date		
Attendance at Council meetings	Number Possible	Number Attended
Attendance at Committee meetings (Committee Name)	Number Possible	Number Attended
	Number Possible	Number Attended
Comments (eg unauthorised absences if any)		
Activity in terms of holding positions either within the group or council. State role and level and type of activity		
Activity in council/committee meetings eg management of portfolio if in control, motions, questions, use of scrutiny if in opposition		
Activity in terms of policy development, ward work, press coverage etc		
Disciplinary record - breaking of whip, behaviour, attitude, team member, support etc		
Identify strengths and weaknesses to assist with member development		
Any other matters of which the LCF/assessment panel should be aware		

20 MONITORING FORM - PANEL OF LOCAL GOVERNMENT CANDIDATES

It is important for the Labour Party to monitor its candidate selection process. Please complete this form, using an X to indicate the relevant information.

NAME OF AUTHORITY

	18-29	30-39	40-49	50-59	60-69	70+
Age	<input type="checkbox"/>					

Ethnic background - I would describe myself as (please tick one):	
White British	<input type="checkbox"/>
White Irish	<input type="checkbox"/>
Other white background	<input type="checkbox"/>
Please specify	<input type="checkbox"/>
Mixed - White/Black Caribbean	<input type="checkbox"/>
Mixed - White/Black African	<input type="checkbox"/>
Mixed - White/Asian	<input type="checkbox"/>
Mixed - Other	<input type="checkbox"/>
Please specify	<input type="checkbox"/>
Chinese or other ethnic group	<input type="checkbox"/>
Please specify	<input type="checkbox"/>
Asian or Asian British - Indian	<input type="checkbox"/>
Asian or Asian British - Pakistani	<input type="checkbox"/>
Asian or Asian British - Bangladeshi	<input type="checkbox"/>
Other Asian background	<input type="checkbox"/>
Please specify	<input type="checkbox"/>
Black or black British - Caribbean	<input type="checkbox"/>
Black or black British - African	<input type="checkbox"/>
Other black background	<input type="checkbox"/>
Please specify	<input type="checkbox"/>

Gender	Female <input type="checkbox"/>	Male <input type="checkbox"/>
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Sexuality	Bisexual <input type="checkbox"/>	Gay man <input type="checkbox"/>	Gay woman/lesbian <input type="checkbox"/>
	Heterosexual/straight <input type="checkbox"/>	Other <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>

Do you consider yourself to have a disability?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If yes, what additional support, if any, do you require?

Current Employment Status	
Full time	<input type="checkbox"/>
Part time	<input type="checkbox"/>
Unemployed	<input type="checkbox"/>
Retired	<input type="checkbox"/>
Student	<input type="checkbox"/>

Length of Labour Party Membership	
< than 1 year	<input type="checkbox"/>
1-5 years	<input type="checkbox"/>
6-10 years	<input type="checkbox"/>
11-20 years	<input type="checkbox"/>
> 20 years	<input type="checkbox"/>

Length of Trade Union Membership	
< than 1 year	<input type="checkbox"/>
1-5 years	<input type="checkbox"/>
6-10 years	<input type="checkbox"/>
11-20 years	<input type="checkbox"/>
> 20 years	<input type="checkbox"/>

Experience of public office or candidature	
Elected	Town or parish <input type="checkbox"/>
	District or County <input type="checkbox"/>
	Unitary <input type="checkbox"/>
	National or Europe <input type="checkbox"/>
Candidate	Town or parish <input type="checkbox"/>
	District or County <input type="checkbox"/>
	Unitary <input type="checkbox"/>
	National or Europe <input type="checkbox"/>

21 Briefing for the Interview and Assessment Team

You have been appointed by the Local Campaign Forum to be a member of the Assessment Team.

The main objectives of the team will include:

- interviewing and assessing new nominees; they will not have stood for election to a local authority before and will not have been councillors before.
- interviewing previous candidates and/or sitting councillors; they follow a fast-track procedure through the completion of an update form and reports from the whip and/or branch. However, in some cases, they may be invited to attend an interview to address concerns raised about past performance. A separate guidance note with questions is available for this.

Alternative:

The LCF have agreed with the Regional Director/General Secretary that all previous candidates and sitting councillors will be called in for interview as now allowed for within the NEC procedural rules

- Finally, the team will need to make recommendations to the Local Campaign Forum on the make-up of the panel of local government candidates.

Thank you for undertaking this important and responsible task. The party appreciates the time and thought that you will give to this role. This briefing pack sets out the minimum standards, recommended by the Labour party, which need to be followed as part of this interviewing and assessment process.

The Local Campaign Forum, its officers or executive, is responsible for the formation of a panel of candidates and will work with you to ensure the process is transparent, fair and thorough. The following tasks* may be undertaken by the LCF alone, or in participation or by delegation to the Assessment Team. This will be determined locally, and the Assessment Team should be advised about the process and about who takes responsibility for the different tasks with the Local Campaign Forum or its executive before the interviewing and assessment process commences.

21.1 The main tasks for the Assessment Team are to:

- recommend criteria for approving nominees to the panel*
- receive the nomination forms of interested members *
- agree times, dates and venues for interviews*
- agree questions and exercises to be used at the interview
- invite the nominees for interview
- declare any interests in terms of relationships with any members appearing before the interview panel and stand down from that nominee's interview
- conduct the interview and assessment process
- assess the nominees against the criteria
- make recommendations to the Local Campaign Forum based on the assessment

- complete the feedback report on each of the nominees interviewed
- be prepared to represent the views of the LCF at any subsequent appeals to be heard by the regional board.
- advise the interviewees of the recommendations.

21.2 To assist you in your role, we set out briefing sheets on:

- Preparing for the interview and assessment
- Setting and agreeing the assessment criteria
- Making your final recommendation
- Equal opportunities procedures

Further briefings eg qualification and disqualification and the role of a Labour councillor, also are available as background for your task. The documents required are available on the website www.labour.org.uk/councillors, for local reproduction, distribution and use as required.

Thank you for your assistance in this important task.

21.3 Preparing for the interview and assessment

21.3.1 The interviewing and assessment process

- The purpose of the interview and assessment is to carry out a comprehensive appraisal of the nominee against the agreed criteria.
- Assessment team members should be given some training on their role, especially with regard to qualification and disqualification criteria, and equal opportunities.
- Members of the Assessment Team will have different roles during the process which should be allocated and agreed beforehand.

21.3.2 Key responsibilities of the Assessment Team

Some of these tasks may have been undertaken by the LCF secretary or selection coordinator, or its executive committee.

21.3.3 Before the interviews:

Logistics

- find a venue in which to hold the interviews and assessments
- arrange times and dates for nominees to be interviewed and complete the exercise
- include a map to nominees giving directions to the interview when you send the letter of invitation

Checking qualification criteria of nominees

- check that each nomination form is fully completed
- check that each declaration of interest form is completed

- check that each member is qualified to be a candidate now (legal and Labour Party qualifications) and will be qualified at the time of the election (from the date of nomination onwards).

Occasionally, there will be an interviewee who is not qualified at the time of the interview but who plans to be qualified at the date of nomination, for example, a council employee who is retiring from employment.

It is important that in such cases the individual understands that his or her approval on the panel of candidates, if agreed, is subject to ensuring that s/he is eligible on the date of nomination. So, in the above example, the individual must have completed employment, including any paid leave, by the date of nomination.

Preparing and checking assessment criteria

- write and agree the assessment criteria
- familiarise yourself with the policy and guidance on equal opportunities
- agree the questions to be asked
- agree the form that the exercise will take (see separate sheet; it may be written, it may be a presentation to the panel, or it may be a group discussion of four or five nominees observed by the panel)
- check the nominee's financial standing with the council (is the council tax paid up-to-date?/are there any monies, eg rent, owing?)
- check any other relationships with the council which may affect the nominee's ability to fulfil the duties of a councillor eg relationships with voluntary bodies grant-aided by the council
- check the monitoring forms to identify if any nominees require any reasonable adjustments for their interview (see below); for advice, contact your regional office or the national office.

21.3.4 At a nominee's interview:

- a member of the Assessment Team should welcome the nominee and give him/her the exercise to write or to prepare a presentation in a quiet place
- on entering the interview room, the chair should welcome the nominee, and introduce the nominee by name and the members of the Assessment Team
- the chair should then outline the structure of the interview and assessment, while another member of the team checks that the written exercise has been completed (if undertaken in this way)
- if the nominee is to present the exercise to the Assessment Team, this should be undertaken before the interview
- the chair should ask the nominee to speak for up to five minutes on why s/he wants to be a Labour councillor
- the Assessment Team, in turn, should ask questions from the interview and assessment form
- the chair should check if any follow-up or probing questions are needed

- the chair should ask if the nominee has any questions and all members of the Assessment Team may answer them
- the chair then advises the nominee of what happens next (feedback form to be sent, option for recommending the inclusion of the nominee on the panel by the LCF, if successfully included on the panel there will be mandatory training)
- the chair should thank the nominee for attending and close the interview
- if the exercise is to be undertaken as a group discussion, the nominee will need to be present for that time (this preferably should be in the middle of a group of interviews and conducted on the same day).

21.3.5 After the nominee's interview:

- allow time for each member of the panel to complete the assessment form for the candidate using the criteria. The assessment for each question should be one of the following: met, partly met or not met for each of the criteria with reasons why.
- ensure all the necessary paperwork is completed and a copy kept with the written exercise or presentation for the Assessment Team. It may be needed at an appeal.

21.3.6 After all the interviews:

- discuss each nominee in turn against the criteria
- read the written exercise (if this approach was taken), and assess it and any apparent training or briefing needs
- write up the feedback report on each nominee (model feedback form attached)
- write the overall recommendations report for the LCF including a list of all those recommended for endorsement and a list of all those NOT recommended for endorsement (model form attached)
- write to each nominee to tell them what the Assessment Team will recommend to the LCF and, in the event of them not being endorsed, their right of appeal. Enclose a copy of the feedback report
- notify the LCF secretary or selections coordinator of any recommendations for training, provide the file copies of the feedback sheet, each nominee's written exercise or presentation and the assessment forms for each candidate as completed by each member of the Assessment Team, for careful filing in case of any appeals.

21.4 Setting and agreeing the assessment criteria

21.4.1 The assessment criteria

The assessment criteria are the essential and desirable skills, abilities and characteristics of a local councillor.

Each nominee is assessed against an agreed set of criteria: for example, commitment to fulfil the duties of a Labour councillor, understanding of the role of a local authority, willingness to work in the community, campaigning track record, agreement to abide by the party rules and group standing orders, and awareness of Labour's expectations of its representatives regarding standards and duties.

The Assessment Team will use the information on the nomination form, responses to questions at the interview of new nominees, the exercise (written answer, presentation or group discussion), references and legal checks to assess whether a nominee meets the criteria.

Assessment criteria are drawn up using the list of functions and tasks of a councillor, as set out in briefings such as 'Being a Labour Councillor' and the Association of Labour Councillors' charter. These are available and may be used to decide the essential and desirable criteria.

The procedure must be fair, transparent and in compliance with equal opportunities. The party is committed to establishing a diverse panel of people who will reflect the diversity of the local community and be effective Labour councillors.

21.4.2 Setting the assessment criteria

There are two types of assessment criteria: essential and desirable.

- Ideally, to carry out the role properly a nominee must meet all the agreed essential criteria. Normally, only if they meet all the essential criteria should s/he be recommended for endorsement by the LCF.
- Desirable criteria are good extras: useful to have, but not essential for being a Labour representative.

All nominees MUST meet the legal and Labour Party qualification criteria for local government candidates to stand (see the briefing 'Qualification and disqualification').

21.4.3 ESSENTIAL CRITERIA

Legal and Labour Party qualifications

All nominees must meet these criteria.

Each nominee must:

- be qualified and not disqualified to stand for election to office (see the briefing on 'Qualification and disqualification')
- be willing to abide by the Labour Party rules, group standing orders, the national code of local government conduct and the Nolan Principles for Standards in Public Life
- agree, if elected, to join the Labour group on the council, become a member of the Association of Labour Councillors, and pay party membership by direct debit at the standard rate
- be willing to declare all personal and pecuniary interests, and complete the declaration of interests forms and keep them up to date
- be willing to have his/her financial and other relationships with the local authority scrutinised

Commitment to the Labour Party

- Membership of the Labour Party of at least one year (this may be waived in exceptional circumstances by permission of the Regional Director, acting on behalf of the National Executive Committee)
- A track record of involvement in party activities on a regular basis, including campaigning, membership recruitment and retention, policy discussions and fund-raising
- Observance of party rules and discipline and a commitment to conduct his/herself at the highest standards in public life.

Knowledge and experience

- Knowledge of the local authority area and the issues that matter to residents and other stakeholders
- Awareness of local government issues and priorities
- Understanding of Labour Party policy on local government
- Experience outside the Labour Party eg household or caring responsibilities, voluntary sector experience, work with residents and tenants groups, youth work, community work, Parent Teacher Association, school governing body, charity work, involvement in a faith community
- Understanding of and commitment to the principle of equal opportunities, with involvement in initiatives or campaigns promoting equality of opportunity.

Skills

- Communication skills - able to communicate clearly both verbally and in writing; able to demonstrate an ability to read and critically appraise a written report, to compose and write letters, and to use the telephone and email in representing constituents
- Community and leadership skills - able to work with and motivate others including officers of the authority, members of your branch Labour Party and local residents and community groups
- Interpersonal skills - able to listen, communicate and relate well to others and demonstrate an ability to work with a wide variety of individuals and groups of individuals
- Representative and problem solving skills - able to represent others and to construct and present a case effectively
- Decision-making skills - able to demonstrate decision-making skills
- Time management skills - able to make the necessary time commitment and to manage and prioritise time to handle casework and attend meetings both within the authority and the community
- Confidence of the party - be someone in whom the party can have confidence in being seen as a representative of the party.

21.4.4 DESIRABLE CRITERIA

- Communication skills - confidence in public speaking, or a willingness to learn and practice
- Knowledge of information technology, or a willingness to learn
- Media experience and awareness, or a willingness to learn
- Recognition of the importance of development and training of elected members, and a commitment to undertake it, especially when elected to office in the group or on the council.

21.5 Agreeing the assessment criteria for interviews

Before the interview, the Assessment Team will have received information about nominees from other sources including:

21.5.1 Nomination form

The LCF secretary or selections coordinator will be able to provide you with a copy of the nomination form s/he has sent to interested members. This will give you some information on the nominee which can be used to start off the questions in the interview.

21.5.2 Disclosure of information

Every nominee will have given consent to the disclosure of information from the council. Specific procedures relating to this are available.

21.5.3 Register of interests/declaration of interest forms

All nominees should have completed and declared any interests using the form which was sent with their nomination forms. Use this opportunity to check that the declaration is comprehensive and accurate. If s/he has not completed one get her/him to do so at the interview

21.5.4 Reference/endorsement from a party officer

You could also get a report from the branch secretary, campaigns officer or other appropriate officer on the nominee. This could include involvement/commitment to the local ward eg attending meetings, involvement in campaign activities, fundraising and social attendance, helping at councillors surgeries; character, skills and qualities to do the job; and experience and or involvement in the local community.

21.5.5 Exercise

Finally, there may be an exercise. This could be a written statement, a presentation to the panel, or a group discussion with four or five other nominees. Details are provided separately. It could be on a piece of work that a councillor would be expected to do eg responding to a letter from a constituent with a complex problem, supporting (or not) a local campaign, or helping residents to constructively lobby the council.

The exercise is not a literacy test. It is about assessing a nominee's ability to undertake a significant part of a councillor's responsibilities and address problem-solving and decision-making politically. Whilst a councillor does have to deal with a considerable amount of written material - officers' reports, correspondence from constituents, policy and practical

guidance from the party, it is important that s/he has basic standards of literacy and numeracy, this is not to be tested here. Rather it is about the ability to comprehend and evaluate information, consider the political consequences of it, identify the important facts and issues, and respond appropriately.

The Assessment Team should recognise that nominees who may not have been councillors before so will develop these skills with experience.

Assessment Teams need to be sensitive to the position of any nominee with a disability which affects her/his reading or writing capability. Any nominee with such a disability should be identified at the nomination form stage. The Assessment Team (or a regional officer) should make contact with the individual to clarify any additional support to be provided. The appropriate reasonable adjustment to the selection then must be carried out in a way which takes account of that individual's particular circumstances. For example, for a nominee with a visual impairment, the information in the written test could be directly read to the nominee, put on tape or transcribed to Braille, and the nominee's response to the test could be a verbal presentation or pre-recorded tape.

21.5.6 Interview

You will want to use the interviewing process to evaluate the nominee against the essential and desirable criteria you want the candidate to meet, which may not be clear from the documents.

The interview should be the opportunity for you to supplement the information gained from other sources that will enable you to make an assessment as to whether the candidate is suitable. A model interview assessment form is available.

You will need to take a different approach in interviewing a new nominee rather than a sitting councillor or previous candidate, whose interview will be to probe them about areas of concern that have been raised in update and report forms. For a candidate who has never been a councillor, you will have to gauge relevant work or life experience as a more valuable indication of skill, aptitude and commitment to the aims and values of the party and the role of a Labour councillor.

Having taken into account the number of applications received, the timetable set by the LCF, and the number of interviews to be conducted, it is up to the Assessment Team to decide what assessment criteria there will be time to focus on at an interview.

22 SUPPLEMENTARY GUIDANCE

22.1 INTERVIEW FOR CERTAIN SITTING COUNCILLORS OR PREVIOUS CANDIDATES

In the case of a sitting councillor who has specifically been called in for interview, you will receive a report from the chief whip and a report from the branch

This will give you information on the cause for concern which has necessitated the interview, rather than his/her automatic inclusion on the panel. Information will cover a councillor's behaviour and attendance, for example:

- attendance records for meetings of the council
- occasions when the whip has been broken

- any disciplinary action taken against the councillor
- financial status with regard to the authority
- campaigning track record
- involvement in the community
- support for party activity

The interview will need to focus on the area(s) of concerns raised, to identify whether the sitting councillor should be allowed to continue and commit to address any areas of weakness or indiscipline.

22.2 Making your final recommendation

22.2.1 After interviews

It is your job as an interviewer to assess the candidate's professional, practical and personal abilities using all the information available to you.

After conducting several interviews, they may all begin to blur into each other which is why we recommend that you make some time to complete the interview assessment form immediately after each candidate's interview.

The paperwork is essential in case of an appeal to the regional board by those who are not recommended to be included on the panel of candidates.

The assessment for each question should be one of the following: met, partly met or not met for each of the criteria with reasons why.

Clearly, nominees who meet all of your essential criteria may be recommended to the LCF for endorsement to the panel of candidates. Those who meet some criteria and/or partly meet others may be recommended with the proviso that they undertake training in the areas in which they were weak. The LCF has a duty to provide this.

If members of the Assessment Team are not all in agreement on whether a particular candidate should be endorsed you may have to make a majority vote recommendation.

22.2.2 Informing nominees

Labour Party rules specify that it is the Assessment Team's responsibility to give reasons direct to nominees if they decide not to recommend them for endorsement. A model 'Assessment Team feedback report' form is available to inform nominees of your decision.

Nominees who are not recommended for endorsement are given 14 days from the date you write to them, to appeal to the Regional Board. It is important that you keep all relevant paperwork and that you have clear reasons for non-endorsement in case they choose to use the regional appeals procedure to challenge your decision.

Assessment Teams have a particular responsibility to be sensitive to the feelings, aspirations and reputations of nominees who are not being recommended for acceptance to the approved panel of candidates.

Nominees have submitted themselves to the interview and assessment process in confidence. They are therefore entitled to expect that the assessment of their performance and the recommendation that they should not be placed on the approved

panel is a confidential matter between them and the Assessment Team, unless they choose to put that information in the wider party or public domain.

The report of the Assessment Team to the LCF must only name those people who are recommended for acceptance; it should not identify those who are not recommended for acceptance. If questions are asked eg at any meeting or by the media about the position of any such individual, then the appropriate responses are:

- all members of the Labour Party are entitled to put themselves forward for consideration for the panel of candidates and be assessed in confidence
- it is not the policy of the party to identify them. Following the assessment process, the names of people who are recommended for acceptance on the panel of approved candidates are submitted for endorsement
- if an individual is not recommended for acceptance to the panel, s/he is entitled to an appeal heard by an independent regional board's appeals panel.

It is a good idea for each LCF and Assessment Team to appoint in advance one spokesperson who will deal with any enquiries about the particular circumstances of any nominee who chooses to make public her/his dissatisfaction with the outcome if they have not been recommended for the panel and/or whose appeal is not upheld. All enquiries should be directed to that spokesperson who should liaise on any comment/statement, as appropriate, with the party's regional press officer.

Being chosen to be a Labour candidate is an honour not a right, but the party needs to be sensitive to the feelings of a nominee who is not accepted onto the panel. This is particularly the case in situations where the person has given large amounts of commitment to the community and/or the party previously, and especially so if a sitting councillor or previous candidate is not included on the panel.

Every nominee not recommended for the panel will be sent the feedback form from their interview and assessment. However, it is best practice for a member of the Assessment Team to speak to the individual - in person or on the telephone - in advance of the receipt of the written assessment about:

- her/his performance and strengths/weaknesses
- the outcome of the assessment
- rights to and procedures for appeal to the regional board
- the particular circumstances of the individual.

This guidance applies not only to new nominees but to previous candidates or sitting councillors who may not be recommended to stand again. Spending some time, at this stage, talking to her/him about the options for the future and how s/he deals with this matter is extremely important. In this way, what might be seen as a personally damaging story and loss of esteem or reputation, can be managed.

22.2.3 Informing the Local Campaign Forum

Labour Party rules specify that the Assessment Team has to prepare a report to the Local Campaign Forum on which candidates it is recommending for endorsement to the approved panel of candidates. A model 'Assessment Team recommendation report' form is available for this.

The LCF may refuse the endorsement of any candidate recommended for acceptance by the Assessment Team on a secret ballot of eligible delegates at a duly notified meeting. A sound reason must be provided for such a decision, in case of appeal. The LCF cannot endorse any candidate who has been interviewed by the Assessment Team and not recommended for endorsement.

Do not assume that your work is over when you have submitted your report to the LCF. If the LCF does not recommend a candidate for endorsement and the candidate appeals to the Regional Board, you may be called upon to make a submission to the appeals panel. Therefore it is extremely important that all paperwork is available and complete.

23 Equal opportunities procedures - guidance and commitment

23.1 Introduction

The Labour Party is committed to equal opportunities and to ensuring that we reflect the communities we represent.

Following the introduction of the Sex Discrimination (Election of Candidates) Act 2002, the party embarked on a course of positive action in local government to increase the level of women's representation. This enables the party to use all-women shortlists and/or to allocate a specific number of places for women in our selection procedures.

It is vital that as a member of the Assessment Team you ensure that your assessment process is primarily lawful, but also that you do not discriminate against under-represented groups.

All members of the Assessment Team should be trained in equal opportunities principles and procedures.

23.2 Forms of discrimination in legislation

The main purpose of discrimination legislation is to ensure that people are not treated less favourably in their employment or recruitment because they belong to one of the groups concerned. The legislation therefore covers most aspects of the employment relationship, including terms and conditions of pay.

Under the law, there are three main ways in which discrimination can take place:

- Direct discrimination - where someone is directly discriminated against because of one or more of the unlawful factors (eg allowing only white men to be considered for a role discriminates against non-whites and women)
- Indirect discrimination - where an act or policy, although not discriminatory in itself, has the effect of discriminating against an individual (eg holding all interviews in a room inaccessible to a candidate with a physical disability)
- Victimisation - occurs where someone is treated less favourably because they have brought proceedings or assisted in bringing proceedings or complaints under equal opportunities laws (eg a candidate being excluded from the panel of candidates due to a former complaint to the local racial equality council about discriminatory practices).

23.3 Sex Discrimination

The Sex Discrimination Acts 1975-86 and associated regulations make it unlawful to discriminate because of the person's gender - whether male or female - in employment.

23.4 Direct discrimination

There are now very few cases of direct discrimination, as a result of earlier cases where it was proved that it was discriminatory to:

- refuse employment to a woman because of family commitments
- refuse employment to a woman on the assumption that she would leave and follow her husband to a new place of work
- refuse employment to a woman 'in her own interest' as the only potential female in the work group

23.5 Indirect discrimination

Indirect discrimination has shown itself in many ways, some obvious and some subtle. It is likely however that most indirect discrimination is also unintentional and may be the results of customs and habits which have not been thought through. Forms of sex discrimination within the interview process would include asking questions to women that you would not ask to men eg how will your children cope when you are doing council work?

23.6 Race

The Race Relations Act 1976 makes it unlawful for an employer to discriminate on the grounds of race:

- in the arrangements made for the purpose of determining who should be offered employment
- on the terms in which employment is offered
- in refusing or deliberately omitting to offer employment to an individual
- if publishing a discriminatory advertisement.

23.7 Disability

The Disability Discrimination Act 1995 is similar to other discrimination legislation and makes it unlawful to discriminate against a disabled person:

- in the arrangements made for the purpose of determining who should be offered employment
- on the terms in which employment is offered
- in refusing or deliberately omitting to offer employment to an individual

This Act also included a positive action measure in terms of the requirement for a reasonable adjustment. You must make reasonable adjustments to your selection process to ensure a disabled person can take part. Examples of reasonable adjustments would include providing a sign language interpreter, allowing IT equipment to be utilised for any written tests or changing the venue or time of tests. If you are in doubt, please contact the Compliance Unit on 0207 783 1498.

23.8 Ensuring equal opportunities

It is your responsibility to ensure that the selection process is held in accordance with Labour values and you are proactive to ensure that you do not directly or indirectly discriminate against candidates. The process described in this document is designed to ensure that the selection criteria is consistent and fair.

23.8.1 Objective requirements

Developing the person specification needs to be undertaken thoroughly, taking care to avoid description of the previous incumbents, but rather focusing on the key requirements of the role itself. Taking care to avoid arbitrary qualifiers such as age, qualifications, experience or physical attributes inessential to the role will help create a realistic and balanced profile.

23.8.2 Suitable application procedures

The method of application should be constructed so that it is free from discrimination. Requiring applicants to complete forms 'in your own handwriting' has the potential to be discriminatory against those whose first language is not English or against the visually impaired. However, where standards of English or reading are required as essential elements of the role, then of course it is quite justifiable to incorporate such aspects. Similarly, the content of the nomination form should be framed around essential elements of the role.

23.8.3 Exercise

The selection procedures include an exercise to assess certain aspects of candidates' knowledge and political judgement. The test is justified in that a certain level of literacy and numeracy is needed to perform the role of a councillor but you need to ensure that the test itself is not discriminatory. The model questions included are free of gender, race, disability and age bias. Consideration needs to be given to helping disabled candidates to complete the test if their disability renders it difficult to do so. It is suggested that the exercise may be completed in writing, presented verbally, recorded onto tape, or undertaken through a group discussion with four or five other nominees. This could help to address different literacy levels or prevent discrimination against people with a disability.

23.8.4 Balanced and objective interviews

Care needs to be taken in the interview regarding the choice of questions and consistency of questions. Even 'off the cuff' conversational questions can cause concern. It is an effective interviewing technique to maintain consistent questions and this is recommended since it can be particularly helpful in avoiding discrimination.

Care should also be taken with certain kinds of interviewing. It has been shown that situational interviewing (where candidates are asked to say how they would respond to a hypothetical situation) tends to be discriminatory, as it can be difficult for people whose first language is not English to respond effectively using abstract language and concepts.

23.8.5 Objective decisions

The basis upon which decisions are made must also be free from discrimination. One of the more common mistakes in making decisions about candidates is stereotyping, and racial stereotyping is one such example. A carefully drafted person specification will provide an

objective benchmark against which selectors may measure candidates rather than relying on subjective criteria.

23.9 Monitoring

In addition to weeding-out the potential causes of discrimination, on-going vigilance will need to be maintained through the monitoring of equal opportunities.

An equal opportunities monitoring form has been incorporated into the selection system, seeking information on the candidate’s gender, race, disabilities and age. This should be used to gather information on the success of certain groups at each stage of the selection process. This information will, for example, make it possible to assess:

- whether black, Asian or other minority ethnic candidates have as much chance as others in proceeding to and beyond the shortlisting stage
- whether the failure rate at the exercise is disproportionate and
- whether interview scores are consistent with other parts of the process.

Collecting the information on the form can be a cause of concern or sensitivity and it is better collected on a form separate from the application with an explanation to candidates of the purpose to which the information will be applied.

23.10 Conclusion

Full and fair consideration must be given to all potential candidates or Assessment Teams will have failed to perform their role properly. The party is committed to finding the best candidates for the role of Labour councillor and to elect Labour groups who better reflect all the communities they represent.

24 Model interview assessment for new nominees

Question	Criteria tested	Met	Partly met	Not met	Evidence to support assessment

24.1 REVIEW BY THE ASSESSMENT TEAM AFTER THE INTERVIEW

You should put a tick in the appropriate column for each answer given, and put comments substantiating this decision alongside.

Record a comment about the nominee’s response to the exercise.

- 1) Has the nominee shown political judgement and a commitment to Labour’s aims and values?

YES / NO

2) Has the nominee a strong campaigning and Party background?

YES / NO

3) Is the nominee involved in and known to the community, or realises the importance of this in future?

YES / NO

4) Is the nominee committed to local government, and have a sufficient understanding of the role of a Labour councillor?

YES / NO

Having conducted the interview with the nominee, observed the exercise, and considered all the information available to you, are you confident that this nominee would be a good Labour Party representative, who would contribute as an effective member of the team within the Labour group and the party?

YES/NO/POTENTIALLY

Signed

Name

Date

25 Exercises for use in the Assessment centre

It is not compulsory that this exercise is undertaken as part of the assessment process but the NEC recommended that it should be.

25.1 Working in the community

These questions are designed to test the nominee's ability to act as a Labour representative, to use political judgement, to campaign and to build a relationship with the local community. The Assessment Team should look at how the nominee might act politically as a Labour representative whilst being aware of the council's priorities and budget, and yet sensitive to local issues and the need to give community leadership. In responding to any of the exercises, you need to look at how the nominee might ensure that credit goes to the Labour Party and its representatives for leading any campaign.

Only one exercise should be chosen. The Assessment Team should be realistic and not expect a new nominee who has never been a councillor or candidate before, to have all the answers. The judgement will be about commitment to the role of a councillor and the community, an understanding of the responsibilities of a local authority, the need to be mindful of the broader context and the politics of being a community advocate and a Labour group member.

The exercise must not be a literacy test. Therefore the Assessment Team may decide how the exercise should be undertaken. It could ask a nominee to express his/her views on the exercise in writing, or through a verbal presentation to the Assessment Team at the beginning of the interview, or it could be possible for a nominee to participate in a group discussion with four or five other nominees who are called for interview on the same day, in front of the Assessment Team.

25.2 OPTIONS FOR THE EXERCISE

- Your branch Labour Party is planning a summer campaign around local issues. How would you decide which issue(s) you would highlight and how would you involve the community in the campaign?
- There have been several accidents on a road in your area, caused by drivers using it as a 'rat-run'. What actions would you take to prevent further accidents and how would you involve the local community in the process?
- A number of parents have approached you regarding the need for a pelican crossing near the entrance of the local school. They ask you to help set up a local campaign around the issue. What actions do you take?
- There is an application to place a new telecommunications mast in the area, but the majority of local residents oppose the application. Would you support the residents in objecting to the mast and if so, how?
- The local pub has applied for a late night entertainments license. A number of residents have complained to you about the application and claim to have the backing of the majority of residents in the area. Would you support the residents and if so, how?
- The local community centre in your area faces closure. Detail if and how you would campaign locally to keep the centre open.

26 NEC Advice Note - Grounds for interviewing sitting councillors and model questions

Grounds for interviewing a sitting councillor or a recent candidate who had not been elected who has re-applied for inclusion on the panel of local government candidates

Introduction

Section E of the NEC procedural rules "Endorsement of applicants to the panel of approved candidates" is broken down into three categories. Procedures differ for new nominees, sitting councillors and previous candidates. The rules allow for the latter two categories to be placed on the panel automatically if their track records are good. Only new nominees automatically are called for interview. However, there is provision for interviewing sitting councillors or previous candidates if their track record raises concerns.

This paper offers advice to Local Campaign Forums with regard to calling for interview sitting councillors and recent candidates who had not been elected, as part of the determination as to whether or not they should be included on the new panel of candidates.

It should be noted that the LCF now have the option of interviewing all sitting councillors and previous candidates, subject to the approval of the Regional Director. However, the purpose of this paper is for use where councillors or previous candidates have been called in for interview where their track record has raised concern.

26.1 Sitting councillors

The sub-section regarding sitting councillors is as follows:

E.2.A.i Sitting councillor

To be reviewed by a written form from the chief whip regarding discipline and attendance, and by a written report from the branch secretary covering the ward they represent. An update form must be completed by all sitting councillors wishing to be placed on the new panel of candidates. The LCF Officers, or a panel duly authorised by the LCF, may request an interview if the reports raise concerns about discipline, attendance, campaigning record or competence. Should they feel the circumstance dictate, the Regional Director can instruct the LCF that an interview is undertaken and must give such reasons in writing. Should an interview not be requested, the sitting councillor will be recommended for inclusion on the panel without interview. Should an interview be required, this will be undertaken by an assessment team.

As required by the NEC procedural guidelines an LCF will need to set up a panel to review the reports on sitting councillors and the update form submitted by sitting councillors. This can be the LCF Officers or a duly authorised panel put in place for this purpose, hereafter referred to as "the Panel".

26.2 Circumstances under which a sitting councillor should be called in for an interview

The Panel are required to review the report from the chief whip and branch secretary, and an update report by sitting councillors. It would be appropriate to interview sitting councillors for any of the following reasons:

- Poor disciplinary report from chief whip, including matters before the Standards Board
- Poor attendance report from chief whip
- Poor report from branch secretary with regard to their role in party activities or the carrying out of their role as a councillor, ie attendance at council meetings and other meetings of which they are a member, the holding of advice surgeries, attendance at consultative meetings in the ward, and regular communications with local residents.
- Concerns on any issue/s in a councillors update report, including a lack of detail
- A combination of the above

Should the Panel only receive a poor report from the branch secretary, they would need to take into consideration any known tensions between the branch secretary and the councillor, and it would be helpful to know whether or not the concerns stated were generally held by branch members. Ultimately, the Panel will have to make a considered decision as to whether a councillor should be called for interview, and a consistent approach needs to be taken. The Panel should err on the side of interviewing provided poor report/s are received, and it needs to be recognised that the Panel are basing their decision to interview on reports received by them and not of their own initiative.

Advice on whether or not to interview a sitting councillor can be obtained from the Regional Director, and the Regional Director does have the authority to instruct the LCF to carry out an interview having given such reasons.

It is not unreasonable that a sitting Labour councillor, who is perceived to be carrying out their duties at a poor level, should be called for an interview. Such a decision as taken by the Panel, should then be forwarded to the LCF Assessment Team to carry out the

interview. The members who made up the Panel must not form part of the Assessment Team interviewing sitting councillors.

Recent candidate who had not been elected

26.3 The sub-section regarding recent candidate who had not been elected is as follows:

E.2.B.i Recent candidate who had not been elected

To be reviewed by a written report confirming there has been no change in circumstances and updating the applicant's campaign and party record. It will require an endorsement of the application by the branch in which they reside and the CLP campaign coordinator or similar officer.

The LCF Officers, or a panel duly authorised by the LCF, may request an interview if the report raises concerns about their campaigning record or competence. Should they feel the circumstance dictate, the Regional Director can instruct the LCF that an interview is undertaken and must give such reasons in writing. Should an interview not be requested, the applicant will be recommended for inclusion on the panel without interview. Should an interview be required, this will be undertaken by an assessment team.

As required by the NEC procedural guidelines an LCF will need to set up a panel to review the reports on a recent candidate who had not been elected. This can be the LCF Officers or a duly authorised panel put in place for this purpose, hereafter referred to as "the Panel".

26.4 Circumstances under which a recent candidate who had not been elected should be called for an interview

The Panel are required to review the reports from the branch in which they reside and the CLP campaign coordinator or similar officer. It would be appropriate to interview sitting councillors for any of the following reasons:

- Poor report from the branch in which they reside, notifying changed circumstances
- Poor report from CLP campaign officer or similar officer, notifying changed circumstances
- A combination of the above

The Panel would need to take into consideration any known tensions between the parties should a poor report be received. Ultimately, the Panel will have to make a considered decision as to whether a recent candidate who had not been elected should be called for interview, and a consistent approach needs to be taken. The Panel should err on the side of interviewing provided poor report/s are received, and it needs to be recognised that the Panel are basing their decision to interview on reports received by them and not of their own initiative.

Advice on whether or not to interview a recent candidate who had not been elected can be obtained from the Regional Director, and the Regional Director does have the authority to instruct the LCF to carry out an interview having given such reasons.

It is not unreasonable that a member who is perceived to have a poor campaigning record should be called for an interview. Such a decision as taken by the Panel, should then be

forwarded to the LCF Assessment Team to carry out the interview. The members who made up the Panel must not form part of the Assessment Team interviewing recent candidates who had not been elected.

The Assessment Panel should be provided with the briefing paper and possible question sheet to interview sitting councillors and previous candidates, who are not automatically placed on the panel.

27 Model questions for councillors and former candidates interviews.doc

All current Labour councillors and those who have been candidates before will have been asked to complete an update form rather than the new nominees' nomination form. In the case of a sitting councillor, there also will be a report from the whip and a report from the branch regarding his/her attendance and performance, and in the case of a previous candidate, there will be a report from the branch.

Information will cover a councillor's behaviour and attendance, for example:

- attendance records for meetings of the council
- occasions when the whip has been broken
- any disciplinary action taken against the councillor
- financial status with regard to the authority
- campaigning track record
- involvement in the community
- support for party activity

Information will cover a candidate's behaviour and attendance, for example:

- campaigning track record
- involvement in the community
- support for party activity

All current Labour councillors and those who have been candidates before will have to indicate whether his/her circumstances have changed in relation to their residency, qualification and disqualification, or personal circumstances, and whether there is anything he/she should raise which might be a source of embarrassment or bring the party, group or council into disrepute.

This collection of information will enable the persons/committee agreed by the Local Campaign Forum to review the circumstances and track record of sitting councillors and returning candidates (see separate NEC guidance note), and consider whether they should be placed on the panel again without an interview. If an area of concern is raised e.g. failure to attend meetings, poor disciplinary record, failure to communicate with residents, lack of campaign activity, the sitting councillor or returning candidate may be called for interview, rather than being automatically placed onto the panel.

The information which has given the cause for concern should form the basis of the questions at the interview, and a commitment sought to address any areas of weakness or indiscipline.

Suggested questions are shown here.

Attendance

Poor disciplinary record

Weak campaign record

Weak community engagement

Closing questions

28 MODEL TEXT FOR LETTERS

28.1 Letter notifying Party members of shortlisting and selection meetings

Dear [Member]

I am writing to invite you to the short-listing and selection meetings to determine who our candidate(s) will be to contest the local council elections.

To be eligible to attend these meetings your membership must be up-to-date, you must have been a party member for at least six months and you must not be seeking selection in this ward. You may clear any outstanding arrears by to in order to participate in the meeting (it is reasonable in most circumstances to allow payment on the day of the meeting, and should this be the case a deadline to arrive by in order to make payment should be given).

I have enclosed the agenda.

The short-listing meeting is to be held

on [Date]

at [Venue] and

will start at [Time] o'clock.

Please bring your membership card with you or some id, and do arrive early as there will be a membership eligibility check before the meeting and late comers cannot be admitted, as shown on the agenda.

The Regional Director and the LCF have agreed that this selection will be open to [all/
or Women only/all but that X places will be reserved for women.]

Information about people on the panel of nominees/potential candidates will be available from me on the telephone number or through the email address above. It will also be available an hour before the meeting and at the meeting itself.

(Note: The selection part of this letter is only to be used if you are sending a single shortlisting/selection meeting notice. If separate notices are being sent see additional model letter for the selection meeting)

The selection meeting is to be held

on [Date]

at [Venue] and

will start at [Time] o'clock.

Again, please bring your membership card with you or some id, and arrive early as there will be a membership eligibility check before the meeting and late comers cannot be admitted, as shown on the agenda.

Information about the shortlisted nominees will be available from me on the telephone number or through the email address above. It will also be available an hour before the meeting and at the meeting itself.

The vote will be taken by eliminating ballot. [Where necessary: A vote will first be taken for places reserved for women candidates, followed by a vote open to all for the remaining places.]

Selecting your local Labour representatives is one of the most important responsibilities of members during the year. I therefore hope you are able to attend. Apologies should be sent to me by phone or email. Otherwise, I look forward to seeing you at the meetings and then during the campaign.

Yours sincerely

28.2 Letter notifying shortlisted candidates of shortlisting and selection meeting

I am pleased to inform you that you have been short-listed by [Branch]. I therefore am writing to invite you to our selection meeting and enclose the agenda for the meeting.

The meeting will be held

on [Date]

at [Venue] and

will start at [Time] o'clock.

The short-listing meeting also agreed that you should have [X] minutes to address the meeting, followed by [X] minutes to answer questions. Please arrive 10 minutes prior to the scheduled start, when we shall draw lots for the order of appearance at the selection meeting.

The vote will be taken by eliminating ballot. [Where necessary: A vote will first be taken for places reserved for women candidates, followed by a vote open to all for the remaining places.]

If you have any queries, please do not hesitate to call me on the number or by email as above.

I look forward to meeting you and also hearing you speak at the meeting.

Yours sincerely

Branch Secretary

28.3 Letter notifying Party members of selection meetings

I am writing to you as an eligible member, to remind you of the date of our selection meeting. I have enclosed the agenda for the meeting.

The selection meeting is to be held

on [Date]

at [Venue] and

will start at [Time] o'clock.

As previously advised, if you arrive after the meeting has started you will not be allowed to take part, so please arrive early.

Please bring your membership card with you or some id, and do arrive early as there will be a membership eligibility check before the meeting and late comers cannot be admitted, as shown on the agenda.

As you may know, the ward short-listed the following nominees for interview at the selection meeting:

1 [Name]

2 [Name]

3 [Name]

Information about these short-listed nominees will be available from me on the telephone number or email address above. It also will be available an hour before the meeting and at the meeting itself.

The vote will be taken by eliminating ballot. [Where necessary: A vote will first be taken for places reserved for women candidates, followed by a vote open to all for the remaining places.]

Selecting your local Labour representatives is one of the most important responsibilities of members during the year. I therefore hope you are able to attend.

I look forward to seeing you there and to working in our campaign with you.

Yours sincerely

Branch Secretary

28.4 MODEL AGENDA FOR THE SHORT-LISTING MEETING OF [BRANCH]

Introduction of Local Campaign Forum/CLP observers and explanation of procedure.

The Regional Director and LCF should have agreed whether this selection will be an open or Women only shortlist and this should be made clear at this stage.

Apologies

Membership check

(Confirmation of freeze date and quorum set by the Local Campaign Forum)

The number of eligible voting members in the meeting should be declared at this stage.

Review of panel and moving/seconding of names for consideration

Any member arriving after this point in the agenda has been reached shall not be permitted to participate in any way in the meeting or in any ballot.

Decision on number of nominees to be short-listed

Secret ballot (if required) to agree short-list

(This must be carried out by eliminating ballot - the short-list shall consist of at least one more candidate than the number to be selected, unless there are insufficient nominations or only the sitting councillor/s is/are nominated)

The Regional Director and the LCF have agreed that this selection will be open to [all/Women only/all but that X places will be reserved for women.]

Arrangements for selection meeting

(Time limits and other outstanding matters)

28.5 MODEL AGENDA FOR THE SELECTION MEETING OF [BRANCH]

Introduction of Local Campaign Forum/CLP observers and explanation of procedure

Roll call and apologies

(Opportunity to challenge credentials of anyone present in light of eligibility established at short-listing meeting)

The number of eligible voting members in the meeting should be declared at this stage.

Any member arriving after this point in the agenda has been reached shall not be permitted to participate in any way in the meeting or in any ballot.

Speech then question and answer to the short-listed nominees in an order determined by lot*

Procedural motion to proceed to ballot

(If this motion is lost, this meeting shall either proceed to draw up a new short-list or agree dates for new short-listing and selection meetings, subject to be approval by the LCF)

Ballot to select the candidate(s) for the ward

(This must be carried out by eliminating ballot)

Result of ballot and votes of thanks

* Lots will be drawn by candidates for the order of appearance prior to the start of the meeting (and taking into account where relevant any initial ballot between women nominees only)