GUIDE TO COMPLETING THE VETTING PROCESS

Departmental vetting: issuing requests / returns

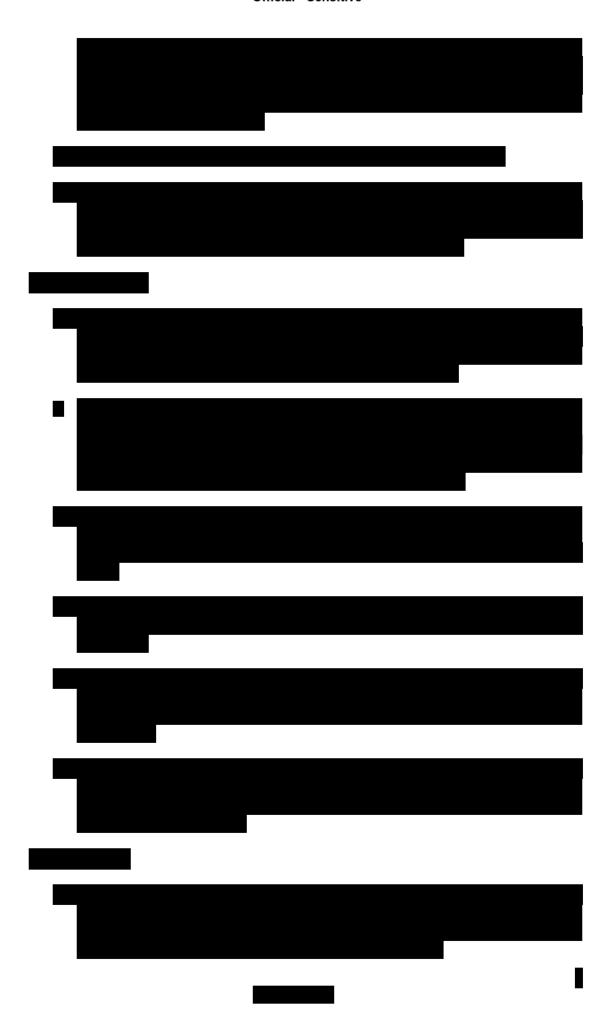
- The vetting process is designed to ensure that any potential nominee to the House of Lords will not bring the House into disrepute. By conducting the checks that we do, we seek to ensure that there are no propriety issues with any of the individuals involved.
- 2. The Commission receives vetting requests for party-political nominees and Prime Minister's exceptions in writing. For each nominee, there should be:
 - A completed consent form;
 - A party chairman's certificate;
 - A citation from the party leader or chairman setting out the individual's biography and the reasons for nomination.
- 3. Using the biographical information provided in the citation, along with a general internet search about the individual, to select which departments and agencies to approach for each nominee. HOLAC approaches its main five vetting agencies for **all** nominees (HOLAC approaches its main five vetting agencies for **all** nominees (HOLAC approaches its main five vetting agencies for **all** nominees (HOLAC approaches its main five vetting agencies for **all** nominees (HOLAC approaches its main five vetting agencies for **all** nominees (HOLAC approaches its main five vetting agencies for **all** nominees (HOLAC approaches its main five vetting agencies for **all** nominees (HOLAC approaches its main five vetting agencies for **all** nominees (HOLAC approaches its main five vetting agencies for **all** nominees (HOLAC approaches its main five vetting agencies for **all** nominees (HOLAC approaches its main five vetting agencies for **all** nominees (HOLAC approaches its main five vetting agencies for **all** nominees (HOLAC approaches its main five vetting agencies for **all** nominees (HOLAC approaches its main five vetting agencies for **all** nominees (HOLAC approaches its main five vetting agencies for **all** nominees (HOLAC approaches its main five vetting agencies for **all** nominees (HOLAC approaches its main five vetting agencies for **all** nominees (HOLAC approaches its main five vetting agencies for **all** nominees (HOLAC approaches its main five vetting agencies for **all** nominees (HOLAC approaches its main five vetting agencies for **all** nominees (HOLAC approaches its main five vetting agencies for **all** nominees (HOLAC approaches its main five vetting agencies for all nominees (HOLAC approaches its main five vetting agencies for all nominees (HOLAC approaches its main five vetting agencies for all nominees (HOLAC approaches its main five vetting agencies for all nominees (HOLAC approaches its main five vetting agencies for all nominees (HOLAC approaches its main five vetting agencies for all nominees (HOLAC approaches its main fi
- 4. For the five main agencies a list of nominees (containing their full names, addresses, and dates of birth) should be provided. In some cases it may be necessary to also send the citations and consent forms. This list should be sent with a covering email.

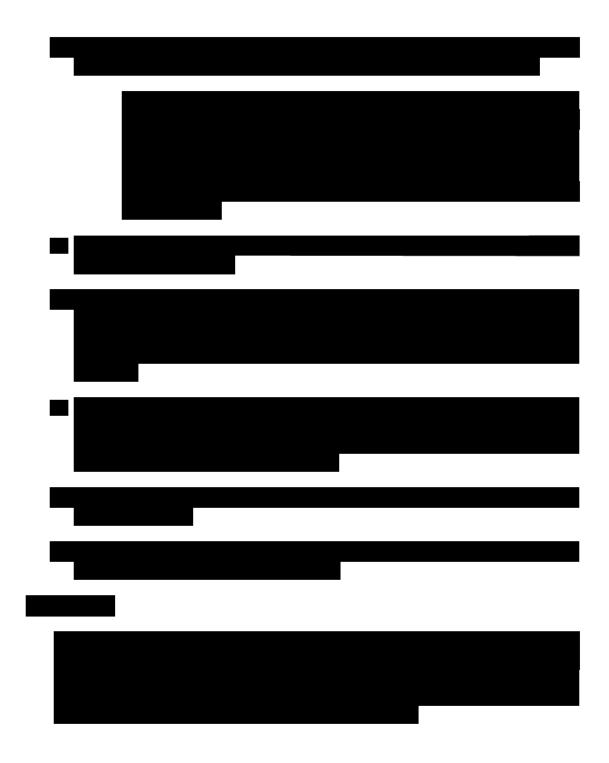


Public searches

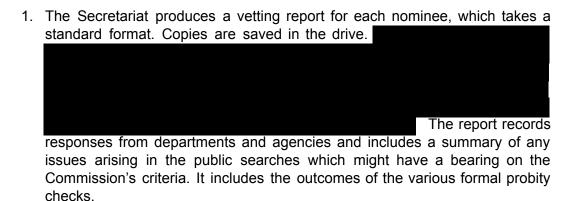
Electoral Commission search

1. Visit the Electoral Commission's Party Election website and carry out a search on their donations.





The vetting report and Commission's advice



- 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.

Official - Sensitive

The Report		
The report for each individual should use the following format::		
Report by the HOLAC Sec	cretariat 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	e Rt. Hon.	
Grounds for recommendation: Party-political peerage		
Citation:	Attached	
Checks with Agencies and Government Departments		
-	·	
Metropolitan Police	Nil return	
Honours & Appt Sec	Nil return	

Electoral Commission website

Nil returns also received from [...]

HMRC

2.

Nil return

Official - Sensitive

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.	Media	searches
	a high/ moderate/ lo is/her role as YYY.	·
[Example	paragraph opening	gs:]
In 2003, X	XXX was	for YYY
In April 20	05, a report by ZZ	Select Committee found XXX to have
complexity unless con chronologi	of the issues. Par plex issues need ically with a clear s	e or as brief as warranted by the seriousness or rt 3 of Reports tends not to be longer than a side of A4 explanation. Sequences of events should be reported statement of the outcome [if possible] e.g. the individual's coneration from a particular charge.]

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

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

CONTACTS - MAY 2019

Police:	
MI5:	
HMRC:	
DWP:	***