



LGA LIBERAL DEMOCRATS

Group Election Guide 2017

...working with:

- Councillors
- ALDC
- MPs and Peers
- AMs
- MEPs
- Researchers

...all year round!



Get involved!

- Do you have what it takes to persuade an MP or minister to change his or her mind?
- Can you work effectively with politicians from other political parties?
- Could you attend regular meetings in London and around England and Wales?
- Are you a good communicator?
- Are you a Lib Dem councillor in England or Wales?
- Is your authority a member of the LGA?
- Are you an ALDC member?

If you can answer 'yes' to these questions then apply!

The Local Government Association

The LGA is similar to a trade body for local government - councils pay an annual subscription in return for the LGA representing their interests to government and providing support and advice on the current challenges in local government.

The LGA operates in a similar way to a council. We have: political groups; policy committees; policy leads for the political groups; and a staff corp headed by a chief executive.

The Liberal Democrat Group

The LGA Lib Dem Group supports and represents all Liberal Democrat councillors across England and Wales. The Group works within the LGA to align its policy and strategy with the views of Lib Dem councillors. Group members also regularly meet with Lib Dem MPs, Lords and ministers to lobby on their behalf and also work with ALDC to support our groups around the country.

For further information see the *LGA Liberal Democrat Group Annual Report 2016*. The Liberal Democrat Group is elected by all Lib Dem councillors from LGA member authorities. Elections are held every two years and the process for the 2017 elections starts on 9 May.

The Election Process

Election Timetable

- LGA Lib Dem Group nominations open – Tuesday 9th May
- Nominations close – Tuesday 23rd May, 5pm
- **Ballot opens – Friday 9th June**
- **Ballot closes – Friday 23rd June, 5pm**
- Results announced – no later than Wednesday 28th June
- LGA Vice Chairs and Deputies take office – Tuesday 4th July
- Other posts take effect – Friday 1st September

Why should I stand in these elections?

Because you would get the opportunity to:

- Represent Lib Dem councillors at a national level with senior party politicians
- Share your expertise and experience with all Lib Dem council groups
- Voice directly your council or council group's concerns in Westminster
- Influence the strategy and policy of the LGA
- Get research & support from LGA staff and the Lib Dem office

What will be required of me?

- Commitment to the Party and to local government
- Ability to attend regular meetings in London for two years which are usually held during office hours (you must check with your authority whether they will cover your travel expenses - it is an approved duty of LGA membership)
- Listen to and represent Lib Dem local government views at meetings and feed back to councillors
- Lead specialist conferences, prepare briefing materials and press statements as appropriate
- Set out a work programme each year, to be agreed by the Lib Dem Group and regularly report back to the Group Executive.

How do I apply?

- 1 Choose the position(s) for which you would like to apply. You can apply for more than one role but **you can only accept a position on one board or committee** (the group officer positions are not included in this).
- 2 We advise that you then **check with your authority that they consent to cover your expenses** whilst you are attending meetings on their behalf. It is an approved duty of LGA membership that they should do so.
- 3 Check that the ALDC membership of either yourself or your group is up to date.
- 4 Send in your completed nomination form by **5pm, 23 May 2017**. Proposer and seconder must be from different LGA member authorities. Note that nominations can also be emailed **but your nominator and seconder must send separate emails stating clearly who they are, the candidate's name and the position they are being nominated for.**
5. Send your electoral address to nominations@electoralreform.co.uk by **5pm, 23 May 2017**. This must be **one side of A4, portrait orientation and in pdf format (colour permitted)**. Endorsements are not permitted.
6. Get campaigning. Talk to as many Lib Dem councillors as you can but you cannot incur personal expense for things like phone-banking or commercial emailing. The ballot will open on **9 June** and close on **23 June**. *Full regulations at the end of this document.*

The Posts

Below are advertised all posts and remuneration that were available last year. We hope to be able to offer this remuneration for our posts but our ability to do so will depend on the LGA's ongoing governance review, the group budget as the LGA deals with funding cuts and the percentage of the population represented by Liberal Democrat councillors.

Group Officers

The Lib Dem Group Executive is responsible for directing the Lib Dem Group's work within the LGA. Within the Executive there will be Group Officers who will comprise the Leader, deputy leaders, Chair and Whip. Where urgent decisions are needed, these will be taken by the group officers. The Executive comprises: the group officers plus the policy leads and the leads on fire, rural and urban issues.

Group Leader

£28,386 - £33,743 (as Vice Chair of LGA)

The Group Leader is the principal representative of local government Liberal Democrats at the LGA. The post-holder is responsible for representing Lib Dem councillors in meetings with the party leader and most senior figures, the LGA group leaders and in the media. The Leader takes the Group's nomination for Vice Chair of the LGA.

Deputy Leader

£2,677 or £8,029

The deputy leader stands in for the Leader in his/her absence, but also has a specific role in looking out for future political opportunities or challenges. This includes identifying on key policy issues for the group and coordinating policy influence. The Deputy Leader takes the Group's nomination for Deputy Chair of the LGA, should one be available, and one of the Group's nominations to the LGA executive, should any be available. In the event that there are insufficient places on the executive, the Group funds the posts at the level of ordinary member of the LGA executive.

Deputy Chair of the LGA

£8,029

Ordinary member of the LGA Executive

£2,677

Group Chair

£2,064

The Chair has responsibility for the monthly meetings of the Group Executive and takes a role in following up outcomes of the meetings.

Group Whip

£2,064

The Whip works with the spokespeople to ensure they are making use of all opportunities they need to fulfil their role. They also have a role in acting on any concerns with attendance, fulfilment of roles or relations within the Group.

Policy Boards

As a board member you would have the chance to become involved in a specific policy area, using your expertise to influence party and LGA policy. You would be expected to attend meetings every two to three months, usually at the LGA offices in London.

If you take up the lead member role you will become either the Vice or Deputy Chair on your board and be responsible for leading the group's work in your area. Each policy lead will draw up an annual plan of what they will aim to achieve that will sit below the overarching strategy of the Group. They are expected to work with the Group to ensure that our policy and actions are coordinated and that we make best use of the opportunities that the government and Party provides.

Board numbers - Exact numbers for each board & committee will be confirmed prior to opening of nominations. We expect to take one Chair of a board or committee.

Remuneration

Chair	£16,058	Vice/Deputy Chair	£8,029
Board member	£2,677		

Boards and areas they have recently covered:

Children & Young People

Safeguarding, early years, education, youth employment.

Community Wellbeing

Adult social care, public health

Culture, Tourism & Sport

Licensing, libraries, tourism strategies.

Environment , Economy, Housing & Transport

Housing strategy, sustainable communities, planning

Improvement & Innovation

Supports local authorities to improve performance.

Resources

Local government finance commission, welfare reform, pay offers - also appoints to the employer side of the National Joint Councils,

Safer Communities

Crime, anti-social behaviour, FGM

There are now also two boards that take a rural and urban perspective on the policy issues in the LGA;

City Regions

Represents all core cities, key cities, London boroughs and members of Special Interest Group of Metropolitan Authorities (SIGOMA).

People & Places

Represents all other areas

All candidates must be members of local authorities covered by the board for which they stand.

Also, the need to balance authority type on each of these boards means that our places will be restricted on this basis. The Group's places will therefore be taken by the highest placed candidates in the election whose authority type(s) are available to the Group. More information will be available in time for open of nominations.

Fire Commission & Fire Services Management Committee

Represent all fire authorities around the country

Chair	£10,699	Vice/Deputy Chair	£5,348
Board member	£1,131		

All candidates for Fire Lead and FSMC must be members of fire authorities that are members of the LGA.

Appendix 1

Election Regulations: February 2017

1. The LGA Liberal Democrat Group shall elect by an all English and Welsh councillor electronic ballot:

- The officer posts of the Group (Leader, Deputy Leader, Chair and Whip - elected individually).
- Members for each of the Programme Boards : Children & Young People; Community Well-being; Culture, Tourism & Sport; Environment, Housing, Economy and Transport; Improvement; Resources Board.
- For the Boards the election shall be counted to elect block of board members plus a substitute (STV count for total vacancies) and then subsequently counted (AV 1 vacancy count) to determine the lead and substitute places.
- The Lead and Deputy Lead for the Lib Dems on the Cities and People and Places Board and spokesperson on Fire issues (elected as blocks of two).

2. Terms of office will last for two years. Terms of office may be altered should changes in the political composition of the LGA alter the positions available. Maximum combined terms of office for any one post will be 6 years.

3. The electorate shall comprise all principal authority Lib Dem councillors in England and Wales whose authorities are in membership of the LGA Group. Individuals who are members of more than one such principal authority shall only receive one set of ballot papers.

4. Any Liberal Democrat councillor who was a councillor on 30 April of the year of election on an authority in membership of the LGA Group is eligible to stand for the above positions providing that they are also a paid-up member of the Liberal Democrats and the Association of Liberal Democrat Councillors and provided they have a proposer and a seconder (who must also be Liberal Democrat councillors on authorities in membership of the LGA). The proposer and seconder must sit on different authorities from each other.

5. All candidates seeking election will need to sign the LGA Liberal Democrat Group Contract. Failure to do so will make their nomination invalidated.

6. Nominators may not sign forms for more than one person per body/position.

7. No member should take a place on more than one board or panel. In the event that a member wins election to more than one, they will be asked to choose one preferred position and will be withdrawn from other contests, with those elections then being re-counted accordingly. Membership of the LGA Executive is not included for the purposes of this rule.

- Note that membership of this Executive is also subject to special rules under Section 4 of the Standing Orders.

8. The Group Executive shall appoint a Returning Officer and a Deputy Returning Officer and shall approve a timetable each election year for the receipt of nominations, organise the ballot and the counting of the votes for the elections.

9. All elections shall be conducted by secret ballot and the alternative or single transferable vote. Counts shall be conducted in accordance with the current edition of the Electoral Reform Society's publication How to Conduct an Election by the Single Transferable Vote.

10. Nominations must be accompanied by the written consent of the candidate (personal emails are acceptable). It is the responsibility of each candidate to ensure that their nominations are submitted before the close of nominations. The Deputy Returning Officer will check each nomination to ensure that it is signed properly, proposed and seconded, that the candidate is eligible, and that neither the proposer and seconder has signed another candidates papers for the same position or body. Where possible, nominations will be checked within 24 hours of submission. Candidates should be aware that any nominations submitted on the final day, as laid out in the schedule of election, may be checked after the deadline and therefore incorrect nominations may be too late to be corrected.

11. Each candidate shall be entitled to a personal electoral address of one side of an A4 sheet in PDF portrait format, to be distributed by the election administrator. This must reach the election administrator at an address and by a date to be notified on the Group's nomination form. In addition there will be a limited statement for each candidate sent directly to each elector by the group office of no more than 200 words.

12. Any opportunities for election hustings will be proposed by the returning officer and reported to the relevant meeting of the LGA Lib Dem Executive. A judgement and decision will be made by the Returning Officer and Deputy Returning Officer as to which hustings are to be held, based on the extent of the contests. There will be a working assumption that Officer posts shall have a hustings where contested. Subject to time and volume of contests, a hustings may further be held for Cities, People and Places Boards and Fire spokespersons. This shall be at the discretion of the Returning Officer and Deputy Officer. They shall specify the nature of any such hustings.

13. No candidate may incur further commercial expenses on campaigning at any time before or after the close of nominations, nor may they send any additional printed material to electors, either personally or by post.

14. It is acceptable for personal email and phone communication, as is the use of social networking sites such as Facebook or Twitter. However, candidates should not incur personal expenses such as the use of phone banks or commercial emailing.

15. Endorsements of the candidate by others are not permitted and will be excluded from official election addresses. However, each candidate's proposer and seconder can be featured on an individual candidate's manifesto.

16. Discretion on matters of dispute will be a decision of either the Returning Officer or the Deputy Returning Officer only. Any such decisions shall be final, and shall be recorded and subsequently reported to the Group Executive following the election.

17. Lists of names and addresses of eligible councillors shall not be released by the LGA Liberal Democrat Office for the purposes of the election.

18. The lead member elected for each body will be offered the most senior LGA role available to the group on each respective body. The negotiation process which allocates these amongst the political groups will commence after the elections, within the LGA and will normally be ratified by the LGA. This may mean there is a slight delay in confirming positions as these negotiations can sometimes take a while as dependent on LGA proportionality discussions.

19. Casual vacancies for places on an LGA body shall be filled by recounting the original ballot papers in the relevant election, passing over any preference for any candidate causing a vacancy. A candidate originally elected so remains.