GUIDE PRODUCED JUNE 2019

SELECTION OF LOCAL GOVERNMENT CANDIDATES

 Conservatives

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BEFORE YOU START:

THE ASSOCIATIONS OFFICERS SHOULD:

✔ Read through the rules and guidance.

✔ Contact all sitting councillors up for election – ask them to complete an application form if they wish to stand again. Include a copy of the rules. As per rule 9.

✔ Write to all members, supporters, previous councillors and candidates – asking them if they would like to be a councillor. Ensure all potential candidates complete an application form and receive a copy of the form. As per rule 9.

✔ Ensure your membership records are up to date – you will need to contact members to attend a General Meeting in stage 3. As per rule 35.

✔ If there is a ward/division that sits across constituency boundaries meet with officers from the constituencies and the Area Management team to decide a process. As per rule 7.

✔ Check the composition of the Executive Council.

AT AN EXECUTIVE MEETING OF THE ASSOCIATION:

✔ Agree an emergency procedure as per rule 10.

✔ If the council for which candidates are being selected is undergoing boundary changes – a percentage change figure should be agreed upon as per rule 5.2 (see Top Tip page 8).

✔ Selected a short-listing panel for each area due to be selected. As per rule 31.1.

✔ Appoint an Approval Committee. As per rule 14.

Remember:

The majority of the Approval Committee should be composed of individuals who are not councillors. A minimum of 5 members of the Approval Committee must attend each meeting – the Executive may wish to appoint more than 5 members to cover any absences.

Documents to assist

- **Procedure for the Selection of Local Government Candidates – 2019**
- **Council Candidate Application Form**
- **Application Form – Reapproval of Sitting Councillor**
- **Local Government Selection Appeals Advice Note – for Executive Councils**
- **Local Government Selection Appeals Advice Note – for AMEs**
- **Candidate Selection Rule Changes – May 2019**
- **Guide to finding Candidates**

All documents can be found on Campaign Toolkit **toolkit.conservatives.com**

STAGE 1:
THE APPROVED CANDIDATE LIST
Checklist

The Approval Committee should interview each applicant.

For each applicant and interview:

- Has the individual completed an application form?

- Are there 5 or more committee members present?

- Are the majority of committee members non-councillors?

- Before the interview the Approval Committee should be provided with the candidate's application form – if available they can also consider any appraisal and/or attendance records from council meetings.

- All questions should be legal – see top tip.

- Have all candidates been invited to meet the Approval Committee?

The Approval Committee votes by secret ballot – without conferring at the end of the interview. A tied result is not a pass.

QUESTIONS

The questions at interviews should be tailored to each interviewee, their experience and application form.
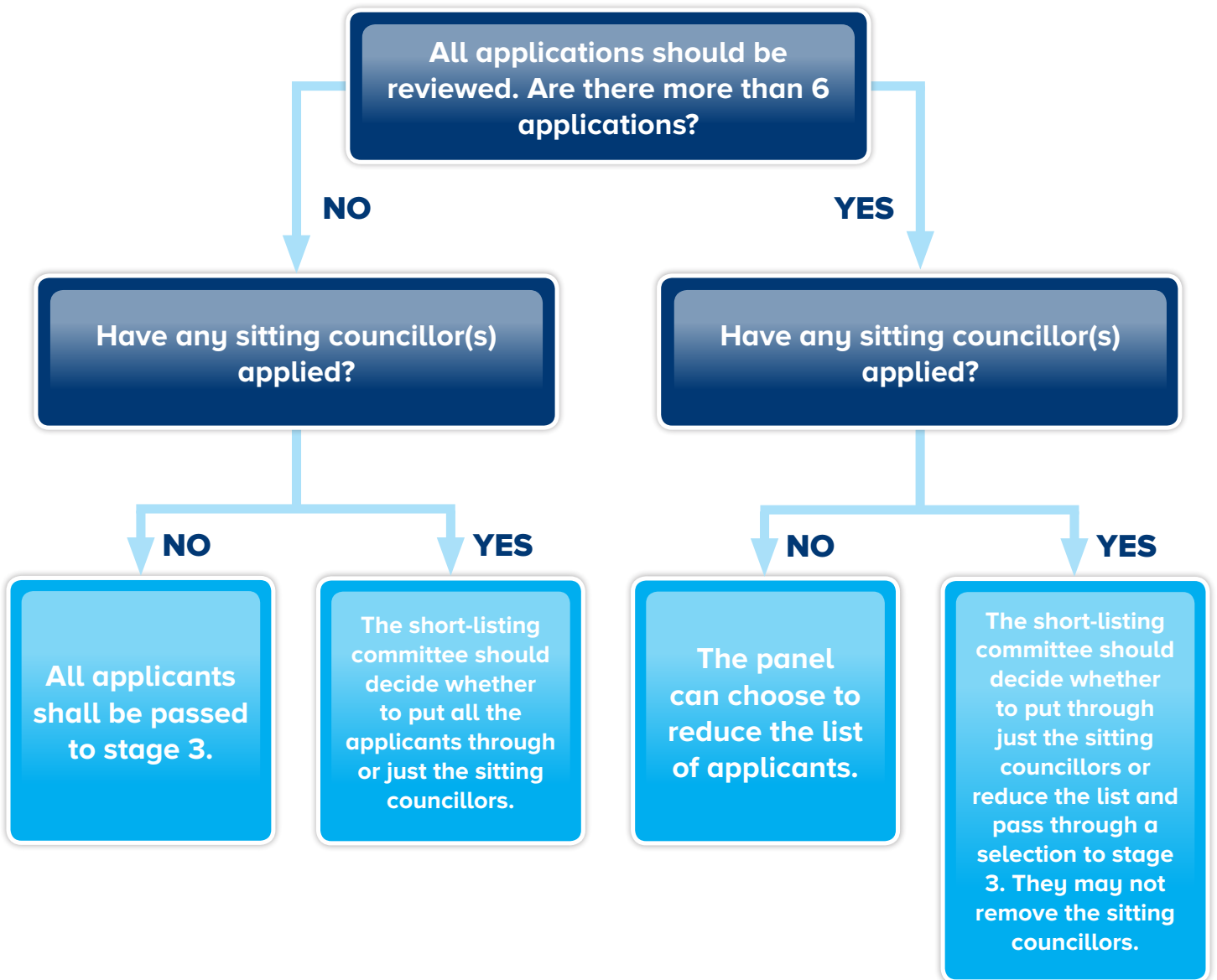
The Approval Committee can decide before the interview commences who should ask what questions or whether any particular questions need to be asked.

Topics which may be appropriate to cover include:

- Why they want to become a Conservative Councillor.

- What they would bring to the Group/Council.

- Previous and ongoing campaigns in the community/success on the council/ achievements for the ward or division.

- Campaign history and future campaign aims.

STAGE 2: SHORTLISTING

All applications should be reviewed. Are there more than 6 applications?

NO

YES

Have any sitting councillor(s) applied?

Have any sitting councillor(s) applied?

NO

YES

NO

YES

All applicants shall be passed to stage 3.

The short-listing committee should decide whether to put all the applicants through or just the sitting councillors.

The panel can choose to reduce the list of applicants.

The short-listing committee should decide whether to put through just the sitting councillors or reduce the list and pass through a selection to stage 3. They may not remove the sitting councillors.

STAGE 3:
FINAL SELECTION

Stage 3 allows the opportunity for members to choose their candidate

- Arrange a general meeting of members in the ward/division being selected.

- Ask an Association officer to chair the meeting.

- Ensure there is an accurate list of qualifying members available.

- Note how many members attend the meeting.

- Prepare ballot papers for the first round – and spares for potential additional rounds.

- Best practice would be to invite each candidate to speak, followed by questions. Ensure that each candidate is offered the same amount of time. The candidates shouldn't listen to each other. Members should vote directly after the last candidate without discussion.

- Members have the same number of votes as vacancies being selected.

- If selecting for a single seat, or where the number of candidates is the same as the number of seats, to be selected a candidate must receive more than 50% of the vote. In multi-member wards/divisions, you should vote on each candidate in turn. If, in a multi member ward/division there is more candidates than seats the method outlined on page 7 should be used.

- If 15 or more members attend the meeting the Executive should be informed that the meeting has selected a candidate.

- If fewer than 15 members attend the Executive should be told the recommendation of the meeting at their next meeting – the Executive will vote on whether to accept this decision.

BEST PRACTICE: SELECTING MULTI MEMBER WARDS

When selecting multi-member wards members have the same amount of votes as candidates.

Members can only cast one vote for each candidate. The candidate with the fewest votes is eliminated in each round.

Selecting multi-member wards can be more complex. Where there are more candidates than vacancies the following method should be used. It will require rounds of voting – but the method will ensure that the majority of members support the winning candidates.

All members must use all their possible votes in each round of voting.

Example 1

If 19 members attend the meeting and are selecting 3 candidates the total number of votes cast in each round will be 57.

In this example T. Shal is not automatically selected in round 1. The lowest is eliminated.

Candidate	Voting Round 1	Round 2	
J. Bloggs	5	Eliminated	
M. Smith	15	19	Selected
A. Doe	9	11	Selected
M. Bloggins	9	9	Eliminated
T. Shal	19	18	Selected
Total Votes	57	57	

Example 2

If 24 members attend the meeting and are selecting 2 candidates. The total number of votes cast in each round will be 48. In this example a fourth round vote is not held as the elimination of T. Shal leaves only two candidates.

Candidate	Round 1	Round 2	Round 3	
J. Bloggs	10	12	18	Selected
M. Smith	14	14	16	Selected
A. Doe	8	8	Eliminated	Eliminated
M. Bloggins	6	Eliminated	Eliminated	Eliminated
T. Shal	10	14	14	Eliminated
Total Votes	48	48	48	

Example 3

If 20 members attend the meeting and are selecting 2 candidates. The total number of votes cast in each round will be 40.

In this example at the end of round 1 two candidates are eliminated as they have the same number of votes. At the end of round 2 the same situation occurs – the same method cannot be used as this reduces the list from 3 to 1 (and 2 candidates are being selected). Instead there is an additional vote as a run-off. As this is only choosing 1 candidate members only get 1 vote. Where a draw occurs again best practice is to invite the two candidates back to the meeting, one at a time, to speak to the members and answer any additional questions. In the situation that this ballot results in a tie a decision can be made by a flip of a coin.

Candidate	Round 1	Round 2	Round 3	Round 4	
J. Bloggs	6	Eliminated	Eliminated	Eliminated	
M. Smith	10	16	Selected	Selected	Selected
A. Doe	10	12	10	12	Selected
M. Bloggins	6	Eliminated	Eliminated	Eliminated	
T. Shal	8	12	10	8	
Total Votes	40	40	20	20	

TOP TIPS

TOP TIP Definition of "Legal Methods"

In all interviews the panel (or general meeting of members) can only use legal methods to question candidates. This means that questions shouldn't ask about an individual's religion, marital status, age, health, wellbeing or disability.

On the newly designed application forms applicants can note any needs which need to be met at an interview – an Association should do all they can to ensure that these are met.

Our processes should be fair and open and welcome applications from all members. If you have any concerns do contact your local CCHQ field team member who can support you.

TOP TIP Boundary Changes

If you are selecting candidates following a boundary change, the Executive Council must decide whether there are any sitting councillors for the newly created wards or divisions.

It is suggested that a formula is applied to determine this.

e.g. if a "new" ward encompasses a certain percentage of an "old" ward then the councillor for the "old" ward can be considered as a sitting councillor (with an automatic right to be considered for that ward) where the Executive determines the percentage.

Please note: this may lead to occasions where councillors from more than one "old" ward qualify as sitting councillors in a "new" ward.

TOP TIP Advertising Vacancies

When ready the vacancy for ward/division should be advertised to everyone on the approved candidates list – the advert should include which (if any) sitting councillors are seeking reselection. You will need to contact approved sitting councillors with the vacancies in good time to get their responses.

The advertisement should be in writing (email is acceptable) and state a deadline for applications.

In a multi-member ward/division all vacancies should be advertised and selected together.

TOP TIP Emergency Procedures

Before selections start the Associations Executive should agree an emergency procedure. This procedure can be used when a previously selected candidate drops out at the last minute or for a local government by-election. Associations are free to choose their own procedures but all potential candidates must be placed on the Approved candidate list first.

Some suggestions include:

- The Approval Committee selecting the candidate. Either via interviews or paper sift.
- The Executive Committee selecting the candidate. Either via interviews or paper sift.
- An Executive selected panel selecting the candidate. Either via interviews or paper sift.

The officers of the Association can decide when this procedure is used and oversee the process to ensure that it is completed within the required timescale. They should report back to the Executive at the earliest opportunity.

Occasionally there is no selection needed in an emergency situation, or otherwise, because fewer approved candidates are interested than vacancies available. The Executive should consider how to ensure that those agreeing to stand in these seats are placed on the Approved list and how the Executive Council agrees with the allocation of candidates. Often referred to as "paper" candidates these volunteers offer huge service to the Party. But we must ensure due diligence is taken prior to them standing in seats. They should complete an application form and be interviewed, and accepted on to, the Approved candidate list.