

NATIONAL EXECUTIVE COMMITTEE

NEC TERMS OF REFERENCE

1. The National Executive Committee

1.1. The role and responsibilities of the NEC

The role and responsibilities of the NEC are set out in the Labour Party Rulebook and the NEC Standing Orders. This paper clarifies the protocols of governance.

Good governance ensures that the responsibilities of the organisation are clearly set out, including where and how decisions are made and reviewed. It provides transparency for where decision-making is delegated, and how the delegated powers are then overseen.

As set out in the Clause II 1 of the constitutional rules (Chapter 1) of the Labour Party, and subject to Party Conference, the NEC is the governing body and is the administrative authority of the Party.

There shall be a National Executive Committee of the Party (the 'NEC') which shall, subject to the control and directions of Party conference, be the administrative authority of the Party.

The legal status of the Party is that of an unincorporated association made up of its membership. The Party is managed by the NEC through delegated powers to a number of committees, appointed officers such as the General Secretary, and Registered Treasurer, and senior staff members.

As is the case with any organisation corporate or non-corporate, delegation of powers and clear lines of responsibility and reporting are essential for the effective and lawful operation of the organisation, because these individuals and committees with delegated powers have the ostensible authority to commit the Party to contractual, financial and legal obligations. For security and confidentiality reasons, the NEC entrusts certain information relating to Party affairs to particular committees, primarily the Business Board and the Audit, Risk and Compliance Committee.

The powers of the NEC may be delegated to the General Secretary, as specified in Clause VIII 5 of the constitutional rules of the Labour Party.

All powers of the NEC may be exercised as the NEC deems appropriate through its elected officers, committees, sub-committees, the General Secretary and other national and regional officials and designated representatives appointed by the NEC or the General Secretary. For the avoidance of doubt, it is hereby declared that the NEC shall have the power to delegate its powers to

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such officers and committees and subcommittees of the NEC and upon such terms as from time to time it shall see fit. Further, it shall be deemed always to have had such power.

Appropriate power is delegated by the General Secretary to officers and designated representatives under Clause VII C ii of the same rules.

For the avoidance of doubt, wherever in this rule book or upon instruction or delegation by the NEC, or a committee or sub-committee thereof, the General Secretary has a function to discharge, she or he may delegate the discharge of such function to such appropriate officer or designated representative of the Party as she or he shall see fit. Further, the General Secretary shall be deemed always to have had the power so to delegate.

It must be clear where decisions are taken, with responsibility clearly designated and set out, with clarity and transparency, so that:

- a) the NEC can assure itself that its procedures work effectively, are understood, and adhered to;
- b) the NEC can take the decisions reserved to itself with the necessary, and timely, information;
- c) the NEC has confidence that such decisions are then implemented;
- d) decisions delegated (whether to sub committees, officers or staff) are clearly understood, and monitored.
- e) The NEC will be advised of any decisions made under delegated powers by the General Secretary or by the NEC Officers before those decisions are made public.

The NEC has a responsibility to, and must be enabled to, assure itself that the people to whom it delegates authority are properly recruited (or selected, if professional outsiders), trained and supported to carry out their functions, and that all statutory requirements are met. The NEC will be notified in advance of proposed vacancies of all senior staff positions, before posts are advertised.

The NEC will receive annual presentations from senior staff on the implementation of the annual agreed aims and objectives, with particular focus on finances and fundraising.

1.2 Key functions

There are certain key functions for which the NEC has responsibility, which are designed to support the Party's primary purpose - to organise and maintain in Parliament and in the country a political Labour Party and to seek the trust of the people to govern:

- Management and governance of the party;
- upholding and enforcing the constitution of the party;
- building and maintaining a vital organisation;
- setting a budget to ensure the party is solvent at all times and one which enables the organisation to carry out the functions set for it;

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- complying with the requirements of relevant government legislation;
- complying with employment and other laws, employing people correctly, legally and ensuring their safe working environment;
- paying statutory payments and bills, and ensuring proper legal and other professional advice is taken appropriately;
- safeguarding the party's assets on behalf of the members;
- carrying out the functions of the organisation;
- oversight of the policy making processes of the Labour Party; and
- acting as custodians of Labour Party policy.

In delegating any of these responsibilities to committees, officers or staff, the NEC must assure itself that the people or committees are then acting correctly, within their delegated authority, and reporting back to the NEC on progress made and on significant actions taken on its behalf.

This entails timely reports back to the delegating authority – whether the NEC or a sub-committee – the acceptance of which must be minuted as an endorsement of the actions taken.

The General Secretary will put in place a system that facilitates the efficient oversight of the key functions by the NEC, which broadly include:

Audit Systems	Including “related parties” Audit Risk Register and risk mitigation Systems of Control/ internal audit Compliance
Personnel	Recruitment is fair and non-discriminatory Duty of Care Contracts of employment are properly issued etc Equal opportunities and disability etc – ensure that the correct policies are adopted, procedures, training and monitoring all take place Pension Organogram
Budgeting	Budget to be solvent Management accounts SFIs/ systems Property/ contracts/ tendering/ ownership Proper service to members Legal issues Commercial activities

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Membership Recruiting and servicing the members and supporters as defined by the Rule Book.

Constitution Upholding and enforcing the Labour Party Rule Book

1.3 Communication between the party officers and the NEC

To help improve communication between the party units and the NEC, and to ensure a more strategic approach to NEC meetings, the following provisions have been agreed:

- A grid of NEC agendas for the coming year will be circulated at each awayday based on the priorities agreed by members.
- NEC public contact details be circulated to NEC members.
- The NEC webpage be updated to provide members with details of the NEC membership and the role of the NEC Officers and sub committees.
- Each new member will receive a welcome and introduction pack.
- Key decisions of media interest may be press released on behalf of the NEC with the prior approval of the Chair of the NEC and circulated to NEC members prior to release.
- The Leader's report will provide the NEC an opportunity to have a focused discussion on a topical issue followed by general questions.
- Ministers will be invited to the NEC to lead discussions on topical issues, with subjects agreed by the NEC officers.
- NEC co-convenors of policy commissions and the NPF Chair will give a report on the work of their commissions and the NPF during the year to the NEC.
- The Leader or shadow government representative will provide regular reports on the progress of the implementation of manifesto commitments.
- The NEC is the custodian of Labour Party policy. It is expected that, as far as is possible, new policy positions are only made following consultation with the appropriate policy commission and with Leader's Office agreement.

1.4 Communication of NEC decisions to party stakeholders

Key decisions of the NEC will be communicated to party stakeholders as soon as possible by email or timetabled for the nearest mailing date. Such decisions include those pertaining to membership and Annual Conference.

1.5 Campaign Leadership

The NEC will lead campaign days in our target areas during the short campaign of local and national elections and at other times as appropriate.

2. NEC decision making and delegated authority

The NEC has established the following sub-committees and panels: Equalities; Organisation; Audit, Risk and Compliance Committee; Business Board; Disputes and Selections. The NEC agrees the membership of the sub-committees and panels at their annual aims and objectives meeting (awayday).

With the exception of the Business Board, the NEC receives copies of each of the sub-committees papers with the minutes of the previous meeting. All papers tabled at sub-committee meetings are also to be circulated to the full NEC.

The matters discussed at the Business Board often involve commercially sensitive information, and as such this committee of senior members will present a report twice a year covering its activities.

Chairs of the sub-committees are responsible for reporting key discussions and decisions of meetings to the NEC.

The NEC reviews and agrees the terms of reference of each sub-committee at the annual awayday.

**The Terms of Reference for the NEC sub-committees are attached*

3. The Chair

The NEC will elect at its annual meeting the chair and vice-chair. Those elected to these positions shall act in that capacity throughout the year commensurate from the close of Annual Conference, and shall also act as chair and vice chair of the subsequent annual session of party conference and any special sessions of party conference during the course of the year.

The Chair will meet regularly with the General Secretary to maintain an overview of key activities of the organisation. The Chair will work with party officers to help implement the NEC agreed aims and objectives, and the appointments of senior staff. The Chair, Vice Chair and/or other NEC member as appropriate will sit on interview panels for Senior Staff (for example, Executive Directors and Regional Directors). A member of the appropriate Regional Board will sit on the appointment panels of Regional Directors. All interview panel members will be provided with appropriate training, including on equality.

The Chair, in consultation with other NEC Officers, can authorise decisions requiring immediate action on behalf of the NEC at the request of the General Secretary. Both the Chair and the General Secretary must ensure decisions taken on the NEC's behalf are reported to all of the NEC Officers and to the next full meeting of the NEC.

NEC members may raise issues with the Chair for discussion and resolution at the NEC

officers or at the full NEC as necessary.

The Chair, with the General Secretary, will agree the agenda for the NEC meetings and the awayday, and ensure the meetings are in compliance with the NEC Standing Orders and Labour Party Rules. In general, papers should be circulated at least six days (inclusive and including weekends) in advance of meetings.

The Chair, with the General Secretary, may determine when special meetings of the NEC should be called to address issues not timetabled for discussion at the regularly scheduled meetings.

The Chair is responsible for ensuring meetings of the NEC are conducted in a constructive and friendly manner, and for ensuring a strong and effective working relationship between the NEC, the party staff and the PLP, EPLP and elected representatives in local government and devolved administrations.

The Chair will be the Chair of Annual Conference, and any other national party conference in the year they are Chair, in accordance with the NEC Standing Orders.

4. NEC Officers

The current NEC Officers are:

- Chair
- Vice Chair
- Treasurer
- Chair of the NEC Organisation Sub-Committee
- Chair of the Disputes Panel
- Chair of the Equalities Committee
- JPC Co-convenor
- NPF Chair **[when a member of the NEC]**
- Leader
- Deputy Leader
- General Secretary (ex-officio)

The NEC Officers group shall also constitute the Business Board.

The NEC Officers, when meeting as the Business Board, will be comprised of one additional NEC representative who has formerly served as NEC Chair. These representatives will be decided by the NEC when determining membership of committees.

The Deputy Leader will deputise in the absence of the Leader at meetings of the NEC, and the JPC, and provide reports as required.

When in government, the Leader may appoint one of the government representatives on the NEC to assist in the communication and co-ordination between the government and the

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party. In order to carry out this role they will attend meetings of the JPC and of the NEC officers.

To enable the NEC to fulfil their strategic role and improve the monitoring and implementation and delivery of the agreed aims and objectives, the NEC officers will meet on a monthly basis to receive reports from senior party officers. NEC officers also meet more frequently in response to urgent matters.

The General Secretary and NEC officers have delegated authority to take decisions on behalf of the NEC when expediency requires it, and will ensure that the NEC is kept fully and promptly informed of such decisions having been taken before they are made public.

The dates of NEC Officer meetings are to be circulated to the full NEC with the yearly schedule of meetings so that members are able to raise any issues with them in advance.

NEC officers will provide a monthly emailed report to the NEC of its discussions and any decisions taken at its meetings. These may be tabled at a full meeting of the NEC as soon as possible if the subjects discussed are sensitive and require the officers to receive information in confidence.

The NEC Chair and Vice Chair can attend all NEC sub-committees with voting powers.

5. Annual Conference

To improve NEC engagement with annual conference;

- NEC officers will meet as required with the CAC Chair at Annual Conference to ensure everyone is fully informed of the issues arising that day and that the business of conference runs as smoothly as possible.
- The CAC Chair will meet regularly with the NEC officers and senior staff in the run up to conference to ensure that the concerns of the NEC and CAC are addressed at the planning stages.
- The CAC Chair will provide regular reports on the work of the CAC and preparations for annual conference to the NEC
- The NEC shall meet daily at Annual Conference. **[Suggested amendment: The NEC shall meet at least twice at Annual Conference. Other meetings to be arranged when there is business to be agreed].**

6. The General Secretary

The General Secretary serves as secretary and is accountable to the NEC. Their respective roles and responsibilities are set out in the Labour Party Rule Book and the NEC Standing Orders.

The NEC delegates the day to day running of the organisation to the General Secretary. The General Secretary is responsible for ensuring effective communication of decisions being taken in the NEC's name. The General Secretary is therefore responsible for:

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- Reporting where decisions have been taken by the General Secretary or NEC Officers on behalf of the NEC and, where significant, the process reviewed by the Audit, Risk and Compliance Committee;
- Presenting the NEC Officers Record of Decisions as part of the Officer's report for the purposes of formally minuting as an endorsement of them at meetings of the NEC;
- Along with the relevant Chairs, relaying issues of importance from the Organisation Committee and Disputes Panel to the full NEC;
- Publicising any public statements made on behalf of and accepted by the NEC;
- Disseminating any decisions to the NEC taken within the party;
- Providing progress reports to the Business Board on the strategies adopted by the NEC to meet its organisational and financial objectives.

Sub-committee protocol (terms of reference) NEC Organisation Committee

1. Introduction

The Organisation Committee is a sub-committee of the NEC, appointed by the NEC and comprising of NEC members. Any member of the Organisation Committee is entitled to sit on the Disputes Panel.

The Organisation Committee has delegated authority to take decisions on behalf of the NEC. The Organisation Committee exercises this authority in approving the recommendations of the Disputes Panel. In all instances where delegated authority is taken, the decision will be identified and recorded in the minutes, and reported to the full NEC.

All discussion and papers presented to the Committee are confidential and may not be disclosed outside of the NEC membership.

2. Procedures

The Committee's Chair and Vice Chair are elected by, and from, its voting members at the first meeting after the NEC away day. The Secretary of the Committee shall be a staff member appointed by the General Secretary and is responsible, in consultation with the Chair, for drawing up the agenda and preparing the draft minutes. Such minutes will be approved by the Chair of the meeting and then sent to the subsequent meeting of the NEC.

The quorum of the Committee shall be one third of those members entitled to vote (rounded up to the nearest number).

The Committee should meet no less than four times a year, with meetings timetabled well in advance.

The Committee may refer items back to the full NEC if it deems it to be necessary, although the Committee retains its rights of full delegated authority.

The agenda and supporting papers should be sent out at least 5 days in advance of meetings. With the consent of the Chair, papers can be tabled at the meeting. Any tabled papers will be sent to all Committee members including those not in attendance.

Resolutions which are received from local parties but fall outside of the policy commission remit, will be brought to the attention of the Committee.

3. Remit

The Committee has particular remit to ensure the selection of candidates for both local and national elections are executed according to the party's procedures, monitor compliance of the party with relevant government legislation and to implement rule changes as agreed by Annual Conference.

The committee is also responsible for:

- The party and constitution
- Renewal of the party
- Elections
- Ensuring parties are operating effectively throughout the country to the highest standards
- Membership overall
- Investigations
- Conferences
- Electoral law
- Boundaries
- Internal elections and the Committee's commitment to diversity in selection of candidates
- Local government, developing political management, organisation and rules.

In situations of urgency, any decision normally the responsibility of this committee may be taken by the Chair (and if possible the Vice Chair), provided that it is then reported to the subsequent meeting of the committee.

The NEC Disputes Panel is a panel of the NEC Organisation Committee and is responsible for:

- Hearing membership appeals
- re-admission applications
- party disputes and conciliation
- minor investigations and local government appeals where referred to the NEC

The Disputes Panel operates in a quasi-judicial fashion, conducting hearings and interviews around the country where necessary

The Disputes Panel Chair is elected by, and from, its voting members at the first meeting after the NEC away day. The Secretary of the Panel shall be a staff member appointed by the General Secretary.

In situations of urgency, any decision normally the responsibility of this panel may be taken by the Chair (and where appropriate Chair of the Organisation Committee) provided that it is then reported to the subsequent meeting of the panel.

4. Standard Agendas

Organisation Committee:

- Business matters:
Apologies
Previous minutes
Matters arising
Decisions taken under delegated authority
- Reports:
Verbal Disputes Panel Report
Socialist Societies
- Other business:
Dates of future meetings
Any other business

Disputes Panel:

- Business matters:
Apologies
Previous minutes
Matters arising
- Reports:
New matters
Continuing matters
Concluded matters
General Secretary's Suspensions
Auto exclusions
Legal log
- Other business:
Any other business

Audit, Risk and Compliance Committee

Sub-committee protocol (terms of reference)

The Audit, Risk and Compliance Committee is a sub-committee of the NEC, appointed by the NEC and comprising NEC members. As well as having responsibility for existing Audit and Compliance oversight, it is accountable for internal audit procedures providing a systematic approach to risk management in all of the Party's activities.

It shall consist of

- Six NEC members
- Two lay Auditors elected from Annual Conference
- A co-opted member with accountancy and risk management experience background.

Neither the General Secretary nor the Finance Director shall be members, although they will attend at the invitation of the Committee.

The NEC Chair, elected Treasurer and members of the Business Board are not eligible to be members of this Committee. It shall be serviced by a senior member of the Compliance team (or other member of staff designated by the General Secretary), who will be responsible for drawing up the agenda in consultation with the Committee Chair.

The professional and elected auditors will be invited to the Audit, Risk and Compliance Committee meetings. They will have the opportunity to meet the Audit, Risk and Compliance Committee in the absence of party staff, during the year.

The quorum of the Audit, Risk and Compliance Committee shall be a third of its voting members, rounded up to the nearest number.

The Audit, Risk and Compliance Committee should meet no less than three times a year, with meetings time-tabled well in advance. The agenda and supporting papers will be sent out at least 5 days in advance of meetings. The Committee Chair can agree to the tabling of late items.

The minutes of each meeting will be approved by the Chair of the Meeting and submitted to the subsequent meeting of the NEC.

The main objectives of the Audit, Risk and Compliance Committee are to ensure that the Labour Party's financial activities are within the law, and that an effective system of internal control is maintained.

All discussion and papers presented to the Committee are confidential and may not be disclosed outside of the Committee membership without the expressed consent of the Chair of the Committee.

The Committee is responsible for:

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- The appointment of the Professional Auditor and monitoring and reviewing the external auditor's independence, objectivity and effectiveness;
- Discussion with the Professional Auditor, before the audit commences, of the nature and scope of the Audit;
- Reviewing the Auditors' report and the annual financial statements before submission to the NEC;
- Reviewing annually the Standing Financial Instructions;
- Reviewing the party's internal control systems and risk management systems;
- Where its monitoring and review activities reveal cause for concern or scope for improvement to make recommendations to the Business Board and/or NEC on the actions needed to address the issue or make improvements.

The Committee will, *inter alia*, review the adequacy of:

- The party's financial risk register and risk mitigation plans, and the responsibilities for identifying and managing key risks;
- The policies for ensuring that there is compliance with relevant regulatory, legal and similar requirements
- Rules for tendering and the awarding of contracts

The Audit, Risk and Compliance Committee will meet annually with the Business Board as required.

Business Board Protocol (terms of reference)

Terms of Reference and Membership

The NEC Officers Group will constitute the Business Board which will be chaired by the Elected Treasurer. When meeting as the Business Board, this group will be comprised of one additional NEC representative who has formerly served as NEC Chair. No member of the Audit, Risk and Compliance Committee can be a member of the Business Board. The Business Board may from time to time invite an appropriate specialist input to assist it in its role.

The General Secretary shall provide progress reports to the Business Board on the strategies adopted by the NEC to meet its organisational and financial objectives, including the fundraising strategy. The Secretary to the Business Board will be the Director of Finance, who will be responsible for drawing up the agenda in line with these reports and in consultation with the General Secretary and Elected Treasurer. The agenda and papers will be at least 5 days in advance of each meeting. The Elected Treasurer/Business Board Chair will have the authority to agree to the tabling of late papers.

The Business Board has delegated authority to take decisions on behalf of the NEC. Due to the sensitivity of the issues discussed, and to ensure open and fully informed discussion, the minutes and papers of the Business Board are not circulated to the NEC. At least twice a year the Business Board will present a report to the NEC on its activities.

All discussion and papers presented to the Board are confidential and may not be disclosed outside of the Business Board membership.

The Business Board will have oversight of:

- The Annual Budget
- Management accounts (at least quarterly)
- Property
- Personnel
- The Superannuation Scheme
- Current legal issues that are not the responsibility of the Organisation Committee
- Membership
- Bank overdraft

The Business Board will be responsible for:

- The acquisition, disposal or change of use of land and/or buildings;
- To agree action on litigation against or on behalf of the NEC, other than what is in the remit of the Organisation Committee;
- Agreeing the permissibility of donors in accordance with the PPERA.

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In between meetings of the Business Board, the Registered Treasurer will consult regularly with the Elected Treasurer, on matters which require them to make use of their delegated power to discharge the functions of the committee. The Elected Treasurer will receive monthly monitoring of management accounts and cash flow forecasts and shall be consulted on expenditure over £100,000.

Nothing in these terms of reference supersedes the authority and legal position of the Registered Treasurer, under the Political Parties, Elections and Referendums Act 2000.

The Business Board will meet annually with the Audit, Risk and Compliance Committee as required.

Sub-committee protocol (terms of reference) NEC Equalities Committee

1. Introduction

The NEC is committed to ensuring that the Labour Party reflects the communities it serves and that Labour Party policy, practices and procedures enshrine principles of equality, inclusion and diversity. The Equalities Committee is a sub-committee of the NEC, appointed by the NEC and comprising NEC members. In addition, non-voting members may be co-opted by the Committee to represent the views of disabled, ethnic minority, lesbian, gay, bisexual and transgender (LGBT) members, Trade Union equalities officers, or any other group as decided by the members.

2. Procedures

The Committee's Chair and Vice Chairs are elected by, and from, its voting members at the first meeting after the NEC away day. There will be 5 Vice Chairs: Vice Chair (Women), Vice Chair (LGBT), Vice Chair (BAME), Vice Chair (Disability) and Vice Chair (Youth). The Secretary of the Committee shall be a staff member appointed by the General Secretary and is responsible, in consultation with the Chair, for drawing up the agenda and preparing the draft minutes. Such minutes will be approved by the Chair of the meeting and then sent to the subsequent meeting of the NEC.

The quorum of the Committee shall be one third of those members entitled to vote (rounded up to the nearest number).

The Committee should meet no less than four times a year, with meetings time-tabled well in advance.

The agenda and supporting papers should be sent out at least 5 days in advance of meetings. With the consent of the Chair, papers can be tabled at the meeting.

All discussion and papers presented to the Committee are confidential and may not be disclosed outside of the NEC membership.

3. Remit

The Committee acts has a particular remit to promote the interests of women, ethnic minority and other appropriate groups, both within the Labour Party and within society, by influencing party and Opposition policy.

The Committee is responsible for:

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- Women's recruitment, retention and participation in the Party in elected office and the development of women's forums at local level;
- Black, Asian and ethnic minority recruitment, retention and participation in the Party;
- Youth recruitment and participation in the Party;
- Liaising with stakeholders in the Party to advance and develop the Party's work with faith communities;
- LGBT representation and participation within the Party;
- Disability access and increased representation and participation of members with disabilities;
- Considering effective Party responses to the Employment Framework Directive based on Article 13 (Treaty of the European Union), European Union Action Programme to Combat Discrimination and other relevant international agreements;
- Responsibility for driving the Party's equality agenda and the development of an inclusive organisation at all levels;
- Link with the Organisation Committee and Young Labour National Committee on issues of age discrimination.
- Developing and overseeing an equality impact assessment process;
- The Equalities Sub-committee may devolve authority to sub-committees to develop particular areas of work, eg Women's Conference.
- Advising on priorities for each equality area.

In situations of urgency, any decision normally the responsibility of this Committee may be taken by the Chair (and if possible the Vice Chairs), provided that it is then reported to the subsequent meeting of the Committee

4. Standard Agendas

- 1 Business matters:
 - 1.1 Apologies
 - 1.2 Minutes
 - 1.3 Matters Arising
 - 1.4 Chairs report on any decision taken between committees
- 2 Shadow Government Update
 - 2.1 Reports from the Shadow Minister(s) for Women and other relevant shadow equalities Ministers
- 3 Reports
 - 3.1 National Women's Officer
 - 3.2 Other key stakeholders
- 4 Other business
 - 4.1 Dates of future meetings
 - 4.2 Other business previously reported to the chair.

Joint Policy Committee

Sub-committee protocol (terms of reference)

Terms of Reference and Membership

The NEC is custodian of the policy of the Labour Party. The Joint Policy Committee (JPC) is responsible for the oversight of the National Policy Forum and Policy Commissions in producing a rolling programme for submission to Party Conference as set out in the constitutional rules of the party Clause VIII 3 J and its work will be reported to the full NEC at its meetings

Joint Policy Committee to oversee the National Policy Forum and the Policy Commissions in producing a rolling programme for submission to Party conference.

The JPC acts as the steering group for the National Policy Forum (NPF). Jointly co-convened by the Leader and the NEC Co-convenor, the JPC is made up of members of the Shadow Cabinet, the National Executive Committee (NEC) and the NPF. It provides a link with all sections of the party, steering the NPF's work and setting priorities and debates.

The NPF Officers will meet as necessary to determine priorities for the JPC and set business for meetings. The NPF Officers include the JPC co-convenors, the NPF Chair and the three NPF vice chairs (elected representatives section, affiliates section and constituency section).

The NPF Chair, with the NPF Officers, is responsible for: ensuring the NPF considers the issues chosen by Annual Conference through the Policy Ballot and that the work of the policy commissions in taking forward these issues is fully reported to the following year's Conference; for the work programme of the NPF; taking decisions as necessary on behalf of the NPF; and for facilitating communications between the NPF, JPC and NEC. The NPF Chair will work with the party staff to ensure the decisions of the NPF Officers and JPC are taken forward and provide regular progress reports on the work of the NPF to the NEC.

The JPC Co-convenors and NPF Chair are responsible for ensuring meetings of the JPC and NPF are conducted in an open, constructive and friendly manner, and for ensuring a strong and effective working relationship between the NPF, the NEC, the party staff and the PLP.

The Deputy Leader will deputise as necessary for the Leader in his role on the JPC and can report to the JPC on co-ordinating the work of party and official Opposition. The NPF Chair is responsible for ensuring the engagement of shadow ministers in the work of the NPF over the course of the policy development cycle.

The NEC Chair and Vice Chair shall be members of the JPC to ensure the work of the JPC and NPF is co-ordinated with that of the NEC. The papers for the JPC will be circulated to the full NEC. The work of the NPF and JPC will be reported to the full NEC at its meetings. Regular reports on the work of the policy commissions will be circulated with the NEC papers. NEC

resolutions which are referred to the relevant policy commissions will be placed on the agenda for discussion at the next appropriate meeting of the commission. The NEC movers and seconders shall be invited to participate in the commission's discussions.

The membership of the Joint Policy Committee is as follows:

NEC

NEC policy commission co-convenors (8)
Co-convenor of the Joint Policy Committee
Chair
Vice-Chair

Shadow Cabinet

Policy commission co-convenors (8)

NPF

NPF Chair
NPF Vice-Chairs (3)
NPF Constituency Representatives (4)
NPF Elected Representatives (2)
NPF Affiliated Representatives (3) 1 to be filled by the socialist societies

Additional Members

Leader (Co-convenor of the Joint Policy Committee)
Deputy Leader
Leader of the EPLP
Leader of the Labour Group at the LGA
Chair of TULO
Chair of the Conference Arrangements Committee (as observer)

NATIONAL EXECUTIVE COMMITTEE STANDING ORDERS

Introduction

The National Executive Committee (NEC) is the ruling body of the Labour Party between Annual Conferences. It is charged with the responsibility to ensure that decisions made at Annual Conference are carried out, and alterations to the party's rules and constitution are notified to the appropriate party bodies.

Between annual party conferences the NEC will take decisions on new matters that require resolution prior to the next conference.

The NEC will ensure that the party's policies and campaigns are promoted, and the constitution is adhered to, and are charged with the responsibility to work with the General Secretary and the party staff on its implementation.

1 Annual Meeting

The Annual Meeting of the National Executive Committee (NEC) will be held during Annual Conference, and their powers commence from the close of Annual Conference. All members elected to the NEC shall be notified of the time, date and venue of the Annual Meeting. The Annual Meeting notice shall state the business to be conducted.

2 Ordinary Meetings

Ordinary meetings shall be held on the following regular basis: November, January, March, May, July and September.

At its first meeting or an NEC Awayday following Annual Conference, the NEC will determine the membership of standing committees and to consider plans and priorities for the following year. Ordinary meetings shall be held on the last Tuesday of the agreed months, except where the NEC decide otherwise, for example during Annual Conference.

In each Westminster parliamentary cycle, the NEC will aim to meet at least once in Scotland, Wales, Brussels and one of the English regions outside of London, having due regard to resource allocation and time available from members of the NEC.

3 Special meetings

The Chair and General Secretary shall call special meetings of the NEC to consider urgent business. At such special meetings the business shall be confined to the item(s) stated on the notice of meeting.

On receipt of a written requisition stating the reasons for such request and signed by in excess of 50% of the members of the NEC, the General Secretary shall convene a requisitioned meeting of the NEC at the earliest opportunity. At such a requisitioned meeting of the NEC the business shall be confined to the item(s) stated in the requisition and on the notice of the meeting.

4 Meeting Times

Meetings shall commence at 12.00pm unless otherwise specified. The NEC and its sub-committees shall give due consideration to its members when arranging the dates and times of meetings. Business meetings shall not be held if a quorum is not present within 30 minutes of the appointed time; always provided that in special circumstances members present may agree to transact pressing business subject to the ratification of the proceedings by the next quorate meeting.

5 Quorum

The quorum for business meetings of the NEC and its committees shall be 33% rounded up to the nearest number of those members entitled to vote in attendance.

6 Entitlement to Attend

All elected members of the NEC are entitled to attend and vote at the business meetings of the NEC. The General Secretary will act as Secretary to the NEC and other party staff may be required to attend NEC meetings to service and report to meetings, but without voting rights. Aside from arrangements where attendance to report has been included, there will be no other attendance, including observer status. Observers can only be invited to NEC sub-committee meetings with the approval of the chair of the relevant meeting, with no voting rights. Observers do not have speaking rights unless in exceptional circumstances at the discretion of the Chair.

7 Chair

The NEC will elect at its annual meeting a chair and vice-chair of the NEC. Those elected to these positions shall act in that capacity throughout the year commensurate from the close of Annual Conference, and shall also act as chair and vice chair of the subsequent annual session of party conference and any special sessions of party conference during the course of the year.

The NEC shall also elect during the course of the year a panel of three assistant chairs who, together with the vice-chair, shall assist the chair in the conduct of party conference. These assistant chairs shall be elected by the whole of the NEC with each one coming from the representatives on the NEC from the following Divisions:

- one from Divisions I and II;
- one from Division III;
- one from Divisions IV and V.

The decision as to who shall chair particular sessions of the conference will be taken by the chair of the NEC, after consultation with the members of the panel of Chairs.

8 NEC Business

The NEC will elect its standing committees as required.

All Committees of the NEC shall be subject to timing and time limitations as laid down by the NEC from time to time.

The NEC will delegate powers to its standing committees as it sees fit, and in such circumstances the decision of the standing committee shall be final.

NEC members shall receive appropriate circulation of papers a minimum of three days prior to any meeting. Members of the NEC wishing to notify of additional items must do so at least one week prior to the meeting concerned.

Any emergency items, whether from the General Secretary or from a member of the NEC, must be cleared with the Chair before inclusion on the agenda.

9 Notice of Motion

Resolutions on policy issues shall be referred to the appropriate policy commission(s) and any action taken included in the National Policy Forum's Annual Report to Conference.

Resolutions on party organisation and campaigns shall be referred to the appropriate committee. Any recommendation will be based on the existing position. Where there is no existing position, but a need to react to developments, the NEC or relevant Committee shall decide on an appropriate response.

Motions for discussion shall be made available to those entitled to attend with the notice and agenda of the relevant committee.

10 Discussion of Motion

Any motion included at the NEC meeting as agreed by the Chair cannot be discussed at the meeting until it has been moved and seconded.

Speakers shall address the chair and shall only speak once on any motion or amendment taken from the floor except by permission of the chair, provided that the mover of a motion or an amendment may reply to the discussion without introducing new matter for debate; such reply shall close the discussion. No speaker shall be allowed more than three minutes, unless agreed by the meeting to be 'further heard' for a specific period.

11 Procedural Motions

A motion of 'next business' shall not be taken until the mover and seconder of a motion have been heard.

Any motion 'of next business', 'that the vote be taken', 'to adjourn', shall be moved, seconded and put to the vote without discussion.

Any breach of or question to the rules or standing orders may be raised by a member rising to a point of order. The chair's ruling on any point arising from the rules or standing orders is final. Such a challenge shall be moved and seconded and put to the meeting without discussion and will only be carried with the support of two-thirds of the members present.

12 Motion to rescind resolution

Any motion to rescind a resolution of this body shall not be valid within three months from the date on which the resolution was carried. Notice of a rescinding motion must be given in writing and made available to those entitled to attend the relevant meeting as determined in line with rule 9 above.

13 Voting on Motions and NEC Recommendations

Voting shall be by show of hands except where the meeting decides otherwise.

In the event of there being an equality of votes on any matter decided by a show of hands, the chair may give a casting vote provided that s/he has not used an ordinary vote. If the chair does not wish to give a casting vote, the motion/NEC recommendation is not carried.

14 Ballot votes

The election of officers, committees, and representatives of the NEC shall be by show of hands except where the meeting decides otherwise.

In the event of a tie the chair shall not have a casting vote. If appropriate the ballot shall be retaken and in the event of a continual tie lots may be drawn.

15 Miscellaneous

Party meetings and events shall be conducted in a friendly and orderly manner and organised in such a way as to maximise participation by members including by giving due consideration to the date and times of meetings.

No member shall be precluded from attendance because they cannot gain access to the meeting place for any reason. Harassment and intimidation of any member is unacceptable as is any form of discrimination.

All standing committees of the NEC shall act in accordance with the rules and standing orders of the NEC.

The annual aims and objectives of the NEC shall be contained in a guidance note.

The Labour Party

The general provisions and rules of the Labour Party shall apply to the NEC. No alterations shall be made to the standing orders of the NEC except at an annual or special meeting called for this purpose and carried with the support of two-thirds of the members present.

Guidance note for NEC members speaking to the media about NEC business

1. Nothing in this code will be used in an attempt to suppress or silence debate on the NEC or to restrict the right of NEC members to express publicly their views, within the existing rules of the Labour Party.
2. Notwithstanding (1) above, NEC members agree to respect any confidential discussions at or reports to the NEC, to do nothing which will aid our political opponents and to avoid undermining public confidence in the integrity and honesty of party staff, other NEC members and Labour Party members generally. Party staff attending NEC discussions agree to be bound by similar undertakings.
3. Outside NEC meetings, members should avoid discussion of staff issues, individual members of staff, and confidential information relating to party finances, membership or election planning.
4. NEC members agree to inform the Labour Party press office, and to seek their advice when appropriate, before discussing NEC business with the media. The press office will make available contact numbers for the press office which will seek response within 30 minutes to NEC inquiries.
5. NEC members expect that the Labour Party press office will offer any such advice freely and without prejudice but recognise that the press office will be expected to promote the views of the NEC as a whole.
6. NEC members should try to avoid going head to head with another NEC member and, where possible, with another member of the Labour party on NEC business.
7. NEC members agree that any discussion about a breach of any aspect of this code of conduct will be a matter, in the first instance, of a confidential discussion at the NEC itself. Without in any way diminishing the powers of the NEC itself, NEC members further recognise that no aspect of this code of conduct affects either the scope or interpretation of the party's existing disciplinary rules and no breach of this code can be constituted as a disciplinary offence except in so far as it would be such an offence regardless of this code.