

HOUSE OF LORDS APPOINTMENTS COMMISSION

Vetting of party-political nominees

Guidelines for Party Chairmen

Introduction

1. The House of Lords Appointments Commission is responsible for the vetting for propriety of party-political nominees to the House of Lords. To carry out this task, the Commission needs accurate, detailed information from both the political party and the nominee. The Commission asks that the following documents are completed for each nominee:
 - a Party Chairman's certificate;
 - a Detailed citation; and
 - a Nominee's signed consent form.

Party Chairman's certificate

2. A separate certificate should be completed for each nominee.
3. The Party Chairman's certificate confirms that all the necessary enquiries in connection to the nomination have been made. It also confirms that the nomination is not connected in any way to a donation, loan or other financial arrangement between the individual and the party. The model wording to be used in the certificate is set out in annex A. Paragraphs three and four of the certificate should not be altered; if the Chairman cannot certify that these statements are true, the Commission will decline to vet the nomination.
4. The Commission must be made aware of all donations, loans and credit arrangements made to or with the party whether or not such donations or loans were declarable to the Electoral Commission and regardless of when they were made. This requirement covers all donations (in money or in kind), loans or credit arrangements whether given directly or indirectly, for example by a business or trust over which the nominee exercises significant direction, or by a trade union of which the nominee was an office holder or major supporter. Donations, loans and credit agreements made by close family members should also be included.
5. The Party Chairman must confirm that the nomination is not connected to any past, current or future donation, loan or credit arrangement with the party. The Chairman must also confirm that the nomination is not in any way related to a past, current or future financial relationship between the nominee and a senior party member. A senior party member would be an individual who has, or could be expected to have, influence or decision-making powers within the party.

6. Where donations, loans or credit arrangements have been made, either directly or indirectly, an annex should be attached to the certificate indicating their value and, in relation to loans and credit arrangements, the terms of the agreement including interest rates and repayment periods. In instances where a donation has been made in kind, an estimated value of the donation should be given. Where donations have been made indirectly, details should be provided of the nominee's relationship with the person or body that made the donation.
7. Where a financial relationship exists between the nominee and a senior party member, an annex should be provided outlining the nature of the relationship and level of any remuneration/financial support. An example of a financial relationship may include the employment of a senior party member by a company where the nominee would be expected to exercise significant direction.
8. The Commission also expects the party to ensure that the nominee is resident in the UK for tax purposes and that he or she intends to remain so. The Commission will decline to vet any nominee who is not currently resident in the UK for tax purposes.

Citation

9. The citation should be a detailed account of why the party is putting forward the nominee for a peerage. This information is particularly important for those nominees who have been large donors or lenders to the party.

Nominee's consent form

10. The nominee signs a consent form which authorises the Commission to make inquiries in relation to the nomination. The form also asks nominees to provide information regarding donations, loans, credit arrangements and relationships with senior party members. It asks them to confirm that they are resident in the UK for tax purposes and that they intend to remain so.

Further enquiries

11. While the Commission hopes that the detailed information it has requested will be sufficient for its purpose, it may from time to time wish to discuss aspects of the nomination with either party officials or the nominee.

House of Lords Appointments Commission

Model wording for Party Chairman's Certificates

PLEASE ENSURE YOU HAVE READ THE ACCOMPANYING GUIDANCE BEFORE COMPLETING THE CERTIFICATE

The conditions set out in paragraphs 3 and 4 of the certificate must be met for each nominee. If they are not, the Commission will decline to vet the nomination.

Model Wording if nothing to declare

Name of nominee

I have carried out all the necessary enquiries in connection with the recommendation and I can certify as far as I am aware from the result of those enquiries that:

1. The individual has not made a donation or loan to, or entered into a credit arrangement with, the party or a political fund. This includes both direct and indirect donations. No close family member of the nominee has entered into such a transaction.
2. There is no financial relationship between the nominee or a close member of his or her family and any senior party member.
3. The recommendation is not connected, directly or indirectly, with any donation loan or credit arrangement, or the expectation of such with the party, a political fund or senior party members.
4. The nominee is resident in the United Kingdom for tax purposes and intends to remain so.

Signed: _____ Party Chairman Date _____

Alternative wording for paragraph (1) if there has been a donation/loan/credit arrangement

1. The individual (or a close member of his or her family) has made a donation/loan/credit arrangement, either directly or indirectly, to the party or political fund. The nature and level of this contribution and the terms of any loans or credit arrangements are set out in the attached annex.

Alternative wording for paragraph (2) if there has been a financial relationship with a senior party member

2. There is a financial relationship between the nominee (or a close member of his or her family) and a senior party member. The nature of this relationship is set out in the attached annex.