

Rules for the Selection of Conservative Party Candidates in England, Wales and Northern Ireland

Version 1.0 (02/03/2022)

This document is the recommended guidance for selection of UK Parliamentary candidates referred to under Schedule 6 of the Constitution of the Party, adopted in 1998. It replaces the publication *Rules and Best Practice for the selection of Conservative Party Candidates in England, Wales and Northern Ireland for the UK Parliament 2009*.

Issued by the Committee on Candidates
with the approval of the
Board of the Party

Candidates Team Mission Statement

The Candidates Team will produce outstanding candidates who reflect and represent modern Britain for Parliamentary, Police & Crime Commissioners, and Combined Mayoral selections.

In doing so, we are dedicated to the provision of an excellent service to our candidates and all other stakeholders, delivered with professionalism, respect, transparency and a caring attitude.

- **These rules must be followed by all Key and Retirement seats.**
- **Those seats that are non-target opposition held (development seats) please refer to Appendix 9.**
- **For Parliamentary Spokespersons selections please refer to Appendix 5.**
- **For the readoption of Members of Parliament affected by boundary change please refer to Appendix 4.**

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1. Introduction

Your Association is about to start one of the most important and exciting activities in its calendar - choosing the candidate who will fight for the Conservative cause in your constituency at the next General Election. Irrespective of the political profile of a constituency, all candidates are important. Political life is busy, varied, and unpredictable. Candidates need flexibility, quick wits, and good management of time. They should be capable of prioritizing issues and tasks, solving problems and managing complex workload with limited resources. The Party is looking for people able to serve a constituency, Party, and country. Candidates should possess a high degree of personal integrity and self-discipline, good judgement, and a stable and appealing personality.

All Applicants have been passed by the Parliamentary Assessment Centre where they have been thoroughly assessed against a competency framework (Appendix 10).

Potential Candidates have been admitted to the Approved List only after they have demonstrated that they have the potential and the right skill mix to be a Member of Parliament. Once on the list they have been offered development opportunities to address any deficiencies that the assessment process may have highlighted. Candidates are encouraged to attend training sessions on, for example, media training, communication, presentation and campaigning skills.

What the Party needs most of all are people who can command respect locally and win over voters who are not always Conservative supporters. Research has shown that our members, and particularly our activists, are drawn from a relatively small cross-section of society. We need candidates who are able to represent a huge variety of potential supporters. Therefore, Associations will be selecting from a wide range of applicants who possess a range of different qualities, backgrounds and experience.

For this reason, it is important for your Constituency Association to come to the selection process not only with an open mind, but also with a systematic, objective and thoughtful approach to selecting the right applicant for your particular constituency.

We hope you enjoy the task of selecting your future MP - and wish you good luck with your search.

The Committee on Candidates

2. The Committee on Candidates

2.1 The Committee on Candidates and its Chairman

The Committee on Candidates is responsible for drawing up and maintaining the Approved List of Conservative Candidates for the United Kingdom Parliament. Under the rules of the Party's constitution only those on the Approved List of Conservative Parliamentary Candidates, maintained by the Committee on Candidates, are eligible for selection. If the endorsement of the Committee on Candidates is refused or withdrawn, an Association cannot adopt that person.

The Committee is established under Article 19.2 of the constitution of the Party. Broadly the composition and duties of the Committee are laid down in Schedule 6 of the Constitution. The Committee is responsible for the proper running of the selection process, and in particular, the creation and maintenance of the Approved List. The Chairman of the Committee reports directly to the Board of the Party.

3. Starting the Selection Procedure

3.1 Consultation over timing

The Candidates Team will in consultation with the Field staff determine the timetable for selection and seats will be advertised in tranches. A pre-meeting locally between the Association Officers or MCA (see Appendix 14) and the Candidates Team shall take place to discuss process, candidate profile and to clarify rules or any other matters.

3.2 Executive Council Meeting

The process starts with a meeting of the Executive Council, which must be properly constituted. Once it has been agreed that an Association may start its selection, the Field staff with the Association Chairman will agree a timetable in conjunction with the Candidates Team. When a Constituency Association has been given permission to start its selection process, the Executive Council shall meet to:

- Confirm selection process.
- Decide which method of selection will be used for the final meeting e.g. Special General Meeting or By-Election process.
- Confirmation of Sifting Committee.
- Associations with fewer than 150 qualifying members as at the date of the notice of the initial Executive Council meeting will have a shortened selection process. Refer to Appendix 8.
- Agree the final timetable.
- Agree on the Moderator for the final meeting. We recommend this individual is appointed from our approved moderator list.

If any Officer or member of an Association or paid member of Staff is a member of the Approved List of Candidates and wishes their name to be considered for selection, they should apply and be treated on exactly the same basis as any other applicant. They must take no part in the selection proceedings up to and including the SGM – other than as a potential candidate.

The Association may wish to produce a press release announcing the fact that the selection process has begun.

3.3 Approved List

All applicants must be from the Approved List of Candidates. If an Association knows of exceptional, strong, outstanding local candidate(s) whom they wish included in the selection process, then the Association Chairman (who must be guided by their Officer Management team in determining this) must well in advance of the process, encourage them to apply to the Candidates Team. This must take into account the time needed to process the applicant at Assessment Centre and the due diligence work required ahead of being admitted to the list.

Please direct any applicants to <https://www.conservatives.com/candidate-info/we-want-to-hear-from-you> and highlight that they have applied to your Area Campaign Manager or Voluntary Party Manager.

Anyone who has failed a Parliamentary Assessment Centre or been removed from the List after being previously assessed is not eligible to apply until after the next General Election.

3.4 Membership and role of the Selection Committee/Paper sift

The voting members of the Sifting Committee includes (unless they are an applicant):

- The Chairman of the Association, who will be Chairman of the Committee and who should remain impartial;
- Two Deputy Chairmen of the Association - as defined in Schedule 7, Section 7 of the constitution
- Up to two additional members of the Association, agreed by the Executive Council

The following should be invited to attend in a non voting capacity:

- The Agent/Organiser or Association Campaign Manager.
- A member of the Party staff who shall be an Area Campaign Manager or a Voluntary Party Manager as Representative of the Board as an adviser.
- Regional or Area Officer to be determined by the Regional Chairman. The Regional or Area Officer must cover the region or area where the Constituency is located. Co-opted area officers are not eligible to be considered.

In addition, the Sifting Committee must comprise a minimum of one woman and one young person under the age of 30. The additional Association members of the Committee should reflect the different interests of the constituency, i.e. should have a balance of gender, age and ethnicity.

All members of the Sifting Committee are encouraged to read the party's Code of Conduct document (Appendix 17) and the Equal Opportunities document (Appendix 18).

If any of the named Association Officers are unable to attend, then the Executive Council may appoint a deputy.

3.5 Advertising the Vacancy

Details of the vacancy will be circulated to candidates through the Candidates Team at CCHQ. Application CVs will be submitted by applicants in a standard format directly to the Candidates Team at CCHQ. All CVs will be forwarded to the Field staff or appointed nominee after the closing date. The CVs will be forwarded by the Field staff to the Selection Committee/Paper sift at least 5 working days in advance of the Paper sift meeting to have sufficient time to consider all applications (except in exceptional circumstances where this may need to be shorter).

4. Selection Committee/Sifting Stage

The Committee will be asked independently to make an initial list of their recommended applicants from the CVs. Each voting member shall make a list of up to 10 candidates that they wish to interview. The results will be collated by the Chairman and member of the Field staff who will make this available to the Candidates Team in advance of the Sift meeting.

The Selection Committee/Paper Sift will take place at CCHQ, to decide which applicants will be interviewed at the next stage. All members of the Sifting Committee will be invited to attend along with representatives of the Candidates Team and a representative of the National Convention. Also in attendance in an advisory capacity will be a member of the Field staff and the Regional/Area Chairman or their nominees. It is important to remember that at this stage all applications are confidential. All members of the selection committee/ paper sift will be required to sign a Confidentiality Agreement (Appendix 16).

It is important that the Selection Committee recognise their responsibilities to provide a list of applicants for interview which displays diversity and variety and which has a due regard to the local profile of the constituency. In determining the short list due regard must be given to a gender balance.

From this meeting up to 8 applicants, plus 2 reserves if necessary, always endeavouring to maintain a gender balance will be shortlisted.

Applicants must not send their Application CVs directly to the Association as only applicants' names and CVs, as circulated by the Candidates Team may be used at any stage of the selection process.

Applicants are expected to do their own research; information packs must not be prepared by Associations.

Only the Selection Committee will have a vote in determining which applicants are selected for interview. The final list will be agreed between the Selection Committee/Sifting Committee and the Candidates Team. It must have the agreement of both parties before proceeding to the next stage.

5. Optional Competency Tests

Associations may wish to conduct some additional optional competency tests; **all applicants must participate**. The advantages are that additional skills, other than the ability to make a speech and answer questions, will be measured. Depending on the type of test used, it will also allow the Association to assess how each applicant deals with voters. However, extra time and resources will be needed to conduct these tests. **The optional competency tests shall be conducted at least one week prior to the Executive Council stage.**

Associations requiring applicants to take part in extra competency tests need to consider how this will fit into their timetable and how each test can be marked fairly and objectively.

The two competency tests offered include:

- Connect Calling Session
- Street Stall Exercise

Whatever test is decided upon it should assess pre-agreed specific skills and competencies which match your constituency profile. The exercise should have clear objectives against each applicant is assessed. A sample score card can be found in Appendix 21.

Competency tests must be fair to all candidates and must not be used as a means of favouring any particular candidate.

The competency tests would need to be completed before the Executive Council meets. This may mean that tests are carried out the week before the Executive Council meets to interview each applicant, with nominated members in attendance to observe and score each applicant. Someone would need to be appointed to report those findings back to the Executive Council before they commence their voting.

If an Association wishes to conduct a competency test as part of their selection they should discuss this with the Field Staff in the first instance.

The results of the competency tests should be reported at the Executive Council stage after each applicants interview in an impartial manner.

6. Optional Wider Community Involvement

At the Executive Council, **four non-party member representatives** (e.g. supporters) from the wider local community (teacher, nurse, doctor, farmer, business person etc) will have the chance to meet and interview applicants, scoring them on a range of skill areas and giving their overall impression of how suitable the applicants would be as the local candidate/MP. These individuals should preferably from the constituency and should be agreed in consultation with the field staff.

When considering the four non-party members, due regard must be taken with identifying any skill set deficiencies on the executive council. The appointment of these non-party members is to ensure a broader perspective on the attributes and traits of the applicants.

Their comments would then help to inform the Executive Council in deciding which short-listed applicant progresses to the final round.

The community members will attend the Executive Council. Whilst the Executive Council interviews each applicant the community representatives will make notes on each applicant using a standard scoring format (a sample of which is provided in Appendix 21) and will answer the question “Would you like to see this person as your local MP?”. It may be possible for a community representative to pose a question to each applicant, if necessary. A foreman would be appointed to report their views back to the Executive Council at the conclusion of each applicant’s interview. **The four community representatives do not have a vote at the Executive Council.**

The inclusion of this extra provision will benefit Associations by highlighting relevant skills. Specifically, it will demonstrate how each candidate fares in a one-on-one situation and also in dealing with questions on a range of important local issues. The impression formed by the community members will mirror that all important instantaneous impression a voter forms on the doorstep. Feedback on each applicant will remain objective and no preference will be indicated from the four community representatives.

7. Executive Council Interview stage

The Executive Council will need to appoint itself as the Selection Committee.

7.1 The Interviews

In order to be eligible to vote at the Executive Council interviews, a member must be present for all the interviews that take place at this stage. If a member arrives late, or does not stay for the whole process, then they will not be eligible to vote nor will they play any part in the proceedings.

Members of the Executive Council will interview those short-listed at the sifting stage described in Section 4. Each member of the Executive Council will have made available to them a copy of each applicant’s application CV before the commencement of the interviews. Please refer to Best Practice Guide for Interviews (Appendix 10).

The format for the interviews should be a question-and-answer session lasting up to 30 minutes and the first question will be “What personal qualities do you have which would make you a good Conservative candidate for this seat?”. **The answer to this question will be a maximum of three minutes.** In addition to several set questions, members of the Executive Council should be able to ask further questions.

At the Q&A session each candidate will be asked the same set of questions, although supplementary questions will be allowed.

If chosen, members would receive a report on each applicant’s performance during the competency tests from the Association Chairman or appointed deputy. From the wider community option all four would be asked to comment immediately after each applicant’s interview.

At the end of this stage a decision is made on the number of applicants the Executive Council wishes to proceed to the next stage. The Executive Council shall recommend between 2 and

4, plus 1 reserve, endeavouring to maintain a gender balance, to go forward to the Special General Meeting. These names should not be published but be communicated to the Candidates Team via the Field staff.

It is important the Executive Council recognise their responsibilities to provide a list of applicants for progression to the next stage, that displays diversity and variety and which has a due regard for the profile of the constituency (Please see Appendix 17 and 18). Members are advised not to vote only for a winner at this stage as their responsibility is primarily to facilitate the next stage of selection, i.e. to make sure the best range of applicants are put through.

No further discussion or debate about the merits of each applicant should take place before voting commences.

7.2 The Voting Procedure

Voting must be by secret ballot and will be supervised by the Field staff or their nominee. Full voting members of the Executive Council will each have the same number of votes as the number of applicants agreed to progress to the next stage i.e., if 2 applicants are to proceed to the next stage each voting member of the Committee will have 2 votes of equal weight. The votes will be counted and the top 2 will be the ones to progress. Similarly, if 4 are to go through each voting member of the committee will have 4 votes of equal weight. The votes will be counted and the top 4 will progress. Only one vote may be cast for each applicant and each member of the Committee must use **all** their votes. If there is a tied vote there should be a “run off” ballot with members asked to cast one vote between the tied candidates.

Voting figures must not be given out at this stage, only the names of those who have been progressed to the next stage.

8. Special General Meeting

8.1 Pre-meeting preparations

The SGM is the opportunity for the full Association’s qualifying membership to choose their next parliamentary candidate. **Only Association qualifying members who have been members of the Party for not less than 3 months at the time of the Special General Meeting are entitled to vote.** (Party Constitution, Schedule 6). All Association members should be informed of the date(s) of the Special General Meeting, not less than 21 days before it takes place.

The Association will need to ensure that suitable premises are used for the meeting. The room used for the interviews will need to be large enough to comfortably hold all members wanting to attend (please see Appendix 12). There will need to be a separate waiting room made available for the applicants.

The Agent/Field staff/Organiser will need to bring to the meeting an up-to-date list of Association members who are eligible to vote. Each applicant’s application CV will be provided to attendees as they arrive (this will be the only form of communication on behalf of the candidate that will be allowed), along with a form of identification (if necessary) to indicate they are eligible to receive a ballot slip when voting commences.

Applicants should be greeted and taken to the waiting room in good time before the meeting. Lots should be drawn to determine which order the applicants will appear before the members.

Mobile phones and any electronic devices are to be turned off during the process and are to be surrendered by the applicants during the whole process.

8.2 The Interviews

Before the applicants are interviewed, a briefing will be given to the members by the Association Chairman, explaining the processes that have taken place to date, and in particular the skill and attribute set that the Association is looking for in an applicant. The Field staff or nominee will also give guidance on discrimination law and what is not an accepted line of questioning. A question will be stopped by the Chairman of the Meeting or Board representative if thought inappropriate. (See Appendix 17 and 18).

Each applicant will be interviewed separately by a recommended moderator, for up to 15 minute duration. The interviewer will have agreed a standard format with the Association Chairman plus the Field staff or their nominee in advance and ensure the same format is used for each applicant. The first question will be “What personal qualities do you have which would make you a good Conservative candidate for this seat?” **The answer to this question will be a maximum of three minutes.**

The Candidates Committee will recommend a number of set questions for each applicant.

Associations should ask their members to submit questions in advance, either when they reply to confirm their attendance at the SGM, or on the day itself. The Officers and the interviewer would then be able to ensure that the most popular questions were put to each candidate during the 15 minute interview. This will ensure fairness of questions.

At the end of the interview there will be a Q&A session for a maximum of 15 minutes. The moderator will ask for questions from the floor and will have flexibility to explore the answers given by the applicants. The Chairman will need to ensure that questioning is balanced, non-discriminatory and not hostile. Any heckling should be addressed immediately.

The process will be repeated for each applicant in turn.

Sitting all applicants together on the stage as a panel is expressly disallowed as all applicants must be treated individually and equally.

Ballot slips should be provided only to those eligible members just prior to the commencement of the vote.

8.3 Voting Procedures

In order to be eligible to vote at the SGM, each qualifying member must be present for all of the interviews that take place. If anyone arrives late or does not stay for the whole process then they must not vote.

Voting at the Special General Meeting shall be by **secret ballot** and will be supervised by the Field staff or their nominee. **It is necessary for the successful applicant to achieve over 50% of the votes cast, excluding abstentions.** Therefore if this is not achieved in the first round the applicant with the fewest votes is eliminated and the meeting proceeds to a further ballot until an overall majority for one applicant is achieved. All ballot papers will be collected by the Agent/Field staff/Organiser or appointed scrutineers and counted. The result of each round of voting will be announced by the Chairman (not releasing figures at any stage).

8.4 Counting Procedures

The count must be conducted in front of all those present at the meeting and it should be conducted in front of the candidates.

The first stage at any ballot is to count the total number of votes cast. It should match the number of ballot papers issued. Be certain of the total **BEFORE** moving to the next stage. The second stage should be separating the ballots into relevant piles for each candidate and then counting the piles. Before declaring the result, check that the total of the separate piles equals the original number. Once you are satisfied, you should tell the losing candidate the number of votes they received and the number of votes they are behind the next candidate without saying which candidate. They may then ask for a recount.

Once this stage is completed you may move to the next round, following the same process – i.e. count the total votes then separate into piles to count each candidate's votes. Again tell the losing candidate how many votes they got and how far behind they are from the next highest candidate without saying who that candidate is.

If there is a tie for last place or if the last candidate has so few votes that the redistribution of their votes cannot possibly change the outcome of the next round of voting then two candidates should be eliminated. In the unlikely event that eliminating the tied candidates would leave just one candidate with less than the required vote then it would be necessary to have a "play off" ballot between the tied candidates in order to determine who should be eliminated.

Following the final count, you may tell both candidates the result and offer a recount.

Once any recounts are completed you may tell the Chairman of the meeting to announce the result.

If there is a tie in the final vote the first attempt to get a result should simply be to reballot. If this is unsuccessful the two candidates should each be invited to address the meeting for a further 2 minutes before a further ballot. If the votes are still tied the result is decided by the drawing of lots.

8.5 Adoption

After the ballot result has been determined a resolution should be put to members at the meeting, in the following terms:

“That this General Meeting of members of the
Conservative Association hereby adopts AB as the prospective
Parliamentary Candidate for the Constituency.”

8.6 Ballot Papers

Ballot papers used at all selection stages **must not** be destroyed until at least 3 months after the SGM. The ballot papers are the responsibility of the Field staff.

9. Briefing of the Moderator

In advance of the Special General Meeting the Moderator must be briefed by the Association Chairman and Field staff on the procedures for the final meeting including discriminatory or hostile questioning.

10. Referring back

Exceptionally, the Executive Council or the SGM are not satisfied with the choice of applicants put forward from the previous round. In these rare cases the proper procedure is to move that the matter be referred back. This must be done before the ballot is taken, but after the applicants have been heard. After the motion for reference back has been formally proposed and seconded it should be put to the vote by secret ballot without debate. If the reference back is defeated the proceedings must continue and proceed immediately to the ballot between the candidates. If passed, the selection process will be halted and must start again from scratch. This could mean another three months before a PPC is selected.

11. Data Protection Act

All selection procedures requiring collection of data will be carried out within the Rules laid down by the Data Protection Act and related legislation. Such notice will be included in any pro forma that gathers information, stating the purposes to which the data will be used. Any data under the control of the Association will not be passed on to a third Party, including any of the applicants.

It should be noted that if an applicant is also an Association Officer, then that Officer shall not be entitled to have access to, or use any data belonging to the Association, during the period of the selection procedure.

12. Appendices

Appendix 1 - [Constitution– Committee on Candidates](#) (current at 10.02.2022)

PART IV

THE BOARD OF THE CONSERVATIVE PARTY

19. The Board shall establish and maintain the following Committees, which shall comprise at least one appointed and one elected member of the Board:

- 19.1 The Committee on Membership, in accordance with the provisions of Schedule 6;
- 19.2 The Committee on Candidates, in accordance with the provisions of Schedule 6;
- 19.3 The Committee on Conferences, in accordance with the provisions of Schedule 4;

SCHEDULE 6

FURTHER RULES OF THE PARTY

Candidate Selection - Committee on Candidates

6. In accordance with its responsibility for maintaining a Candidates' List, the Board shall establish and maintain in accordance with the provisions of Article 19.2 a Committee of the Board on Candidates, ("the Committee on Candidates") the composition and membership of which shall be as the Board shall from time to time determine, but which shall be chaired by a chairman ("the Chairman of the Committee on Candidates) who shall have been nominated by the Chairman of the National Conservative Convention and shall report directly to the Board.

7. The Committee on Candidates shall establish Lists of Candidates for the United Kingdom Parliament, English and Welsh Parliaments, Police and Crime Commissioners and such other publicly elected positions as the Board shall from time to time determine (under Rule 12 below) to be known collectively as "the Approved Lists".

8. The Committee on Candidates shall prepare a procedure for the selection and review of Candidates onto the Approved Lists and submit that procedure to the Board for prior approval. The Committee on Candidates shall cause the approved procedure for Candidate selection to be published, and Associations shall be obliged to select Candidates in accordance with such approved procedure.

9. In the case of a by-election in respect of a United Kingdom Parliamentary election, the Committee on Candidates may revise the relevant List for the purposes of the by-election.

Power of the Board to determine the procedure by which Associations and other bodies select Candidates.

10 The Board may, through the Committee on Candidates, from time to time publish mandatory rules as to the procedure by which Associations and other bodies select Candidates for all or any public elections.

Appendix 2 - Parliamentary by-election Guidelines (current at 10.02.2022)

- (A) Whenever a candidate is required to stand at a Parliamentary by-election, the following procedure will apply in place of the normal procedure for the selection of a prospective Parliamentary candidate for the next general election, described in this document and Constituency Association Rules:
- i. The Committee on Candidates shall with the advice and consent of the Party Chairman, the Chief Whip, and the Chairman of the National Convention, draw up a short-list from which the candidate must be chosen by a Constituency Association (“the By-Election List”).
 - ii. The Committee on Candidates may exclude from the By-Election List, if it thinks fit, any prospective Parliamentary candidate already selected by a Constituency Association for the next general election.
 - iii. The By-Election List may include:
 - a. no more than 3 candidates;
 - b. candidates who are not on the full UK approved list of Parliamentary candidates, subject to passing a Parliamentary Assessment Centre;
 - c. local candidates proposed by the Constituency Association, or other local candidates that may come forward, subject to passing a Parliamentary Assessment Centre
 - iv. The Committee on Candidate will satisfy itself that the candidates on the By-Election List are not disqualified for the purpose of the Parliamentary by-election.
 - v. The Party members resident in the Parliamentary constituency concerned will be invited to participate in the final part of the selection process.
- (B) In the event of a Parliamentary by-election occurring before the next general election is called:-
- i. in a constituency where there are no proposed boundary changes, the procedure set out above shall apply and be implemented to the extent necessary by such Constituency Association as exists at that time;
 - ii. in a constituency where there are proposed boundary changes, the procedure set out above shall apply and be implemented to the extent necessary by such Constituency Association as the Board considers is responsible for the largest part of the relevant constituency under existing boundaries.
- (C) Nothing in the Appendix shall fetter the power of the Board under Rule 17 of the Constitution to make any further or other Rules that may be required to supplement, clarify or adapt this procedure from time to time

Appendix 3 – Sitting MPs (current at 10.02.2022)

The procedure for the re-adoption of a sitting member of Parliament is laid down in the Constitution. The following extract from the Constitution spells it out.

15.2.6 Sitting Members of Parliament

- 15.2.6.1 A sitting Member of Parliament shall be required to make a written Application to the Executive Council should he/she wish to seek re-adoption to stand again for Parliament or submit such an application if requested by the Executive Council.
- 15.2.6.2 The motion to re-adopt should be presented to the Executive Council after due notice and not less than two weeks nor more than two months following the receipt of the application by the Member of Parliament and the Member of Parliament invited to attend and speak if he/she wishes. Voting shall be by secret ballot, counted by two persons agreed by the sitting Member of Parliament and the Chairman of the Association with the result but not the figures declared.
- 15.2.6.3 In the event of a sitting Member of Parliament not securing the assent of the Executive to his re-adoption he/she will have the right to request a postal ballot of the full membership of the Association. The ballot shall be conducted by the Area Campaign Director with the Chairman of the Association and the sitting Member of Parliament each appointing a Scrutineer. No communication other than:
- (1) The ballot paper and relevant instructions in connection therewith:
And
 - (2) Any communication by the sitting MP (on no more than a single A4 sheet of paper) shall be sent to members of the Association in connection with the ballot.

In the alternative to the procedure contained within para 15.2.6.3 above the sitting Member of Parliament may (at his/her option) have his/her name automatically added to the final list to be considered by the General Meeting (in addition to the Candidates nominated by the Executive Council.)

Appendix 4 - 2023 Parliamentary Boundary Review – as approved by the Party Board March 2021

PARLIAMENTARY BOUNDARY CHANGES

GUIDELINES ON ACTION TO BE TAKEN FOR CANDIDATE SELECTION

Introduction

- 1.1 The Parliamentary Boundary Commissions are required to report no later than 1st July 2023
- 1.2 Once the proposals from the four Boundary Commissions have been laid in Parliament by the Speaker they come in automatically by Order in Council
- 1.3 The Order in Council must be laid no later than four months after the Speaker has laid the proposals
- 1.4 The Order in Council is therefore likely to be laid in Autumn 2023 and a General Election, once the Order is signed, is on the basis of the new boundaries
- 1.5 Any Parliamentary by-election would take place on the existing boundaries and Members of Parliament continue to represent their existing constituency until dissolution.
- 1.6 Whilst the proposals have not yet been published, the Party must prepare in the anticipation of their implementation
- 1.7 The Party Board may decide to undertake preparations with regards to selection on the basis of the revised proposals which are expected to be published in September 2022.
- 1.8 The Party Board may authorise any necessary preparatory work and may use the Regional Officers (RO) or Area Management Executives (AME) as it sees fit
- 1.9 These Guidelines have been authorised by the Candidates Committee and the Party Board and may be subject to change by the Board, in the event of a material change in circumstances.

2. Selection of Candidates

- 2.1 The timing and the order of selections will be determined by the Candidates Committee and the Party Board.
- 2.2 The Party Board in conjunction with the 1922 committee may ask Members of Parliament to state their intentions on the basis of the revised proposals
- 2.3 Reselection as the incumbent
 - 2.3.1 Where an incumbent wants to continue as an MP and their existing seat makes up more than 2/3 of a new constituency, they are entitled to go forward for reselection as the incumbent by Executive Council vote in accordance with Rule 15.2.6 Schedule 7 of the Party Constitution.
 - 2.3.2 Where an incumbent's constituency makes up between half and 2/3 of a new seat and no other current Conservative MP has more than 1/4, they are also entitled to go forward for reselection as the incumbent by Executive Council vote.

- 2.3.3 Where an incumbent has less than 1/2 of a seat and wishes to apply and is the only incumbent who wishes to do so they are entitled to go forward for reselection as the incumbent by Executive Council vote.

2.4 Limited Contests

- 2.4.1 Where an incumbent has more than half and less than 2/3 of a seat and another current Conservative MP has more than 1/4, they both go to a final round selection with no other candidates.

- 2.4.2 Where an incumbent has less than half of a seat and other current Conservative MPs have any share of it, any of them can apply and go into a final round selection with no other candidates.

2.5 Retirement Seats

Where an incumbent Conservative MP is standing down, any other current Conservative MP with any share of the new seat can apply to the Party Board to be treated as the incumbent. If more than 1 do so, they all go to a final round selection with no other candidates.

- 2.6 If two or more MPs submit themselves for selection for the same constituency, as per 2.4 and 2.5, the selection will be between those MPs only and the decision will be made by a General Meeting of all members resident in the new or successor constituency.

- 2.7.1 If a General Meeting of members resident in the new or successor constituency decline to select any of the sitting MPs above, the outcome is known as a Reference Back, although strictly speaking it is not referring back to any previous stage, it is a decision not to select any of the MPs.

- 2.7.2 A Selection Committee to be appointed in accordance with the Party Constitution, the Committee will interview the applicants from the Approved List. The closing date for applications will be the last time for any sitting MP to indicate their wish to be included at the General Meeting of the process. Any MP may ask to be included at an earlier stage in the process if they wish. The Selection Committee shall recommend not less than three applicants for interview by the Executive. Upon receipt of the recommended list, the Executive shall nominate not less than two applicants for consideration by a General Meeting together with any of the sitting MPs who still wish to be considered.

2.8 Displaced MP rights

- MPs who are displaced can proceed to the finals in a seat in their Region (if not against an MP with rights)
- MPs who are displaced can proceed to the Interview stage in England and Wales (if not against an MP with rights)
- Displaced Conservative MPs who have still not found a new seat near the end of the Parliament will be included on the short-lists of candidates offered by CCHQ under the selection rules for last-minute retirement seats.

- 2.9 Where the new or successor constituency does not contain any part with a sitting MP or where the sitting MP or MPs have indicated they are not interested in applying then a new candidate needs to be selected. Therefore, normal selection procedures will be followed.

- 2.10 In all cases where proportions of a constituency are included this refers to the parliamentary electorate in that constituency as at 2nd March 2020.

Selection Process

- 2.11 A Selection Council would be set up under the guidance of the RO or AME comprising of Executive representatives of existing associations from within the area of the proposed new constituency, along with any Association Officers from those Associations affected by the changes who are resident within the boundaries proposed for the new constituency.
- 2.12 A representative of the Candidates Committee (most likely a member of the professional staff) and a regional or area officer should attend the first Selection Council meeting to outline the process and options available.
- 2.13 The selection process will be concluded by a General Selection Meeting made up of all members resident within the boundaries of the proposed new constituency.

March 2021

Definition of a 'Displaced' MP

A Member of Parliament who has failed to be selected in a seat or seats in which they have a direct interest or an MP has no right in any of the new seats that take parts of their existing constituency and a sitting MP has expressed an interest in all of those seats

and/or

the Member of Parliament has requested to be displaced with the agreement of all interested Association Chairmen, Members of Parliament and the Campaigning Department at CCHQ subject to the approval of the Board of the Party.

Appendix 5 – Parliamentary Spokespersons

Introduction

There are certain constituencies where the selection of a Parliamentary Spokesperson is politically advantageous. Whilst this is good politics there is also a balancing of the rights that exist under the Guidelines for the 'Readoption of Members of Parliament' which the Board of the Party, the 1922 Committee and the Candidates Committee have already adopted and the rights of Members of the Party (Appendix 3).

The powers and competency of the Candidates Committee is listed in Appendix 1. Any decision to proceed with the selection of a Parliamentary Spokesperson will be undertaken on a case by case basis. This decision will initially be taken by the Candidates Committee with the approval of the Board of the Party and will consider the implications of the Boundary Changes.

It should also be noted that the selection of a Parliamentary Spokesperson is not the Selection of a Parliamentary Candidate and will not infringe the rights of Members of Parliament who have exercisable territorial incumbency rights or displacement incumbency rights.

Therefore

- In the case of a constituency that contracts or has minor boundary changes under 20% (as defined by the board of the party) and no Conservative MP has a territorial incumbency right in the new constituency as published in the Boundary Commissions Revised Proposals a simple procedure to adopt the Parliamentary Spokesperson as a candidate whilst balancing any MP displacement incumbency rights
- In the case of a constituency which expands or has major boundary changes over 20% (as defined by the board of the party) as published in the Boundary Commissions Revised Proposals a wholesale selection will have to be undertaken taking into consideration any territorial incumbency rights or displacement incumbency rights and the new members who will then be part of the decision making process.

For clarity – Parliamentary Spokespersons will be selected on the current boundary arrangements and Candidates will be selected on the Boundary Commissions revised proposals.

The Parliamentary Boundary Changes – Guidelines on Actions to be taken for candidate selection are listed in Appendix 4.

1. Starting the process

If your Constituency would like to be considered for the selection of a Parliamentary Spokesperson before the Boundary Commissions publish its Revised Proposals the Candidates Committee will require a submission from your Executive Committee to consider. Your submission should include:

- 1.1 the political case for the early selection of a Parliamentary Spokesperson
- 1.2 how your constituency is likely to be affected by boundary changes
- 1.3 the views of neighbouring Members of Parliament
- 1.4 an endorsement from your Area Management Executive

1.5 an outline of the outreach work your association has undertaken to identify suitable local applicants.

1.6 number of members (Submissions from Associations with fewer than 150 qualifying members will not be considered until after the Boundary Commissions Revised Proposal has been published).

2. The Candidates Committee decision needs to be endorsed by the Board of the party to decide to proceed with the selection of a Parliamentary Spokesperson selection.

3. Once approval has been obtained

The Candidates Team will in consultation with the Field staff determine the timetable for selection. A pre-meeting locally between the Association Officers and the Candidates Team shall take place to discuss process, applicant profile and to clarify rules or any other matters.

4. Initial Executive Council Meeting

The process starts with a meeting of the Executive Council. Once it has been agreed that an Association may start its selection of a Parliamentary Spokesperson, the Field staff with the Association Chairman will agree a timetable in conjunction with the Candidates Team. When a Constituency Association has been given permission to start its selection process, the Executive Council shall meet to:

- Confirm selection process
- Confirmation of Sifting Committee
- Agree the final timetable
- Agree on the Moderator for the final meeting

If any Officer or member of an Association or paid member of Staff is a member of the Approved List of Candidates and wishes their name to be considered for selection of Parliamentary Spokesperson, they should apply and be treated on exactly the same basis as any other applicant. They must take no part in the selection proceedings up to and including the SGM – other than as a potential applicant.

5. Approved list

Anyone wishing to be considered as the Parliamentary Spokesperson must be on the Approved list of candidates. In the required submission at the initial stages your association may need to demonstrate that it has undertaken the necessary work to identify any potential local applicants that are not on the approved list so that they can be properly assessed for suitability for elected office. **Please refer to Section 3.3 of the Rules for the Selection of Conservative Party Candidates in England, Wales and Northern Ireland**

6. Membership and role of the Selection Committee/Paper sift

The **voting members** of the Sifting Committee includes (unless they are an applicant):

- The Chairman of the Association, who will be Chairman of the Committee and who should remain impartial;
- Two Deputy Chairmen of the Association - as defined in Schedule 7, Section 7 of the constitution
- Up to two additional members of the Association agreed by the Executive Council

The following should be invited to attend in a non voting capacity:

- The Agent/Organiser or Association Campaign Manager.
- A member of the Party staff who shall be an Area Campaign Manager or a Voluntary Party Manager as Representative of the Board as an adviser.
- Regional or Area Officer to be determined by the Regional Chairman. The Regional or Area Officer must cover the region or area where the Constituency is located. Co-opted area officers are not eligible to be considered.

In addition, the Sifting Committee must comprise a minimum of one woman and one young person under the age of 30. The additional Association members of the Committee should reflect the different interests of the constituency, i.e. should have a balance of gender, age and ethnicity.

All members of the sifting committee are encouraged to read the party's code of conduct document (Appendix 17) and the equal opportunities document (Appendix 18).

If any of the named Association Officers are unable to attend, then the Executive Council may appoint a deputy.

7. Advertising for a Parliamentary Spokesperson

Details of the position will be circulated to the approved list of candidates through the Candidates Team at CCHQ. Application CVs will be submitted by applicants in a standard format directly to the Candidates Team at CCHQ. All CVs will be forwarded to the Field staff or appointed nominee after the closing date. The CVs will be forwarded by the Field staff to the Selection Committee/Paper sift at least 5 working days in advance of the Paper sift meeting to have sufficient time to consider all applications (except in exceptional circumstances where this may need to be shorter).

8. Selection Committee/Sifting Stage

The Committee will be asked independently to make an initial list of their recommended applicants from the CVs. Each voting member shall make a list of up to 10 applicants that they wish to interview. The results will be collated by the Chairman and member of the Field staff who will make this available to the Candidates Team in advance of the Sift meeting.

The Selection Committee/Paper Sift will take place at CCHQ, to decide which applicants will be interviewed at the next stage. All members of the Sifting Committee will be invited to attend along with representatives of the Candidates Team and representative of the National Convention. It is important to remember at this stage all applications are confidential. All members of the selection committee/ paper sift will be required to sign a confidentiality agreement (Appendix 16).

It is important that the Selection Committee recognise their responsibilities to provide a list of applicants for interview which displays diversity and variety and which has a due regard to the local profile of the constituency. In determining the short list due regard must be given to a gender balance.

From this meeting up to 8 applicants, plus 2 reserves if necessary, endeavouring to maintain a gender balance will be shortlisted.

Applicants must not send their CVs directly to the Association as only applicants' names and CVs as circulated by the Candidates Team may be used at any stage of the selection process.

Applicants are expected to do their own research; information packs must not be prepared by Associations.

Only the Selection Committee will have a vote in determining which applicants are selected for interview. The final list will be agreed between the Selection Committee/Sifting Committee and the Candidates Team and must have the agreement of both parties before proceeding to the next stage.

9. Executive Council Interview stage

The Executive Council will need to appoint itself as the Selection Committee.

9.1 The interviews

In order to be eligible to vote at the Executive Council interviews, a member must be present for all the interviews that take place at this stage. If a member arrives late, or does not stay for the whole process, then they will not be eligible to vote nor will they play any part in the proceedings.

Members of the Executive Council will interview those short-listed at the sifting stage described in Section 4. Each member of the Executive Council will have made available to them before the commencement of the interview a copy of each applicant's application CV. Please refer to Best Practice Guide for Interviews (Appendix 10).

The format for the interviews should be a question-and-answer session lasting up to 30 minutes and the first question will be "What personal qualities do you have which would make you a good Conservative candidate for this seat?". The answer to this question will be a maximum of three minutes. In addition to several set questions, members of the Executive Council should be able to ask further questions.

At the Q&A session each candidate will be asked the same set of questions, although supplementary questions will be allowed.

At the end of this stage a decision is made on the number of applicants the Executive Council wishes to proceed to the next stage. The Executive Council shall recommend between 2 and 4, plus 1 reserve, endeavouring to maintain a gender balance, to go forward to a Special General Meeting. These names should not be published but be communicated to the Candidates Team via the Field staff.

It is important the Executive Council recognise their responsibilities to provide a list of applicants for progression to the next stage, that displays diversity and variety and which has a due regard for the profile of the constituency (Please see Appendix 17 and 18). Members are advised not to vote only for a winner at this stage as their responsibility is primarily to facilitate the next stage of selection, i.e., to make sure the best range of applicants are put through.

No further discussion or debate about the merits of each applicant should take place before voting commences.

9.2 The Voting Procedure

Voting must be by secret ballot and will be supervised by the Field staff or their nominee. Full voting members of the Executive Council will each have the same number of votes as the number of applicants agreed to progress to the next stage i.e., if 2 applicants are to proceed to the next stage each voting member of the Committee will have 2 votes of equal weight. The votes will be counted and the top 2 will be the ones to progress. Similarly, if 4 are to go through each voting member of the committee will have 4 votes of equal weight. The votes will be counted and the top 4 will progress. Only one vote may be cast for each applicant and each member of the Committee must use **all** their votes. If there is a tied vote there should be a “run off” ballot with members asked to cast one vote between the tied parliamentary spokespersons.

Voting figures must not be given out at this stage, only the names of those who have been progressed to the next stage.

10. Special General Meeting

10.1 Pre-meeting preparations

The SGM is the opportunity for the full Association’s qualifying membership to choose their parliamentary spokesperson. **Only Association members who have been members of the Party for not less than 3 months at the time of the Special General Meeting are entitled to vote.** (Party Constitution, Schedule 6). All Association members should be informed of the date(s) of the Special General Meeting, not less than 21 days before it takes place.

The Association will need to ensure that suitable premises are used for the meeting. The room used for the interviews will need to be large enough comfortably to hold all members wanting to attend (please see Appendix 12). There will need to be a separate waiting room made available for the applicants.

The Agent/Field staff/Organiser will need to bring to the meeting an up-to-date list of Association members who are eligible to vote. Each applicant’s application CV will be provided to attendees as they arrive, along with a form of identification (if necessary) to indicate they are eligible to receive a ballot slip when voting commences.

Applicants should be greeted and taken to the waiting room in good time before the meeting. Lots should be drawn to determine which order the applicants will appear before the members.

Mobile phones and any electronic devices are to be turned off during the process and are to be surrendered by the applicants during the whole process.

10.2 The Interviews

Before the applicants are interviewed, a briefing will be given to the members by the Association Chairman, explaining the processes that have taken place to date, and in particular the skill and attribute set that the Association is looking for in an applicant. The Field staff or nominee will also give guidance on discrimination law and what is, and what is not, an accepted line of questioning. A question will be stopped by the Chairman of the Meeting or Board representative if thought inappropriate. (see Appendix 17 and 18).

Each applicant will be interviewed separately by a recommended moderator, for up to 15 minutes in duration. The interviewer will have agreed a standard format with the Association Chairman plus the Field staff or their nominee in advance and ensure the same format is used for each applicant. The first question will be “What personal qualities do you have which

would make you a good Conservative candidate for this seat?” The answer to this question will be a maximum of three minutes.

Associations should ask their members to submit questions in advance either when they reply to confirm their attendance at the SGM or on the day itself. The Officers and the interviewer would then be able to ensure that the most popular questions were put to each candidate during the 15 minute interview. This would ensure fairness of questions.

At the end of the interview there will be a Q&A session for a maximum of 15 minutes. The moderator will ask for questions from the floor and will have flexibility to explore the answers given by the applicants. The Chairman will need to ensure that questioning is balanced, non-discriminatory and not hostile. Any heckling should be dealt with immediately.

The process will be repeated for each applicant in turn.

Sitting all applicants together on the stage as a panel is expressly disallowed as all applicants must be treated individually and equally.

Ballot slips should be provided only to those eligible members just prior to the commencement of the vote.

10.3 Voting Procedures

In order to be eligible to vote at the SGM, each qualifying member must be present for all of the interviews that take place. If anyone arrives late or does not stay for the whole process then they must not vote.

Voting at the Special General Meeting shall be by **secret ballot** and will be supervised by the Field staff or their nominee. **It is necessary for the successful applicant to achieve over 50% of the votes cast, excluding abstentions.** Therefore, if this is not achieved in the first round the applicant with the fewest votes is eliminated and the meeting proceeds to a further ballot until an overall majority for one applicant is achieved. All ballot papers will be collected by the Agent/Field staff/Organiser or appointed scrutineers and counted. The result of each round of voting will be announced by the Chairman (not releasing figures at any stage).

10.4 Counting Procedures

The count must be conducted in front of all those present at the meeting and it should be conducted in front of the candidates.

The first stage at any ballot is to count the total number of votes cast. It should match the number of ballot papers issued. Be certain of the total **BEFORE** moving to the next stage. The second stage should be separating the ballots into relevant piles for each candidate and then counting the piles. Before declaring the result, check that the total of the separate piles equals the original number. Once you are satisfied, you should tell the losing candidate the number of votes they received and the number of votes they are behind the next candidate without saying which candidate. They may then ask for a recount.

Once this stage is completed you may move to the next round, following the same process – i.e., count the total votes then separate into piles to count each candidate’s votes. Again, tell the losing candidate how many votes they got and how far behind they are from the next highest candidate without saying who that candidate is.

If there is a tie for last place or if the last candidate has so few votes that the redistribution of their votes cannot possibly change the outcome of the next round of voting then two candidates should be eliminated. In the unlikely event that eliminating the tied candidates would leave just one candidate with less than the required vote then it would be necessary to have a “play off” ballot between the tied candidates in order to determine who should be eliminated.

Following the final count, you may tell both candidates the result and offer a recount. Once any recounts are completed you may tell the Chairman of the meeting to announce the result.

If there is a tie in the final vote the first attempt to get a result should simply be to reballot. If this is unsuccessful the two candidates should each be invited to address the meeting for a further 2 minutes before a further ballot. If the votes are still tied the result is decided by the drawing of lots.

10.5 Selection Resolution

After the ballot result has been determined a resolution should be put to members at the meeting, in the following terms:

“That this General Meeting of members of the
Conservative Association hereby selects AB as the Parliamentary
Spokesperson for the Constituency until a Candidate is
adopted once the Parliamentary Boundaries are confirmed.”

10.6 Ballot Papers

Ballot papers used at all selection stages **must not** be destroyed until at least 3 months after the SGM. The ballot papers are the responsibility of the Field staff.

10.7 Briefing of the Moderator

In advance of the Special General Meeting the Moderator must be briefed by the Association Chairman and Field staff on the procedures for the final meeting including discriminatory or hostile questioning.

10.8 Referring back

Exceptionally, the Executive Council or the SGM are not satisfied with the choice of applicants put forward from the previous round. In these rare cases the proper procedure is to move that the matter be referred back. This must be done before the ballot is taken, but after the applicants have been heard. After the motion for reference back has been formally proposed and seconded it should be put to the vote by secret ballot without debate. If the reference back is defeated the proceedings must continue and proceed immediately to the ballot between the candidates. If passed, the selection process will be halted and must start again from scratch. This could mean another three months before a Parliamentary Spokesperson is selected.

10.9 Data Protection Act

All selection procedures requiring collection of data will be carried out within the Rules laid down by the Data Protection Act and related legislation. Such notice will be included in any pro forma that gathers information, stating the purposes to which the data will be used. Any data under the control of the Association will not be passed on to a third Party, including any of the applicants.

It should be noted that if an applicant is also an Association Officer, then that Officer shall not be entitled to have access to, or use any data belonging to the Association, during the period of the selection procedure.

11. Provision for executing these meetings virtually

Virtual provisions are in place for the Executive and SGM elements of these meetings to occur if the Associations Officers are of the view that the current circumstances require these.

12. Parliamentary spokespersons becoming candidates

Nothing in this appendix shall override the incumbency rights of Members of Parliament as outlined in Appendix 4.

Appendix 4 is the primary document and should be read in conjunction with Sections 12.1, 12.2, 12.3 below.

12.1 Instances where the Boundary Commissions revised Proposals result in the current constituency contracting.

12.11 In the case of a constituency where an MP has no exercisable territorial incumbency right but there exists the possibility of a displaced Member of Parliament from that Region in which the constituency is located or another Region exercising a displacement incumbency right the following will apply:

- The selection of a Candidate cannot happen until the Party Board has ruled on which MPs have become displaced or are displaced by reason of non-selection.
- All MPs who are displaced from the Region and outside the Region will be written to by the Candidates Committee to ascertain in a 21-day window following the boards displacement designation or by virtue of practically being displaced if they wish to exercise their displacement incumbency right.

12.12 In the case of MPs from outside the Region if this right is exercised then the Parliamentary Spokesperson and displaced member of Parliament will proceed to the interview stage of the newly created Association and a selection will ensue as outlined in Section 9. Please refer to Appendix 4 and Appendix 14.

12.13 In the case of MPs from within the Region if this right is exercised then the Parliamentary Spokesperson and the displaced MP from within the Region and any displaced MP which has passed the Executive Stage from outside the Region will proceed to Special General Meeting of the newly created association and a selection will ensue as outlined in Section 10.

12.14 If no displacement incumbency right is exercised then the Parliamentary spokesperson will be adopted at a Special General Meeting as the candidate on the Boundary Commissions revised proposals by simple resolution.

12.2 Instances where the Boundary Commissions revised proposals result in a change in the boundaries where an MP has an exercisable territorial incumbency right.

12.21 In the case of a constituency where an MP has an exercisable territorial incumbency right the Parliamentary spokesperson will cease to be the parliamentary spokesperson and be ineligible to proceed to become candidate for that constituency should the MP wish to exercise that right.

12.22 In the case of a constituency where an MP with an exercisable territorial incumbency right fails to be adopted at Executive after exercising their territorial incumbency right, the former Parliamentary Spokesperson has the right to be considered for selection as candidate alongside any displaced Members of Parliament who wish to exercise their displacement incumbency right.

12.23 The selection cannot proceed until the Party Board has ruled on which MPs have become displaced or are displaced by reason of non-selection

12.24 All MPs who are displaced in the Region and outside the Region will be written to by the Candidates Committee to ascertain in a 21 day window following the boards displacement designation if they wish to exercise their displacement incumbency right.

12.25 In the case of MPs from outside the Region if this right is exercised then the Parliamentary Spokesperson and displaced member of Parliament will proceed to the executive council of the newly created Association and a selection will ensue as outlined in Section 9.

12.26 In the case of MPs from within the Region if this right is exercised then the Parliamentary Spokesperson and the displaced MP from within the Region and any displaced MP which has passed the Executive Stage from outside the Region will proceed to Special General Meeting of the newly created association and a selection will ensue as outlined in Section 10.

12.27 If no displacement incumbency right is exercised then the Parliamentary spokesperson will be adopted at a Special General Meeting as the candidate on the Boundary Commissions revised proposals by simple resolution.

12. 3 Instances where the Boundary Commissions revised proposals result in the constituency which the Parliamentary spokesperson has been selected for disappearing.

12.31 Under the Parliamentary Boundary Commissions revised proposals if the constituency ceases to exist the parliamentary spokesperson will cease to be.

12.32 The designation on the status of the Constituency will be taken by the Party Board.

Appendix 6 - Implication of Parliamentary Boundary Changes

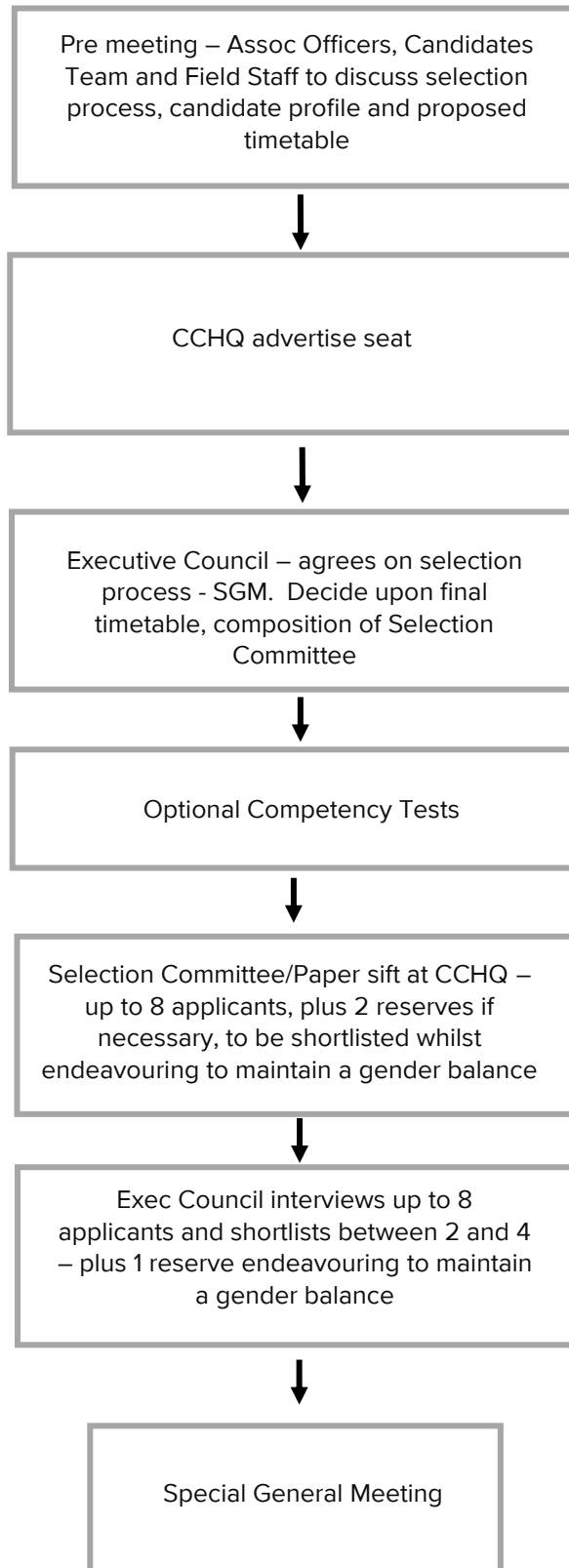
This Appendix is to be read in conjunction with Appendix 4 and Appendix 5.

Parliamentary Spokespersons will have been selected on the basis of the existing constituencies before the revised proposals from the Boundary Commissions have been announced.

Once the revised proposals from the Boundary Commissions have been announced the Candidates Committee in conjunction with the Board of the Party will establish in accordance with Appendix 4 the intention of Members of Parliament on the basis of these revised proposals.

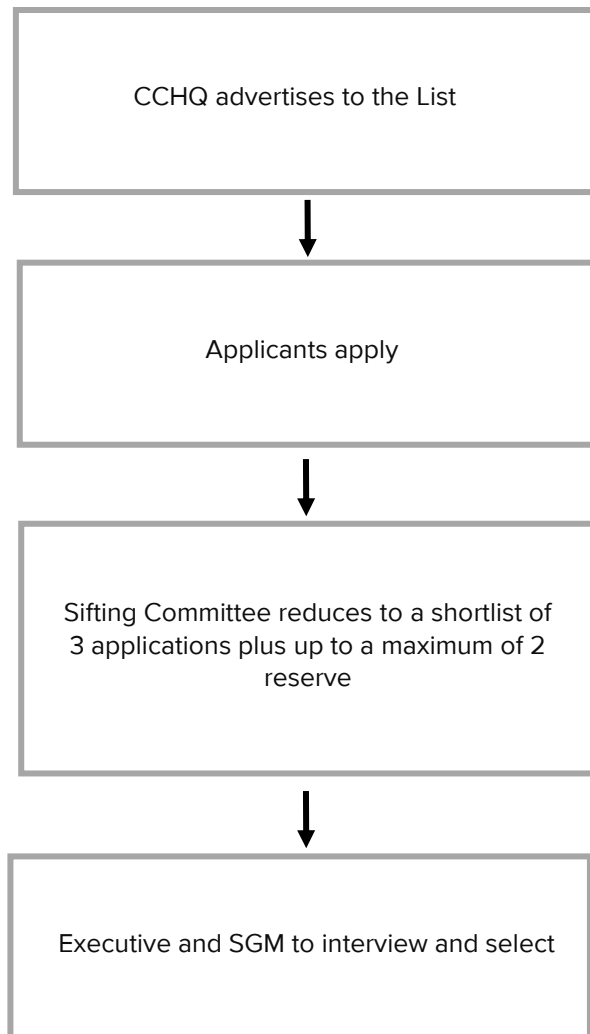
They will set a deadline for responses and once the responses have been received, they will establish a timetable for selections. These selections will cover constituencies where more than one Member of Parliament with rights has applied to be considered and, in those constituencies where no Member of Parliament with rights has applied to be considered. In the latter case this will start once those Members of Parliament who are displaced have been established.

Selections on the basis of revised proposals will be ratified by the Candidates Committee when the final proposals of the Boundary Commissions are published. If there are changes between revised and final proposals the Candidates Committee in conjunction with the Board of the Party will decide whether the changes are such that the selection procedure needs to be reopened and will establish the procedure to be adopted in such cases.

Appendix 7 - Flowchart – SELECTION OF KEY AND RETIREMENT SEATS**SELECTION OF KEY AND RETIREMENT SEATS**

Appendix 8 - Flowchart – Membership of fewer than 150 Association members

Membership of fewer than 150 Association members



*Composition (non-voting)

Representative of the Candidate's Team

The Chairman of the Candidates Committee

One of the National Convention Officers from the Candidates Committee

Director of Candidates and/or Chief of Staff*

Area Campaign Manager or nominee*

Appendix 9 - Non Target Opposition (Development Seat)

1. Starting the Selection Procedure

1.1 Consultation over timing

The Candidates Team will in consultation with the Field Staff determine the timetable for selection and seats will be advertised in tranches.

1.2 Executive Council Meeting

The process starts with a meeting of the Executive Council. Once it has been agreed that an Association may start its selection, the Field Staff with the Association Chairman, will agree a timetable in conjunction with the Candidates Team. When a Constituency Association has been given permission by the Candidates Committee to start its selection process, the Executive Council should meet to decide:

- Confirm selection process
- Confirmation of Sifting Committee
- Associations with fewer than 150 qualifying members as at the date of the notice of the initial Executive Council meeting will have a shortened selection process.
- If over 150 members and the officers are in agreement the main rules will apply.
- Agree the final timetable
- Either the Executive Council holds separate interviews or if not,
- Then at the combined Executive/SGM the Association will put forward all the candidates interviewed
- To consider which method of selection to be used (SGM/Shortened selection process)
- Agree on the Moderator for the final meeting. We recommend this individual is appointed from our approved moderator list.

1.3 Membership and role of the Selection Committee

Please refer to main rules

1.4 Advertising the Vacancy

Please refer to main rules

2. Sifting Stage

CVs received by the closing date, will be copied and passed to the Field Staff who will make copies available to the Sifting Committee in advance of the Sifting stage.

The Committee will be asked independently to make an initial list of their recommended applicants from the CVs. The results will be collated by the Chairman and forwarded to the Field Staff who will make this available to the Candidates Team in advance of the Meeting. After a full discussion a maximum of three applicants and up to a maximum of two reserves will go through to the next stage.

The Meeting (Paper Sift) will take place at CCHQ, or another place designated by Candidates Team to decide which applicants will be interviewed at the next stage. All members of the Sifting Committee will be invited to attend along with representatives of the Candidates Team.

Only the Sifting Committee will have a vote in determining which applicants are selected for interview. The final list will be agreed between the Sifting Committee and the Candidates Team and must have the agreement of both parties before proceeding to the next stage.

3. Selection Committee/Executive Council Interview stage if required

3.1 The Interviews

Please refer to the main rules.

3.2 The Voting Procedure

Please refer to the main rules.

4. Executive Council/ Special General Meeting

4.1 Pre-meeting preparations

Please refer to the main rules.

If however your association is proceeding straight to an SGM those members of the executive present at the SGM will have to endorse the final applicants going forward to the SGM.

4.2 The Interviews

Please refer to the main rules.

4.3 Voting Procedures

Please refer to the main rules.

4.4 Adoption

Please refer to the main rules.

4.5 Ballot papers

Please refer to the main rules.

4.6 Referring back

Please refer to the main rules.

4.7 Data Protection Act

Please refer to the main rules.

Appendix 10 - Best Practice Guide for Interviewers

Competencies are the behaviours that are required in order to perform the job successfully. Successful performance in any job is likely to be founded on a combination of factors; some may be to do with disposition, some to do with attitudes, some with skills, energy levels, or ways of thinking or problem solving.

All applicants that come from the approved list of candidates will already have been assessed against a key set of competencies that have been developed from the traits and attributes essential to being an elected representative. These focus on:

1. Emotional Intelligence
2. Drive
3. Character
4. Capability
5. Political Conviction
6. Judgment
7. Life Experience
8. Integrity

In your selection process you may wish to explore these competencies further depending upon which selection format you choose.

Why do we need competencies?

- They provide an objective measure against which all applicants can be judged on a level basis
- Research and experience with a range of organisations shows they improve our accuracy in assessing people's suitability or potential for different jobs
- They help us to achieve a closer match between a person's skills and interests and the demands of the job
- They help prevent interviewers and assessors from making 'snap' judgements about people or from judging them on characteristics that are irrelevant to the job in question
- They can form the basis of interview ratings

A competent interviewer must:

- **OBSERVE** the applicant's behaviour in specific questions
- **CLASSIFY** the recorded behaviour according to the competencies
- **EVALUATE** the extent to which the behaviour meets the competency

Appendix 11 - General Care of Applicants

Applicants have made a considerable effort to reach selection and therefore should be treated courteously and hospitably.

When organising interviews, do:

- Inform all applicants of **all** interview dates immediately
- specify times and avoid keeping applicants waiting unnecessarily;
- arrange for an administrator, who shall not be a member of the Association
- confirm interview times and venues;
- try to minimise interruptions during interviews: all mobile phones, iPads and any electronic items that applicants have to be turned off and surrendered to the Field staff for the duration of the meeting;
- ensure that interviews are not audible to other applicants;
- provide somewhere private for applicants waiting for interviews;
- those accompanying the applicants to the interview should remain in a designated separate room for the duration of the meeting unless they are a member of that Association and wishes to participate in the whole of the interview process when they would be able to attend the meeting and participate fully.
- ensure that premises used for interviews are suitable for disabled access for the benefit of both applicants and members; (please see Appendix 12)
- Make sure there is a microphone and roving microphone for the meeting (if you opt for a physical meeting)
- Ensure that applicants are told of all decisions as soon as possible

Questioning should not be hostile – the Association Chairman and/or Moderator should control members who heckle applicants or are otherwise discourteous.

To ensure best and proper practice, the Association Chairman and/or Moderator should always be alert to, and be prepared to, stop any discriminatory questions. (See Appendix 17)

Appendix 12 - Venue and Accessibility

Venue

Choosing the correct venue is an important consideration in planning your selection if you are choosing a physical environment for your meetings.

Maintaining a fair and level playing field is of utmost important when planning your selection process. Consider likely applicants and links and associations with venues before booking. Also consider preference towards secular venues. E.g. is one of your applicants likely to be a councillor with the venue in their ward? Is one of the applicants an owner or trustee of the venue? Are you being encouraged to book a venue which is inaccessible to a membership group or branch?

It is easier to consider venue hire very carefully at the outset rather than dealing with conflicts of interests and complaints at a later stage.

At the initial stages of any selection meeting the Chairman of the meeting should outline the arrangements for emergency evacuation and any relevant muster points.

Accessibility

One step is ensuring meetings are held in accessible venues - including, for example, venues with hearing loops for deaf or hard of hearing applicants and party members. There should be rooms on ground floor venues – such as larger areas used for SGMs and executive meetings – which can be used if members are unable to access meetings on the first floor. It is also a good idea to be able to provide documents in an accessible format, such as easy read, large print (consider having a supply of the application CV in an A3 format), and in certain circumstances audio.

Notices calling executives and SGM meetings should contain a note asking for those seeking documents in accessible formats to contact the local association, and external organisations such as the RNIB can provide these services.

When contacting applicants be sure to clarify if any reasonable adjustments are required. Research has shown that those with disabilities often worry that they won't be considered for roles unless the organisation goes to the efforts to highlight they are keen to include them.

Where a candidate/applicant has disclosed being deaf, it is always a good idea to confirm the process for booking sign language interpreters if required. Remember also that, while hearing loss varies from one person to another, face-to face communication should always be provided so that the candidate/applicant can lipread. An awareness of speech to text apps that can be used on smart phones can also help Deaf candidates who are able to access written English.

Further, it is best practice for all videos put out by an association to be subtitled, regardless of the intended audience.

Things to consider when choosing a venue:

General Awareness

Is the venue aware of Disability Discrimination Act compliant?

Has the venue undertaken an accessibility audit?

Getting to the venue

Are there accessible routes to the venue?

Is there accessible parking close by?

Meeting Facilities

Floors firm and slip resistant without deep carpets?

Can the access to the room accommodate wheelchairs and scooters?

Accessible bathrooms

Dog bowl and water for service dogs

Designated safety for wheelchairs in case of evacuation

Meeting Room

Accessible entrance

Separate facilities for breastfeeding if required

Any tables used must be at accessible height

Background noise not excessive

Loop induction system available

Water and clean glasses to be made available

Appendix 13 - Virtual Options

How to set up and run a Sift and Executive Stage Meeting on Zoom

How to set up and run a Sift and Executive Stage Meeting on Zoom

- An interview with a secret ballot can be held on Zoom provided the meeting administrator holds a licensed (paid for) Zoom account
- You can purchase a licensed account at <https://zoom.us/buy?plan=pro&from=pro>
- To ensure the secrecy of the ballot the meeting administrator should be an ACM
- Zoom can accommodate up to 100 members with an entry level subscription.
- All interviews should be conducted in accordance with the current selection rules and addendum

This document covers

- Checking your settings
- Setting up the meeting and creating the polls in advance
- Registration
- Holding the selection meeting and vote
- How to deal with multiple rounds of voting

Checking your settings

For all interviews the correct Polling, Waiting Room and Private Chat settings should be established.

Enter Zoom and click on **My Account** followed by:

Private Chat: Scroll down and ensure that **Private Chat** is turned **off**.

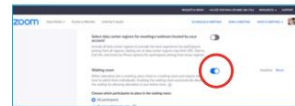


Polls: Scroll down to ensure that **Polling** is turned **on**.



Waiting Room:

Scroll down to ensure that the Waiting Room is turned **on** and that **All Participants** will have to access the meeting through the waiting room.



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How to set up and run a Sift and Executive Stage Meeting on Zoom

Setting up the meeting on Zoom

Click on **Schedule a meeting** at the top of the screen. Give the meeting a name and set the time and date.



Click on **Registration Required** and **Save**.



Scroll to the bottom where **Registration** will be highlighted.

Click on **Edit** opposite **Registration Options**.

Select **Manually Approve**.

Select **Send an email to host when someone registers**.



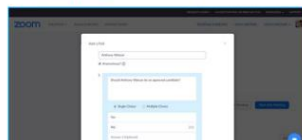
On the meeting page scroll to the bottom and click on **Poll**. To set up your first poll click **Add**.



Give the poll(s) (this is dependent on the number of applicants you are processing) a name, write the question:

1. Sifting Committee – "Would you like to see this applicant at the next stage?" and in the answer boxes write 'Yes' and 'No'
2. Executive Interview - "Who is your preferred candidate?" and put the names of the candidates in the answer boxes.

The **Anonymous** box must be checked.



To invite the relevant individuals scroll up to the top of the page. Zoom has created an automatic invitation containing a link to register for the meeting.

Click on **Copy Invitation** this will copy the text of an email which you can paste into your own email to relevant individuals.

Make sure your invitation is clear what time individuals should join the meeting and what time the ballot will begin. Make sure to leave 10 or 15 minutes to allow you to admit everyone before the vote takes place.



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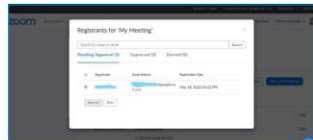
How to set up and run a Sift and Executive Stage Meeting on Zoom

Registration

You will receive an email when someone registers for the meeting.

You will need to approve each registration. Click on **Edit** opposite **Manage Attendees** to see who has registered.

Check the box next to their name and click **Approve**. They will then receive an email with a link to the meeting.

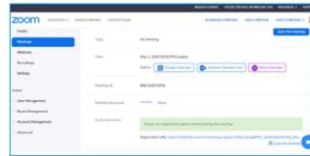


If the individual should not attend the meeting then check the box next to their name and select **Deny**.

Make sure to check the registrations shortly before the start of the meeting as some members will forget to register in advance.

Holding the selection meeting and vote

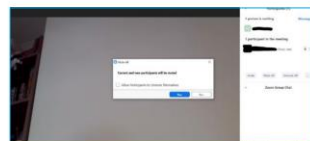
Begin the meeting by clicking **Start this Meeting** in the top right hand corner.



Mute all participants by clicking on **Participants** at the bottom of the screen followed by **Mute All**.

Uncheck the **Allow Participants to Unmute Themselves**.

Click **Yes**.



To disable the chat function, click on **Chat** at the bottom of the screen.

Click on the ... menu button in the right-hand corner and select **Host Only**.

Participants will be able to message you only.



Once the meeting begins all participants will need to enter via the Waiting Room.

Click on **Participants** at the bottom of the screen. You will now be able to see all participants in the meeting and in the waiting room listed in a column on the right-hand side.

To admit someone to the meeting hold your cursor over their name and click **Admit**.



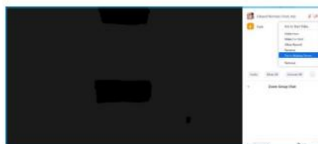
Once members have been admitted to the meeting introduce yourself and explain the process you will be following.

At the published time for the ballot announce that you will be starting the vote.



How to set up and run a Sift and Executive Stage Meeting on Zoom

Announce how long the ballot will remain open for (for instance "you will have two minutes to cast your vote").



Click on **Polls** at the bottom of the screen. This will open the poll on your screen.

Click on **Launch Polling** to begin the vote. The members will now vote.



Once the time you set for the ballot has ended click on **End Polling**.

Once you have ended the polling you will be able to see the result.

The applicant with the lowest vote in the first round is eliminated and then re-ballot (please see guidance on multiple rounds of voting below)

Do not Share the Results of the poll but take a screen shot for your records.

Announce the result but not the numbers of votes cast for each candidate.

End the meeting by clicking End at the bottom of the screen followed by **End Meeting**.



How to deal with multiple rounds of voting

If you have more than two candidates competing for one vacancy then the winner will need to receive more than 50% of the votes.

If on the first ballot no candidate receives more than 50% then the last placed candidate is eliminated and another ballot held.

Doing this will involve setting up new polls when the meeting is underway.

Click on **Polls** on the toolbar at the bottom of the screen.

This will open up the polls window – click **Edit** in the top right hand corner.

This will open your internet browser on the 'Add a Poll' page.

Fill in the details with the names of the candidates for the second ballot.

Don't forget to tick the Anonymous box.

The new poll will now appear in the meeting.

Return to the Zoom meeting.

You will now be able to see a small dropdown arrow which will allow you to choose the second poll.

Click on it to launch the poll.

Repeat this process if necessary until one candidate receives more than 50% of the vote.



How to set up and run a Final Meeting on Zoom

How to set up and run a Final Meeting on Zoom

- An interview with a secret ballot can be held on Zoom provided the meeting administrator holds a licensed (paid for) Zoom account
- You can purchase a licensed account at <https://zoom.us/buy?plan=pro&from=pro>
- To ensure the secrecy of the ballot the meeting administrator should be an ACM
- Zoom can accommodate up to 100 members with an entry level subscription.
- All interviews should be conducted in accordance with the selection rules (...)

This document covers

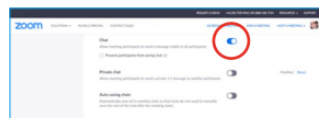
- Checking your settings
- Setting up the meeting and creating the polls in advance
- Registration
- Holding the selection meeting and vote
- How to deal with multiple rounds of voting

Checking your settings

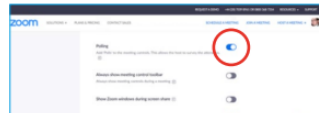
For all interviews the correct Polling, Waiting Room and Private Chat settings should be established.

Enter Zoom and click on **My Account** followed by:

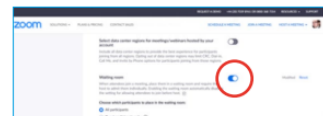
Private Chat: Scroll down and ensure that **Private Chat** is turned **off**.



Polls: Scroll down to ensure that **Polling** is turned **on**.



Waiting Room: Scroll down to ensure that the Waiting Room is turned **on** and that **All Participants** will have to access the meeting through the waiting room.

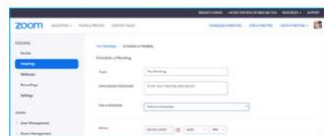


Party Organisation | February 2022 | 1

How to set up and run a Final Meeting on Zoom

Setting up the meeting on Zoom

Click on **Schedule a meeting** at the top of the screen. Give the meeting a name and set the time and date.



Click on **Registration Required** and **Save**.



Scroll to the bottom where **Registration** will be highlighted.

Click on **Edit** opposite **Registration Options**.

Select **Manually Approve**.

Select **Send an email to host when someone registers**.

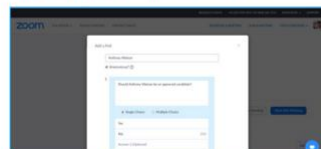


On the meeting page scroll to the bottom and click on **Poll**. To set up your first poll click **Add**.



Give the poll a name, write the question 'Who is your preferred candidate?' and put the names of the candidates in the answer boxes.

The Anonymous box must be checked.



To invite the relevant individuals scroll up to the top of the page. Zoom has created an automatic invitation containing a link to register for the meeting.

Click on **Copy Invitation** this will copy the text of an email which you can paste into your own email to relevant individuals.

Make sure your invitation is clear what time individuals should join the meeting and what time the ballot will begin. Make sure to leave 10 or 15 minutes to allow you to admit everyone before the vote takes place.



Party Organisation | February 2022 | 2

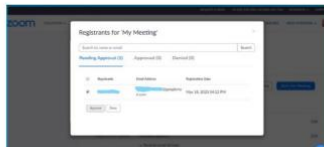
How to set up and run a Final Meeting on Zoom

Registration

You will receive an email when someone registers for the meeting.

You will need to approve each registration. Click on **Edit** opposite **Manage Attendees** to see who has registered.

Check the box next to their name and click **Approve**. They will then receive an email with a link to the meeting.

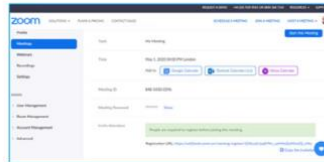


If the applicant is not a member or has already registered then check the box next to their name and select **Deny**.

Make sure to check the registrations shortly before the start of the meeting as some members will forget to register in advance.

Holding the selection meeting and vote

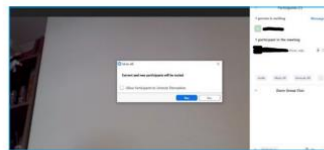
Begin the meeting by clicking **Start this Meeting** in the top right hand corner.



Mute all participants by clicking on **Participants** at the bottom of the screen followed by **Mute All**.

Uncheck the **Allow Participants to Unmute Themselves**.

Click **Yes**.



To disable the chat function, click on **Chat** at the bottom of the screen.

Click on the ... menu button in the right-hand corner and select **Host Only**.

Participants will be able to message you only.



Once the meeting begins all participants will need to enter via the Waiting Room.

Click on **Participants** at the bottom of the screen. You will now be able to see all participants in the meeting and in the waiting room listed in a column on the right-hand side.

To admit someone to the meeting hold your cursor over their name and click **Admit**.



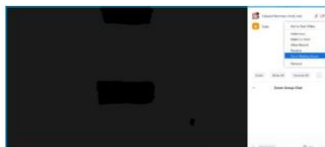
Once members have been admitted to the meeting introduce yourself and explain the process you will be following.

At the published time for the ballot announce that you will be starting the vote.



How to set up and run a Final Meeting on Zoom

Announce how long the ballot will remain open for (for instance "you will have two minutes to cast your vote").



Click on **Polls** at the bottom of the screen. This will open the poll on your screen.

Click on **Launch Polling** to begin the vote. The members will now vote.



Once the time you set for the ballot has ended click on **End Polling**.

Once you have ended the polling you will be able to see the result.

If the result is an exact tie then a mechanism with an element of chance should be employed such as the toss of a coin or the drawing of lots.

Do not Share the Results of the poll but take a screen shot for your records.

Announce the result but not the numbers of votes cast for each candidate.

End the meeting by clicking **End** at the bottom of the screen followed by **End Meeting**.



Appendix 14 - Guidance for Federations or Multi Constituency Associations (MCAs)

It is important to note that the guiding principle where Associations have merged is that members of a Federation chose which constituency they want to be regarded as resident in and only those should be permitted to take part in the selection process. In order to achieve this, the following small variations on the process described above should take effect.

The Selection/Sifting Committee

This should consist of:

- The Constituency Officer for the selecting constituency, who will be Chairman of the Committee and who should remain impartial;
- Up to four, and no fewer than two additional members of the Federation/MCA agreed by those members of the Executive Council resident in the selecting constituency who shall also be resident in that constituency.

The Executive Council

For the purposes of this selection the Executive Council shall consist only of those members of the Executive Council of the Federation/MCA resident in the selecting constituency and the Chairman of the Executive Council shall be the Constituency Officer for that constituency.

SGM

Only those members of the Federation/MCA resident in the selecting constituency shall be eligible to attend and vote at the SGM. The Chairman shall be the Constituency Officer for the selecting constituency.

Appendix 15 - Candidates Charter

Candidates Team Mission Statement

The Candidates Team will produce outstanding candidates who reflect and represent modern Britain for Parliamentary, Police & Crime Commissioners, and Combined Mayoral selections.

In doing so, we are dedicated to the provision of an excellent service to our candidates and all other stakeholders, delivered with professionalism, respect, transparency and a caring attitude.

- You will be expected to demonstrate that the faith put in you by the Assessment Centre Assessors was justified, you are an approved candidate because of the unique blend of competencies that you displayed at the assessment board. You are a leading activist and campaigner, the Party expects and needs you. Wherever there is a campaign, you will look to get involved in whatever capacity is needed.
- You will undertake to treat any and all information regarding the Assessment and Training & Development Pathways provided to you as confidential. You will undertake to use this information only for the purpose intended by the Candidates Department, and not to disclose it to any third party. Everybody has different training needs and your bespoke pathway is designed specifically for you.
- As a potential or actual Candidate you now represent the Conservative Party in everything that you do. You will ensure that you do not bring the Party into disrepute. Should you fail to maintain the standards that the Party requires, you acknowledge and agree that it may result in removal from the list or deselection as a candidate.
- You will establish a good relationship with your Field staff and get to know other leading stakeholders, building up your political footprint within the Party. They will be encouraged to undertake the same.
- We ask for you to help and build up the infrastructure of the party in particular increasing membership and identifying activists.
- You will take up appropriate training courses that are offered by the Party.
- If not selected for a seat it will be your responsibility to support selected Candidates in the key battleground seats, your leadership and campaigning skills are needed.
- You are able to absent yourself voluntarily from the Approved List
 - if you are returning in under 12 months you will be readmitted subject to Candidates Committee approval
 - if you are returning between 12 and 24 months you will have to undertake a re-list Assessment Centre
 - if you are returning after 24 months you will have to undertake a full Assessment Centre
- You will abide by the Conservative Party Respect Pledge and the Code of Conduct.
- You will be required to behave in accordance with the Nolan principles on public life.
- As a member of the Approved List and subsequently as a selected candidate you will be expected to support the Party's policies and manifesto.
- You may have access to confidential and personal information on Party staff, members, other Candidates, constituents and others. We insist that you keep this information confidential at all times and comply with any Party policies on the protection and use of this type of information.
- You understand that your pass grade is determined by the Candidates Committee and may be reviewed at any time.
- You agree that it is your responsibility to disclose any changes in your personal circumstances throughout your time on the approved list.

Appendix 16 - Confidentiality Agreement

Confidentiality Agreement

While you are a member of the **Sifting Committee** working with the Candidates Committee/Candidates Team at Conservative Campaign Headquarters on the Selection of your Parliamentary, Police and Crime Commissioner, Member of the Senedd or Combined Mayoral Candidate, you must abide by the following Agreement. Please read the Agreement and sign where indicated to confirm that you understand and agree to abide by its terms.

THIS AGREEMENT is made on the

2022

BETWEEN:

2. (hereinafter called an “**Sifting Representative**”);
and
3. The Candidates Committee/Candidates Team at Conservative Campaign Headquarters, 4 Matthew Parker Street, (hereinafter called the “**Candidates Team**”) Westminster, London, SW1H 9HQ

IN CONSIDERATION of the **Sifting Representative’s** work on behalf of the **Candidates Team**, the **Sifting Representative** hereby agrees as follows:

1. Confidentiality/Confidential Information

The relationship between the Candidates Team and anyone working with them is founded upon trust. Breach of this trust may result in disciplinary action. During the course of your appointment as Sifting Representative, you will receive and/or there will come to your knowledge, confidential information relating to Applicants to the Approved List, those on the Approved List and Conservative Candidates (“Confidential Information”). For the purpose of this Agreement Confidential Information includes (but is not limited to):

- (a) Lists of the names and addresses of Conservative Party Candidates and those aspiring to become a Candidate and/or an MP, Police and Crime Commissioner, Member of the Senedd or Combined Authority Mayor
- (b) Information of a personal or private nature as described at clause 5 of this Agreement;
- (c) letters and correspondence intended only for the addressee or for circulation to particular persons;
- (d) any document marked “confidential”, any information described as “confidential” or any information or document which you should reasonably expect to be confidential;
- (e) the operations, internal affairs, processes, procedures, systems, software, proprietary information and know-how of the Conservative Party;
- (f) the existence and terms of this Agreement

in whatever form (including, without limitation, in written, oral, visual or electronic form or on any magnetic or optical disk or memory and wherever located); and

Whether or not such information (if in anything other than oral form) is marked confidential, disclosed or made available, directly or indirectly, by the Conservative Party, or its employees, officers, representatives or advisers to you before or after the date of this Agreement.

2. You agree that you shall not make either during your appointment or at any time after termination of your appointment for whatever reason:
 - (a) use any Confidential Information; or
 - (b) disclose any Confidential Information to any person, company or other organisation whatsoever.
 - (c) copy, reduce to writing or otherwise record the Confidential Information except as strictly necessary for the Purpose (and any such copies, reductions to writing and records shall be the property of the Conservative Party); or
 - (d) use, reproduce, transform, or store the Confidential Information in an externally accessible computer or electronic information retrieval system or transmit it in any form or by any means whatsoever outside of its usual place of business, including for the avoidance of doubt, on social media, blogs, or editorials.
3. You agree that you shall be responsible for protecting the confidentiality of the Confidential Information and shall:-
 - (a) use your best endeavours to prevent the use or communication of any Confidential Information by any person, company or organisation (except in the proper course of his duties, or if required under clause 4 or as authorised in writing by the Conservative Party); and
 - (b) inform the Party immediately upon becoming aware, or suspecting, that any such person, company or organisation knows or has used any Confidential Information.
4. You may disclose Confidential Information only to the extent required by law, by any governmental or other regulatory authority or by a court or other authority of competent jurisdiction provided that, to the extent you are legally permitted to do so, you give the Conservative Party as much notice of such disclosure as possible and, where notice of disclosure is not prohibited and is given in accordance with this clause 4, you take into account the reasonable requests of the Conservative Party in relation to the content of such disclosure.
5. **Information of a Personal or Private Nature**
 - (e) You will be in a position to gain knowledge of and may have access to personal information about, and details of the personal lives and circumstances of prospective Applicants, Party Candidates, MPs, Police and Crime Commissioners, Combined Authority Mayors, Members of the Senedd, Councillors and other elected and non-elected persons and their respective families and associates. This type of information is protected, not only under the law of confidence but also under data protection law. You agree to keep this information confidential and to comply with data protection law and the Party's policies on data protection in respect of it. Breach of data protection law may result in fines and, in some cases, may constitute a criminal offence for which you may be personally liable.
 - (f) You agree that you shall not make use of or disclose **to any person**, and shall use your best endeavours to prevent the use, publication or disclosure of any personal or private details or other circumstances relating to any of those persons or class of persons, which may come to your knowledge or attention by reason of performing your duties.
 - (g) This means that you agree that you will not disclose to any person, firm or organisation any Confidential Information or use any information gained during your appointment relating to Applicants or Candidates' affairs or dealings which could embarrass, harm or

prejudice such Applicants or Candidates either during your appointment or after your appointment has terminated.

6. Dealing with the Media

- (h)** You may not grant personal interviews on Candidates matters unless it is with the express authorisation of the Director of Candidates and any enquiries or approaches from members of the media are to be passed to the Party's Media Unit immediately.
- (i)** You may not, whether in your own name or using a pseudonym, make any posting or other contribution, whether by means of words or photographs or otherwise, on any Social Media platform (including by way of example, but not limited to, Facebook, Twitter, Snapchat, Instagram and Tumblr) or on any online discussion forum or message board containing any reference to any confidential information, or relating in any way to your relationship with and time working with the Conservative Party, without first:
 - (i)** notifying the Conservative Party Press Office of the intended disclosure, including the exact contents of such posting or other contribution; AND
 - (ii)** obtaining the prior written authorisation of the Director of Candidates.

7. Return of Information

At the request of the Conservative Party, the Sifting Representative shall promptly:

- (j)** destroy or return to the Conservative Party all documents and materials (and all copies) containing, reflecting, incorporating, or based on the Confidential Information;
- (k)** erase all Confidential Information from its computer systems; and
- (l)** certify in writing to the Conservative Party that it has complied with the requirements of this clause.

8. Breach of Agreement

Without prejudice to any rights or remedies that may be available to the Candidates Team you acknowledge that damages would not be an adequate remedy for a breach of this agreement and that in the event of any actual or threatened breach hereof the Candidates Team shall be authorised and entitled to obtain from any court with competent jurisdiction injunctive relief, specific performance and other equitable relief.

9. Governing Law and Jurisdiction

This Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with English law and is subject to the exclusive jurisdiction of the English courts.

This document is executed as a deed and is delivered and takes effect at the date written at the beginning of it.

Signed: _____

Dated: _____

Name (in block capitals, please): _____

Signed on behalf of The Conservative Party: _____

Dated: _____

Name (in block capitals, please): _____

Printed by the Conservative Party Candidates Committee, 4 Matthew Parker Street, London SW1H 9HQ

Appendix 17 - Discrimination

It is the job of every member of the Conservative Party involved in selecting applicants to ensure that the selection process is inclusive and free from discrimination (except in relation to the selection of women applicants where some degree of positive discrimination is permitted,) and benchmarks set by the legislation should guide and inform the selection process on basis of good practice.

The general law prohibits discrimination on the following grounds:

- age
- disability
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Discrimination may take the form of direct discrimination, which occurs where a person is treated less favourably than another on discriminatory grounds, or indirect discrimination, which occurs where an unjustified requirement or practice is imposed, which has a disproportionate impact on one group.

Associations should ensure that criteria used in the selection process are clear, relevant to the role of an applicant, and free from discrimination. An agreed set of questions should be put to all the applicants and no assumptions should be made, which could taint the process. Associations should be circumspect when asking about applicants' backgrounds and their personal circumstances, and should fully acknowledge and embrace diversity.

Applicants should be asked if they have any particular requirements in relation to the interview process and these should be accommodated so far as is reasonably practicable.

Selection criteria should at all times be applied consistently and fairly to all applicants.

The Candidates Team within CCHQ is available to provide advice on the selection process, if assistance is required regarding reasonable adjustments

Code of Conduct - <https://www.conservatives.com/code-of-conduct>

Appendix 18 - Equal Opportunities policy (correct at 10.02.2022)1. Purpose

The Party is committed to being a successful, caring and welcoming place for all members, officers and employees. We want to create a supportive and inclusive environment where all those in the Party can reach their full potential, without prejudice and discrimination. We are committed to a culture where respect and understanding is fostered and the diversity of people's backgrounds and circumstances will be positively valued.

2. General Responsibilities

Equality of opportunity, valuing diversity and compliance within the law is to the benefit of all individuals in our Party. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with Party Officials for members and officers, and with managers and supervisors for employees, individuals at all levels have a responsibility to treat others with dignity and respect.

Through this policy and procedure, the training and development of officials and staff, the Party will do all it can to promote good practice in this area in order to eliminate discrimination and harassment as far as is reasonably possible. The Party will also continue to work towards its dedicated goal of encouraging and promoting equality and diversity.

The policy aims to achieve equality by removing any potential discrimination in the way that members, officers and employees are treated by others within the Party, including:

- people with disabilities
- people of different sexual orientations
- transgendered and transsexual people
- people of different races
- people on the grounds of their sex
- those of faith and of no faith
- in relation to their age
- in relation to their social class or medical condition
- people who work part-time
- those who are married or in a civil partnership
- women who are pregnant, have recently given birth or are breastfeeding.

Discrimination can be either direct or indirect discrimination. Some of the above are protected characteristics under the Equality Act 2010 and discrimination is prohibited, unless there is a legal exception under the Equality Act.

Direct discrimination

This is where someone is treated less favourably due to one (or more) protected characteristics. It can be intentional or unintentional discrimination. Occasionally the discrimination may occur due to a protected characteristic of another person, so the discrimination may be because of association. An example is an advert for a job that requires 'men only' or 'under 30s only'.

Indirect discrimination

This is where someone is disadvantaged by an apparently neutral provision, criterion or practice (PCP) that is applied 'across the board' or 'equally across a particular group'. The PCP may have the consequence (usually unintended) of causing a disadvantage, which then actually affects somebody. For example, a PCP relating to clothing or headwear could be applied 'equally', but may cause someone with a protected characteristic to be disadvantaged. The PCP could be justified if it is a proportionate means of achieving a legitimate aim.

Victimisation

This is not the same as the common meaning of victimisation. Victimisation provisions protect certain individuals who do (or might do) acts such as bringing discrimination claims or complaining about harassment. Victimisation may occur where a person subjects another person to a detriment because either that person has acted in such a way and/or is believed to have acted in such a way, or may act in such a way.

Harassment

The Equality Act 2010 applies to how all those within the Party treat other members, officers, staff, visitors, suppliers and former members. The Act also applies to customers/clients. The Party is committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination.

The aim of this policy is to ensure that no candidate, officer, employee or member receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

The personal commitment of every member, officer and employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the Party .

Training, development and progression opportunities are available to all members, officers and employees.

The [insert job title] has particular responsibility for implementing and monitoring the equality and diversity policies and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.

There will be monitoring and reviews of the effectiveness of the equal opportunities policy, including a review of candidates and the benefits/career progression of existing members, officers and employees.

Appendix 19 - The Application CV

This Application CV will be used for all selections after 1st September 2022.

PERSONAL DETAILS
Full Name
Known as
Address
Postcode
Preferred number
Email address
I am a member of the party

Special Requirements
We are committed to ensuring that the Party removes any unnecessary barriers to our applicants. Please advise us if we can make any particular and /or necessary arrangements to assist you in participating in this process

WHY ME FOR THIS VACANCY? (1000 words) please answer the following four questions in this section
1/ PERSONAL BACKSTORY
2/ LIFE EXPERIENCE (including business, campaigning or charity experience)
3/ CONSTITUENCY CONTEXT (including local issues)
4/ SUPPORTING STATEMENT (please refer to the job description)

PERSONAL ACHIEVEMENTS (500 words)
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OCCUPATION AND CAREER SUMMARY (relevant to the role) (350 words)

VOLUNTARY AND COMMUNITY WORK INCLUDING OTHER LEISURE INTERESTS (including any professional membership organisations you are affiliated with) (150 words)

Appendix 20 - Template Letters

Text 1

Email to Shortlisted Applicants following Paper Sift

Dear,

Thank you for submitting your Application CV to be the prospective Conservative candidate for <INSERT AREA>. I am writing to confirm the next stages of the process and how your application will be considered.

Members of the Selection Committee/ Sift Committee are meeting on [MEETING DETAILS] to shortlist the candidates for the next stage. If you are successful, you will be invited to attend an Executive meeting at which there will be a 30 minute question and answer session.

All applicants will be notified of the results of the Selection Committee decisions and if you are successfully shortlisted at this meeting, I will be in contact in due course to advise on the next stage of the process.

If you have any questions about any of the above, please do not hesitate to get in contact with [CONTACT DETAILS].

Kind regards,

Text 2

Email to unsuccessful candidates following Paper Sift

Dear,

Thank you for your interest in applying for <INSERT AREA>. After due consideration I regret to inform you that you have not been shortlisted this time.

May I take this opportunity to wish you every success in securing a seat in the future.

Kind regards,

Text 3

Email to unsuccessful candidates following Executive Stage

Dear,

Thank you for attending the Executive interview stage but after due consideration I regret to inform you that you have not been shortlisted at this time.

If you have any questions or would like to receive any feedback, please do not hesitate to ask, but in the meantime best of luck in securing a seat.

Kind regards,

Text 4

Email inviting members to attend the final meeting

Dear Member,

As you may know we are in the final stages of selecting our new Parliamentary Candidate for this Constituency and we would like to invite you to attend a Special General Meeting to choose our Candidate to fight at the next General Election.

The SGM will be held on <INSERT DATE> at <INSERT LOCATION> at <INSERT TIME>, the doors will open at <INSERT TIME> for members to read the Candidates' application forms.

At the meeting you will have the opportunity to hear from the potential candidates and have the opportunity to put questions to them.

Please remember that only members of at least three months standing will be eligible to vote.

Irrespective of the political profile of the constituency, all candidates are important. Their personality, campaigning skills and potential ability will help frame the public face of the Conservative Party here in <INSERT AREA>.

It is important to approach this selection process not only with an open mind, but also with a systematic, objective and thoughtful approach to picking the right applicant.

It would assist with the meeting arrangements if you could register beforehand by emailing <INSERT CONTACT DETAILS>.

We look forward to seeing you on <INSERT DATE AND TIME>

Yours sincerely,

Text 5

Email inviting final shortlisted applicants to an SGM

Dear,

Following your recent application for the <INSERT AREA> Parliamentary Seat we are very pleased to invite you to attend a Special General Meeting of the Association.

The meeting will take place on <INSERT DATE> at <INSERT ADDRESS>.

Please could I ask you to arrive at <INSERT TIME> [give details of where they should go who they should ask for etc.] (You may want to give a mobile number they should call when they arrive so one the team can escort the applicant to a waiting area prior to the commencement of the meeting. You may also want to give a mobile number in case of any problems on the day.)

All voting members of the <INSERT AREA> Conservative Association have been invited to the Special General Meeting. The meeting will be chaired by <INSERT MODERATOR> who will act as a 'Moderator' throughout the evening. Once all candidates have arrived at the venue, but at the latest before the meeting commences, lots will be drawn to determine the order candidates will appear before the meeting.

Your first question will be **Why you would make the best Conservative Candidate this Constituency?** You should present for no more than three minutes. This will then be followed by **15 minutes of questions** which have been submitted in advance of the meeting and will be taken by the Moderator. Following this there will be a further 10 minutes of supplementary questions from the floor.

There will be audio equipment in the room to assist you. Following the questions, you will be escorted back to the waiting area. At the end of the final candidate's slot, a vote will take place and the winning candidate informed. You are asked to remain at the venue until the voting is completed and the result announced. A Party Press Officer may be present to issue a press release on behalf of the winning candidate.

If you have any queries, please do not hesitate to contact me.

Finally, may I wish you the best of luck and look forward to seeing you on <INSERT DATE AND TIME>.

With best wishes

Appendix 21 - Scorecard for Competency Tests**Communication skills**

Articulate
 Defends arguments confidently
 Able to adapt message to suit different audiences
 Can explain in simple language

Resilience

Stamina
 Copes when under pressure
 Composure/demeanour
 Flexible but positive

Leadership

Capable of clear vision
 Can inspire or enthuse
 Shows ability to take responsibility
 Can act independently

Relating to people

Listens
 Open minded to others opinions
 Able to articulate others concerns
 Encourages others to team work

Intellectual Skills

Quick to understand
 Creative
 Can prioritise key arguments
 Open minded

Potential to contribute to public life

Broad life experience
 Representative of people and their aspirations
 Caring of people's interests
 Would identify with the community and the area

	<u>Competency</u>	Score
1	Communication skills	
2	Resilience	
3	Leadership	
4	Relating to people	
5	Intellectual skills	
6	Potential to contribute to public life	
Total Score (Max. 24)		

