

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

The vetting report and Commission's advice

1. The Secretariat produces a vetting report for each nominee, which takes a standard format. Copies are saved in the drive.



The report records responses from departments and agencies and includes a summary of any issues arising in the public searches which might have a bearing on the Commission's criteria. It includes the outcomes of the various formal probity checks.

2. Commission members are invited to view the vetting reports ahead of a meeting of the full Commission, where they will take decisions.
3. For party political nominations, if the Commission is unable to support any names the Secretariat will firstly contact the party in question and offer them the chance to withdraw these and substitute alternative names. If they do so, vetting should be carried out on the new names. If the Commission is unable to support any of the substitutes the party is not offered a chance to substitute again.
4. Once the Commission has reached a decision on the names, the advice letter to the PM must be signed by the Chairman. Given the policy of allowing substitutions, this letter usually just lists those that the Commission can support. However, the letter may draw the PM's attention to any issues the Commission thinks are likely to attract negative or adverse comments but which fall short of a failure to meet a probity check. The letter should then be scanned and emailed to the PM's Principal Private Secretary.

The Report

The report for each individual should use the following format::

Report by the HOLAC Secretariat on the outcome of the vetting process for

Ms. XXX

Reference

Recommended For: Life Peerage

Name:

Address:

Date of birth:

Place of birth:

Nationality: British

Residence: Yes
(for tax purposes)

Proposed by: The Rt. Hon.

Grounds for recommendation: Party-political peerage

Citation: Attached

1. Checks with Agencies and Government Departments

Metropolitan Police Nil return

[REDACTED] **[REDACTED]**

Honours & Appt Sec Nil return

HMRC Nil return

Nil returns also received from [...]

2. Electoral Commission website

No record of any donations or loans. *[Default wording for no donations; alternatively, record the value of any donations or loans as necessary and the year in which they were given].*

3. [REDACTED] Media [REDACTED] searches

XXX has a high/ moderate/ low profile [REDACTED]
[REDACTED] his/her role as YYY.

[Example paragraph openings:]

In 2003, XXX was [REDACTED] for YYY

In April 2005, a report by ZZ Select Committee found XXX to have...

[Be as specific and extensive or as brief as warranted by the seriousness or complexity of the issues. Part 3 of Reports tends not to be longer than a side of A4 unless complex issues need explanation. Sequences of events should be reported chronologically with a clear statement of the outcome [if possible] e.g. the individual's resignation from a post or exoneration from a particular charge.]

[Finish with a paragraph about the individual's spouse]

Similar searches were conducted on her husband ZZZ, who has no [REDACTED]
[REDACTED]

CONTACTS - MAY 2019

Police: [REDACTED]

MI5: [REDACTED]

HMRC: [REDACTED]
[REDACTED]

DWP: [REDACTED]