



Nothing about us, without us

© Disability Labour 2019

The Disabled Activists' Guide to becoming a Councillor

www.disabilitylabour.org.uk

© 2020 Disability Labour

Introduction

Disability Labour recognises many people find the candidate selection process for elections daunting. For a disabled or neurodivergent member it can be especially difficult. Running for office holds additional barriers for disabled people. Many Constituency Labour Parties - CLPs lack the expertise required to guide a disabled member through the process.

As Local Government Committees LGCs - previously known as Local Campaign Forums - LCFs - are beginning their selection process, Disability Labour has decided it was time to put this handbook together in order to lend assistance to our disabled members seeking election.

This guide will lay out the following:

- What Labour Party Bodies are involved in the selection process
- The LGC, what it is and why is it important
- What qualities the LCF and ward election meetings should be looking for
- What any disabled candidate should consider
- Essential resources for disabled candidates

If you are newly disabled or have only recently joined the Labour Party we recommend you download our “Disabled Activists Guide to the Labour Party”. You can download a copy from our website [here](#)

This guide explains the basic information any disabled candidate should know about standing for local elections. This is the first time such a comprehensive guide has been produced.

There is also a Glossary at the end of this guide to help you understand the many acronyms which the candidate may encounter.

The LGC is the body within the Labour Party that runs the selection process for local Elections . We have written a guide for LGC members, which explains their duties and responsibilities under the Equality Act 2010. Again, this can be downloaded from our [website](#).

Introduction

Until recently there has not been Equalities Education and Training within the Labour Party. It is vital that CLPs and all Labour Party units understand how to comply with the Equality Act 2010 and what they need to do to improve accessibility. Disability Labour is working with the party and directly with the Deputy Leader's office to devise an education programme for members.

The Party nationally sets out guidance for LCGs in the Party Rule book but each LGC will have its own standing orders and governance. There will be an election agent or local organiser who oversees each step of the process. At election time they will ensure candidates complete their election paperwork and submit it on time. When putting this guide together, we found the Equality and Human Rights Commission produced a guide to The Equality Act 2010: a guide for political parties you can download [here](#).

The LGC sets out the process for selection, however individual CLPs (Constituency Labour Parties) have their own standing orders and may opt to select candidates in different way. Each individual Labour Groups (ie the Labour Councillors in each authority) will have standing orders saying how the group operates. These different rules can be complex for a new prospective candidate to navigate. We hope this guide will make it easier to understand how the system works.

If your CLP has access to an agent, a paid employee of the CLP or a local Community Organiser, they may be a good person to approach to learn how selection process works locally. If you don't know who to ask, speak to your CLP Disability Officer who can be a wealth of information and can reach out to our network of Disability Officers for advice.

Starting out

The best way to gain the experience to become a Councillor is to get involved in your CLP and any local campaigns they are organising. By offering to help you will soon begin to understand how your CLP handles inclusion. If you have been campaigning with the locally, it is possible you may already know some of your local councillors or candidates from the campaign trail.

Many sitting councillors are happy to talk to you about what it is like to be a councillor. You can then decide which type of local councillor work interests you. Depending on where you live you may have opportunities to stand as a Parish or Town Councillor, or become a Borough or County Councillor.

Go to some local council meetings or committee meetings, so you can learn the way your local council operates. At the moment many councils are allowing remote access to meetings, which is a great way to see democracy in action

You can find out more from your local CLP. As disabled member you can also contact Disability Labour we can always put you in touch with someone who should be able to answer your questions. You can contact us via [email](#)

If you have got to know the people in your CLP or branch, you may have already become involved in campaigning and canvassing. However, many CLPs are not always up to date on the best ways to support the active participation of disabled members. As a disabled member, you will know that depending on your disability, some of these activities may be quite difficult. In many CLP's campaigning and canvassing form a central part of being a candidate. However, depending on the disability it can mean many disabled people might be locked out of elected office. Disability Labour intends to change this.

In many smaller constituencies or branches, a decision is taken to have an Equalities Officer, instead of appointing separate Disability, BAME and LGBTQ+ Officers. We feel this not acceptable. Just as a white person should not represent BAME members, someone who is not disabled should not be responsible for supporting disabled members. The same applies with LGBTQ+ members. All the equality strands should be represented appropriately.

Qualities needed to be a Councillor

The Labour party has laid out what they consider the qualities a councillor should have.

According to the Labour publication – Become a Labour Councillor:

“Councillors are elected to the local council to represent the residents in the ward and their local community. Councillors are expected to be active in their local community and act as the voice of their constituents, raising any local concerns within the Council on a range of matters related to the work of the Council.

To be an effective councillor you must be hard working, committed and passionate about improving the area you live in. Councillors must balance the needs and interests of residents, the political party they represent and values of the Labour Party, as well as the council.

Being a Labour councillor is an extremely rewarding experience, but it does also demand your time. It is important that you are able to balance your council and party commitments with your personal life and professional work. Make sure you consult with family and friends before making the decision to stand as a councillor.

Below is a person specification which shows the skills you will need to be an effective Labour councillor. How do you measure up against the criteria?

Community leadership:

Engages enthusiastically and empathetically with the community in order to learn, understand and act upon issues of local concern. Mediates fairly and constructively, encouraging trust by representing all sections of the community.

Regulating and monitoring:

Understands and executes judicial role by following protocol, evaluating arguments and making decisions that balance public needs and local policy. Ensures progress by monitoring and intervening where necessary.

Scrutiny and challenge:

Acts as a critical friend by seeking opportunities for scrutiny and providing constructive feedback. Analyses information quickly and presents arguments in a concise, meaningful and easily accessible way.

Qualities needed to be a Councillor

Communication skills:

Listen sensitively, uses appropriate language and checks for understanding. Communicates regularly with individuals and groups in the community, speaks clearly and confidently in public, making sure people are informed.

Working in partnership:

Builds positive relationships by making others feel valued, trusted and included and by working collaboratively to achieve goals. Maintains calm and focus, recognises when to delegate or provide support and is able to take a long-term view in developing partnerships.

Political understanding:

Acts ethically, consistently and with integrity when communicating values or representing group views in decisions and actions. Effectively works across group boundaries without compromising values or ethics.”

Key objectives and responsibilities:

- Standing up for local residents – being involved in service delivery
- Developing better services
- Delivering local change
- Monitor the council performance against targets in areas of council activity
- Engage with local residents
- Contribute effectively to the work of the Council
- Help to decide service priorities
- Develop links with all parts of the community
- Conduct regular walkabouts
- Promote and represent the Council
- Conduct regular surgeries
- Take action on issues – raised by constituents and other residents”

Don't worry if you don't have all the qualities highlighted by the party. We all have had to learn from others when getting involved initially.

Other things to consider

- In what way does your impairment affect you?
- Many disabled people find themselves working harder than their non-disabled counterparts so that they will be seen to be as competent and as able as everyone else. Unfortunately, keeping up this pace during an election campaign and beyond can lead to burn out.
- Do you have the time to participate in an election campaign?
- Are you working?
- Are you going to need the help of family and friends?
- Will you need to increase or change the hours you need a PA
- Do you need to approach Social Services to seek an increase of hours to perform your councillor duties?
- Do you need to disclose your disability to the people in your LGC, CLP or Branch?
- Will you need any specialist equipment to be a councillor?
- If you do need equipment, where can the funds for the equipment come from?

If you have any questions with regard to anything you have read so far, contact Disability Labour via [email](#)

Essential Information

Some of the information you can look at to get some idea of what the local rules are for elections.

- A copy of the standing orders for your LGC. You can get this from the CLP or Branch Secretary. This will tell you what your local group expects from elected members.
- Email your local authority and ask if they have a code of conduct you will be expected to sign or check the website
- Contact Disability Labour and ask if we might know of someone in your area you can talk to.
- Talk to your Disability officer if you have one.
- Know the 2020 Labour Party Rule Book : <https://labour.org.uk/wp-content/uploads/2020/04/rulebook-2020.pdf>

Be aware of the Labour Party Codes of Conduct:

- Social Media code of conduct: <https://labour.org.uk/members/my-welfare/my-rights-and-responsibilities/coc-social-media/>
- Sexual Harassment and Gender policy: <https://labour.org.uk/members/my-welfare/my-rights-and-responsibilities/coc-sexual-harassment/>
- Antisemitism and other Racism: <https://labour.org.uk/members/my-welfare/my-rights-and-responsibilities/coc-antisemitism-and-other-racism/>

Personal Preparation

Jot down a skills audit for yourself

List your personal and work skills. When attending the candidate's interview panel, you will have to sell yourself and this preparation will help. Once you complete the audit (it doesn't need to be long or complicated) go over it with someone you trust, who understands local politics. Think about your skills audit and see the skills you already have, look at those which will be transferable and note which ones you need to get training in. The Labour Party offers on-line training. Check out the website under training courses. Labour groups also have a training budget to help councillors develop skills. Disability Labour can also work with your CLP to provide training.

Find a mentor

You will have come to know people in your local CLP and branch. Many councillors will be people you already know. We would suggest you sit down and talk to a councillor about what kinds of things there are to do. Maybe talk to more than one. If you have a local Agent working for your area, ask them what they see as the important things a councillor should be doing.

Ask your mentor to help you go through your social media accounts to make sure you have not posted anything that breaches Labour Party Codes of Conduct. Delete posts and tweets you would not want to see splashed across your local newspaper. If necessary delete accounts and start new ones.

Other things you can do to prepare

- Go to a council meeting or watch the meeting online if they are broadcast on Facebook or on the council's website. This will give you an idea of what services are provided by the local parish, town or borough and what things are dealt with by the County Council. We would suggest you go and attend the meeting, the cameras filming the meeting do not see everything that is going on during the meeting.
- Understand how Council Committees work and which committee covers each area of council services.
- Ask questions of someone you trust who has been in the Labour Party a long time, or who has been a Councillor previously.

Disclosing your disability

Disclosing your disability is a very personal decision. At Disability Labour we know there are more candidates, councillors and MPs who have disabilities than self-identify as disabled. Part of the problem is the Labour Party has not historically collected information on disabilities. The Labour Party is now beginning to collect this information. However, until some of the ableist policies and procedures are rewritten, many people will continue to hide their impairments. Seeing them as a problem to overcome in secret. This is because there are still times when even the Labour Party gets it wrong. Disability Labour believes that it is our responsibility to help change things for those that come after us. We feel much of the problem is that many members, officers and staff do not recognise the implications of the Equality Act and how it impacts what the party must do for disabled members.

We would always suggest members disclose their disabilities if it is what they choose to do. We believe disclosure for the purpose of getting support is always the best policy. The Labour Party can't assist with reasonable adjustments if they are not made aware of the difficulties the member is having. These can be visible disabilities, mental health, visual, auditory, neurodivergent or learning difficulties.

Depending on your local group, they may not have ever thought about the different ways these activities can be done. We have guidance on the many ways you can suggest to your group to try which will be far more inclusive. If you are up front and honest about what you can and can't do and provide suggestions of how you and others can be supported while doing these tasks, you will make it easier, not only for the disabled members, but also others who might be challenged when trying to keep pace with the more active members. In the Disabled Activists Guide, we describe how slow canvassing options can benefit everyone.

Disability Labour wants to help disabled members get involved in representing their communities. There have been great strides over the years to help woman, Black, Asian and Ethnic Minorities (BAME) and LGBTQI+ people active within the party. However, it has been a slower more difficult road for those with disabilities. There are very few MP's who proudly disclose they have a disability. The recent problems with the Covid-19 pandemic has actually revealed many more MPs than we knew about prior to the digital parliament and committee meetings.

The House of Commons has now ended remote voting, disenfranchising many MPs. This discriminatory decision shows how little many politicians care about disabled people and how they think it is acceptable to exclude us from decision making.

Disclosing your disability

As the world begins to settle into a new “normal” there will be many more people who will meet the definition of “Disabled” either because of having had Covid-19 and not fully recovering from it from or by the toll taken on mental health by those who need to remain in lockdown longer than everyone else. We hope this will enable more disability friendly policies which will increase participation for everyone.

There are likely to be many people who never fully recover from the virus. Early studies are showing people experiencing reduced lung function, extreme tiredness, brain fog, painful muscles and other symptoms. We need to be ready to help those newly identifying as disabled members find an more equal place in society. For those of us who have been disabled for a long time, we need to make sure those who struggle with coming to terms with being a disabled person, still find a home within the Labour Party and still feel part of our movement. We hope this guide can help disabled members enable them to rise to whatever level they aspire to.

Anyone who has been active in the Labour Party for any length of time will undoubtedly have heard about all Woman shortlists or AWS for short. AWS have been around for a long time. The Labour Party has other obligations under the Equality Act 2010 which may not be as obvious. However, LGC's have other protected characteristics they must be mindful of. Depending on the demographic of the local community, several protected characteristics may need to be represented on both long and short lists.

As this is being written by Disability Labour, we will concentrate on the issues encountered by disabled candidates. This is based on the experiences for many of our disabled members across the country. Information from the people we have spoken to over the last few years, makes it clear that disabled people are not represented proportionately compared to other groups.

Additionally, disabled people are both directly and indirectly discriminated against at every level of the Labour Party. We are often considered an expensive option when discussing the support which may be needed. However, this is not an excuse to exclude disabled people, or not to have us on a list of candidates in the lead up to an election. Many constituencies have had all women shortlists, and all BAME shortlists in urban communities, as the Equality Act allows parties to reserve a fixed number of places on their shortlists for underrepresented groups.

What does the Equality Act say ?

According to the "Equality Act 2010 Guide for Political Parties" published by the EHRC there are many things Political parties should do to ensure greater representation of minority groups

“Examples include:

- Having at least one candidate from each under-represented group on shortlists.
- Introducing a ‘balanced shortlist’ where there has to be for example, an equal number of male and female candidates
- Proportional shortlists (for example 20 per cent of the candidates must be disabled)”

This guidance goes on to say that the only time candidates can be all be from a protected characteristic are shortlists based on sex or disability.

We know the party has had all women shortlists and BAME only shortlists representation. We are unaware of any disabled candidates only shortlist within the Labour Party. This **must** change, not only because the Party is in breach of the Equality Act, but because there are many experienced and talented disabled people who would make excellent Councillors and MPs

Why are there so few disabled Councillors & MPs?

Those of us who have put ourselves forward to be candidates have found the Labour Party has not always been the supportive party we had hoped it would be. We still sometimes face discrimination throughout the selection process. Whether it is holding interviews in an inaccessible venue, not providing a loop system or BSL interpreter, not allowing a person with a speech impediment or a brain injury enough time to speak, or only giving a very limited time for applications.

Many disabled members won't even apply to become a candidates if LGCs insist on making all candidates commit to several sessions of physical canvassing every week or being told that they must do a set number of sessions in target wards. There are lots of ways to campaign and COVID-19 means we have to review our current custom and practice.

We are aware of disabled candidates who have had Reasonable Adjustment requests denied by CLPs or LGCs. We know of at least one candidate who was removed from the candidates list because she became ill and couldn't do the number of canvassing sessions demanded of her months before the election had been called.

What does the Equality Act say ?

Historically, neither the Party nor many CLPs have encouraged disabled members to become candidates and councillors. This has meant that those who have decided they want to stand for public office have found that it's been an uphill battle, with many obstacles.

We cannot imagine people of any other protected group keeping quiet in the face of such discrimination.

Unless you are prepared as a disabled person to outperform those who are not disabled, there doesn't seem to be any willingness to promote disabled candidates. It takes us twice as much energy and brain power to seem equal to our non-disabled counterparts. We are not asking for the impossible. All we need is for the Party to observe the Equality Act and support those disabled people who want to be Councillors and MPs. We make up 20% of the population. Surely those who are disabled should have someone, like them, who understands the needs of disabled people, as their representative?

The Equality Act allows parties to act positively on the basis of disability because the act specifically states it is not discriminatory to treat disabled people more favourably than someone who is not disabled [s. 13(30)]. Just to be clear, it would be discriminatory to restrict a candidates list to only have candidates with one particular impairment. All disabilities are equal in the eyes of the law.

Sadly, the Labour Party still does not realise how expensive everyday life is for a disabled person. The pandemic may have shown what it may be like to be unable to leave your home due to the lockdown. The extra cost of shopping may have caused some hardship, but for disabled people on fixed incomes, there has been no extra financial support. Many people who are not disabled may find themselves dealing with mental ill health as a direct result of being isolated. Unfortunately, many people will qualify with the Equality Act description of disability after the country returns to a "new normal".

The Equality Act 2010 defines a disability as "having a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities." Many more people will meet this qualification because of the effects of the pandemic on mental and physical health. Because of this it is likely that the disabled population will rise from 20% to 25%.

What you should know before you start

The Labour Party is currently asking those members who are disabled to identify as such on the membership database. This has never been done before. The Party will not know how many disabled members it has, until this audit is complete. We are aware that the questions asking people to identify were not explicit in defining disability. We are seeking to be able to draft the next email that goes out - to make sure that all disabled members are counted.

Disability Labour believes there are more disabled people seeking election than self-identify as a disabled. This may be because of a perceived stigma, particularly for those with a long-term mental health condition.

Whilst you are protected against discrimination, as a disabled person, it is important that you understand how this affects you in your interactions within the Party.

This duty impacts on the Party at every level, and it is tested on whether or not the Party or individual Officers knew or should have known that you have a protected characteristic. This is why you need to consider when and how you declare your disability.

The 'reasonableness test' does not mean a local Labour Party organisation can ignore your needs as a disabled person.

If you are elected as a councillor, you may need to enquire about help you can get through the council you are elected to.

You may need to become your own best advocate in your day to day dealings as an elected councillor. We suggest you should do a thorough investigation to see what allowances you may be entitled to.

We are aware of one Councillor who has got extra payments for care needs late at night after Council meetings. Do seek advice from Disability Labour on what assistance you might be eligible for.

If you decide to run for office and are in receipt of benefits, you need to know how any allowances will impact your income.

Who is protected by the Equality Act ?

The Act, as it applies to political parties protects:

- Anyone who is currently a member and anyone who might want to become a member.

What are they protected from:

- Discrimination, harassment and victimisation involving all of the protected characteristics. The Equality and Human Rights Guide can be found [here](#)

In their guide the EHRC suggest the following ways political parties can take steps to avoid discrimination.

- Reviewing conditions and requirements for membership in their constitutions or rules.
- Involving people with lived experience of (in this case disability) in reviews of policy or practice.
- Providing equality and diversity training (again by those with lived experience) to anyone who acts on behalf of the party. Including the leaders.
- Taking complaints of discrimination, harassment or victimisation seriously and seek to correct the areas which have been found wanting.

Disability Labour would add to this:

- Seeking advice from people with lived experience of disability.
- Recognising disabled people can be competent professionals, councillors or MPs, even though they have an impairment.
- Ensure all policy and organisational decisions taken by staff and Party Officials, both nationally and locally, are disability equality impact assessed.
- Making membership concessions for disabled members clear on the website
- Ensuring that those who are entitled to concessionary membership don't have to pay full membership fees if they are elected as a Councillor.

Who is protected by the Equality Act ?

The Labour Party cannot discriminate against a person for wanting to become a member on the basis of their protected characteristic.

This means:

- Not discriminating in the way people are admitted as members.
- Not limiting or excluding those who can apply to be a member.
- Not restricting how people can find out about applying for membership.
- Not restricting how people can find out about concessionary membership.
- Not preventing someone from accessing procedures, processes and forms.

Disability Labour would also include some positive actions the Party can do:

- If someone is suspended from membership, make it clear to that person what they may have done and what they can and can't do whilst they are suspended.
- Allow a member who is disabled or neurodivergent to appoint an Advocate (who should be a party member in good standing) to support them.
- Make sure the questions asked in interviews and the way the rules are presented are clear and unambiguous.
- Allow those who need the support of an Advocate, at hearings and while appealing decisions, to have the Advocate with them in interview and permit the Advocate to speak for the person they support.
- Allow disabled and neurodivergent people extra time to answer questions and to have the questions provided in advance, to attend hearing digitally using video conferencing.
- Ensure that the Candidate Contract is not discriminatory towards disabled candidates and that any financial contributions take into account that person's financial circumstances.
- When disabled members are elected as councillors, ensure that the Councillors Contract, which all councillors must sign, does not have an adverse financial impact on any disabled councillors.

What should the Party be doing ?

- Improve participation for disabled members at all levels national, regional and local.
- Make sure paperwork is available in a variety of formats, including Braille.
- Use coloured paper to help people who are dyslexic or have other neurodivergent conditions.
- Provide paperwork as early as possible before meetings or conference sessions for those who need extra time to assimilate information.
- Make sure any building used is fully accessible to anyone using a wheelchair.
- Make sure that fully accessible toilet facilities are available for disabled people.
- Make sure all rooms in a venue are fully accessible.
- Ask Disability Labour to Access Audit every building used for Regional and National Events.
- Ensure that disabled people or those who cannot use public transport can easily travel to all Party Events.
- Ensure there is adequate free Blue Badge Parking for disabled members at all Party events.
- Ensure that every venue used has a hearing loop or hire a hearing loop for the event.
- Ensure there are BSL signers for all Regional and National events.
- Enable deaf members to be accompanied by signers to events at no extra cost to those members.
- Ensure there are facilities for service dogs.
- Ensure that all CLP and Branch social events are affordable to disabled members. Have two tiers of pricing and be discrete as to how that is administered.

What should the Party be doing ?

- Only hold events in members' homes or gardens that are fully accessible (including toilets) to all members.
- Hold hustings and selection panels in fully accessible venues and have a loop system available.
- Inform all candidates they may ask for reasonable adjustments.
- Make sure prospective candidates know the full costs of becoming a Councillor before signing the Candidate Contract.
- If paying the full costs of being a Councillor would cause financial hardship or result in a loss of benefits, seek advice from Disability Labour as to how that person can be financially supported if they are elected.

It is incumbent upon the LGC to understand the details of how their local government agencies treat allowances, pay for reasonable adjustments and know where the additional funds can be raised if the local funds are small.

Political parties must not discriminate against people in respect of access to services, facilities or benefits {s.101(2)(a)}

These services can be:

- Participatory: such as access to conferences, meetings or events.
- Participatory: such as in internal committees or decision-making bodies.
- Being selected as a candidate for elected office.
- Voting at all levels.
- Being able to use party equipment or facilities.
- Access to party documents in an appropriate format.
- Receiving newsletters and accessing other party communications in the appropriate format.
- Participating in online forums.

There should always be a can-do attitude towards reasonable adjustments.

Glossary

The Labour Party is strewn with terminology or acronyms. It seems every document needs a guide to go with it. The following are some of the terms which you will hear in your local CLP or branch:

Affiliate: A socialist society or union with established formal link such as Disability Labour or Unite.

Affiliated Supporter: A member of an affiliated trade union or socialist society who actively chooses to be an individual supporter of the Labour party.

AGM: Annual General Meeting. The yearly business meeting at which the financial accounts are presented, reports of the past year's work are given, officers are elected and standing orders are amended. This could include adding a disability officer to the executive committee.

ALC: Association of Labour Councillors, the affiliated organisation which represents Labour councillors in England, Wales and Scotland.

AMM: All member meeting. A meeting of the Constituency Labour Party which is open to all members.

AWS: All women shortlist. This is the process to increase the representation of women in the party. With AWS the intent is to ensure that 50% of Labour Councillors and MPs will be women. We want to see parity for disabled members, ie to have 20% of Councillors & MPs who are disabled.

Back Bench: An MP or councillor with no front bench responsibilities.

BAME Forum: Part of the Labour Party's equality structures, a constituency wide body open to all members from Black, Asian and Ethnic Minority communities.

BLP: Branch Labour Party, the local party which is based on council boundaries which are referred to as wards. All members and affiliated supporters are allocated to a branch where they live.

Cabinet: Committee of senior government ministers/shadow ministers. The main decision-making body of a council, consisting of the Leader/elected Mayor and councillors with portfolio responsibilities. Can be referred to as the front bench.

Glossary

CLP: Constituency Labour Party, which is made up of several branches and covers the area represented by an MP.

Collective Affiliation: Formal link between affiliated trade unions and the Labour Party.

Co-operative Party: The political voice of the co-operative movement. It is a separate political party which has an electoral agreement with Labour.

Delegate: Person elected to represent a Labour Party or trade union branch at other meetings, such as general committees or at a conference

EC: Executive Committee. Subgroup of the Constituency Labour Party, consisting of officers and representatives from trade unions, that oversees local party business.

GC: General committee or GMC General Management Committee. A meeting of the Constituency Labour Party formed by delegates from local branches and affiliate trade unions and socialist societies.

GOTV: Get out the vote. Campaigning actions to identify Labour Party supporters and encourage them to vote using canvassing and mailing and social media.

Labour Group: Grouping of all the Labour councillors in a local authority.

LGC: Local Government Committee - the committee that plans and organise electoral campaigns. They also shortlist potential local government candidates.

LCF: Local Campaign Forum. Former name of the LGC

LIST System: Used to elect candidates in London, Wales and Scotland where seats are allocated in proportion to the number of votes the party receives.

NEC: National Executive Committee, made up of elected representatives from every part of the party, MPs, Councillors, the Trade Unions, CLPs, BAME and LGBTQ members and socialist societies. A Disability rep will be elected in 2020.

Glossary

NPF: National Policy Forum - a series of committees that seek evidence from within the Party and from experts outside the Party to formulate party policy, which is then voted on at National Conference. The committees are representative of all sections of the party and of party affiliates as well as a member elected regionally.

OMOV: One member one vote, the ballot system used for Labour Party elections, such as the Leader and Deputy leadership elections where all members receive one vote and all votes carry equal weight.

Panel: A list of candidates, approved by from which branches can select who they wish to stand in their ward council elections.

PLP: Parliamentary Labour Party - the group of MPs in Parliament.

Policy Commission: Subject specific body that develops detailed policy, comprising members of the NPF, NEC and Shadow Cabinet.

Policy Forum: Local or regional meeting of Labour Party members to discuss issues and feed views into the policy process.

Portfolio responsibility: A specific council service such as housing or social care, that a front bench councillor has responsibility for overseeing.

PPC: Prospective Parliamentary Candidate a candidate for MP chosen by a CLP to stand in the general election.

Quotas: Policy to ensure gender balance e.g. at least 50% of CLP delegates to Labour Party conference must be women.

Selection: The process by which Candidates are chosen by a Branch or CLP to stand as a council candidate or PPC.

Socialist Society: Independent organisation affiliated to the Labour Party, e.g. Disability Labour, SEA – Socialist Education Society, SHA Socialist Health Association.

Standing Orders: Set of rules governing local Labour Party structures.

Glossary

TULO: Trade Union Liaison Officer - a CLP officer elected to build links with local trade unions. Also, the umbrella organisation that co-ordinates the national and regional activities of trade unions affiliated to the Labour Party.

Trigger ballot: Process where Labour Party branches and local affiliates to a CLP decide whether to confirm that a sitting MP can stand for re-election or should face a full selection process.

Ward: Alternative name for a branch.

Women's Forum: Part of the Labour Party's equality structures, a constituency-wide body open to all women members in the area.

Appendix 1

Example of an application to be included on a selection panel

Application for the panel of local government candidates

Personal information

Family name: _____

Forenames: _____

Date of birth: _____ Gender: _____

Home address: _____

Post code: _____

Tel no: _____ Mobile number: _____

Email: _____

How long have you lived in _____ ? _____

Your main occupation (paid/unpaid) _____

Labour Party membership number: _____

How long have you been a member? _____

Constituency: _____

Branch: _____

Appendix 1

Trade Union: _____

Branch: _____

Length of Trade Union membership? _____

Your experience in the Labour Party, Trade Union and local activities

Please write brief notes in answer to each question, giving approximate dates when you have been involved.

Campaigning

Labour Party activities

i.e. positions held, contribution made to party activities, policy events etc.

Involvement in the community

e.g. voluntary sector, faith groups, local forums, governing body, housing associations etc.

Trade Union activities

Have you ever been a candidate for public office?

Have you ever held public office? If yes please give details

What qualities and experiences do you have that would make you an effective Labour councillor in _____?

What could you contribute?

Appendix 2

Please make a statement (**TYPED in Arial 14pt**) in support of your application.

If you become an approved candidate this statement (not the whole form) will be circulated to branches across the borough.

You might wish to mention

- Your previous experience of campaigning, Trade Union and Labour Party activities
- Activities within your local community
- Any special skills or experience
- Issues that are important to you

Do NOT make your statement longer than one side of A4 paper

Please note

Being approved on the panel does not guarantee you will be successfully shortlisted and selected as a council candidate by a ward.

If you are unsuccessful at this stage and not put onto the panel you will be given constructive feedback by members of the LGC.

If you are unsuccessful you will be able to appeal this decision within 14 days of receiving notification

Please print and keep a copy of your form

Please return your completed form to: _____

Appendix 2

Model Candidate Contract

This contract sets out the minimum expectations of the tasks to be undertaken by all _____ Labour Party candidates for the local council elections in _____

All candidates are expected to work collaboratively with their ward running mates towards securing a Labour Party victory in the local council election in _____

In support of the social model of disability, and obligation under the Equality Act 2010 Reasonable Adjustments to the expectations listed in this contract will be made to match the capabilities of individual members with a disability.

This agreement is between _____

as a

candidate for election in _____

And _____ Local Government Committee (LGC).

'I' or 'you' in this contract refers to you, the above named candidate. 'LGC' in this contract refers to the _____ Local Government Committee

'My ward' in this contract refers to the ward in which you are standing as a candidate.

A. Campaign activity - I will...

1. set an ambitious target for contacts made per month, by telephone or on the doorstep, in my ward or a target ward. (100 recommended)

2. support target wards by attending at least _____ campaigning session per month, in target ward between _____ and _____

3. accept direction from the LGC as to which target ward's campaigning sessions I should attend and accept that the LGC may change this direction at any time.

4. provide copy and photos for printed communication for my ward to the borough organiser or appropriate party officer as often as set out in the campaign plan.

Appendix 2

5. work with the party officers in my ward to identify a ward officer or candidate who will have responsibility for producing voter id sheets and inputting voter id data for my ward.

6. remember to ask every Labour voter met:

- to apply for a postal vote, if eligible, and they don't have one
- to apply to go on the electoral roll, if they are not registered
- to provide an e-mail address so that the Labour Party may contact them
- to join the Labour Party and/or be an endorser for the local Labour candidates to residents in their area

B. Community engagement – I will...

1. proactively identify and develop links with local residents and community organisations in my ward, for example residents' associations, because I recognise that a crucial part of being an effective Labour candidate is to be an advocate for my local community.

2. work with local trade unions and make personal contact with appropriate workplaces operating in or around my ward.

C. Availability during the last six weeks of the campaign – I will...

1. be available during the six week campaign and will not take a holiday
2. make myself available for GOTV all day on polling day

D. Motivating members – I will...

1. make contact with every member of my ward, either by phone or in person, between _____ and _____ along with my ward running mates, to introduce myself and to ask each member if they can help with the election campaign.

2. make sure that campaign activities take place in my ward, if they are not already happening.

Appendix 2

3. make all Labour Party members feel welcome when they help in my ward
4. help to keep my ward members informed with what is happening in the election campaign.

E. General conduct – I will...

1. complete and return any candidate nomination documents to my election agent as directed in a timely manner and co-operate fully with the completion of the election expense returns following the election.
2. not distribute any printed campaign materials that have not been first approved by my agent.
3. behave at all times in an appropriate manner that will not be detrimental or embarrassing to the Labour Party and/or the _____ Labour Group.
4. make sure I am up to date with the latest campaigning techniques and the campaign strategy. I will attend (or send apologies) to all campaign and/or candidate briefings and training opportunities that I am invited to by LGC.
5. commit to living within _____ for the duration of the election campaign and, if I am elected, for the duration of the _____ local electoral cycle.
6. pay all my council tax bills in a timely manner for the duration of the election campaign and, if I am elected, for the duration of the _____ local electoral cycle.
7. sign the Councillor's Contract, if I am successfully elected as a _____ Labour councillor

F. Support

1. LGC will provide you, as a candidate, with advice about all legal documents relating to your candidature as required and help you to complete them as required or if requested by you.
2. You can ask LGC to provide you with a suitable mentor between now and the date of the local election.

Appendix 2

3. _____ Labour Group will ensure that you have appropriate policy briefings.
4. LGC will consult and agree with you a campaign plan and timetable for your ward.
5. LGC will ensure that you are advised of any changes to the campaign plan.
6. LGC will provide all candidates in winnable seats with access to resources for campaigning, including, as a minimum, leaflet production and canvassing information and, if necessary, provide training in how to correctly use the resources.
7. The Labour Party is committed to equal opportunities for all of its members and where a candidate has a personal characteristic, e.g. physical or sensory impairment, that will impede them in fulfilling their obligations as a candidate, LGC and _____ Labour Group will provide that candidate with an appropriate named member to act as the candidate's enabler, who will work alongside the candidate to allow them to fulfil their duties.

The candidate

Full name:

Signature:

Date:

On behalf of the LGC

Full name:

Signature:

Date:

On behalf of the Labour Group

Full name:

Signature:

Date: