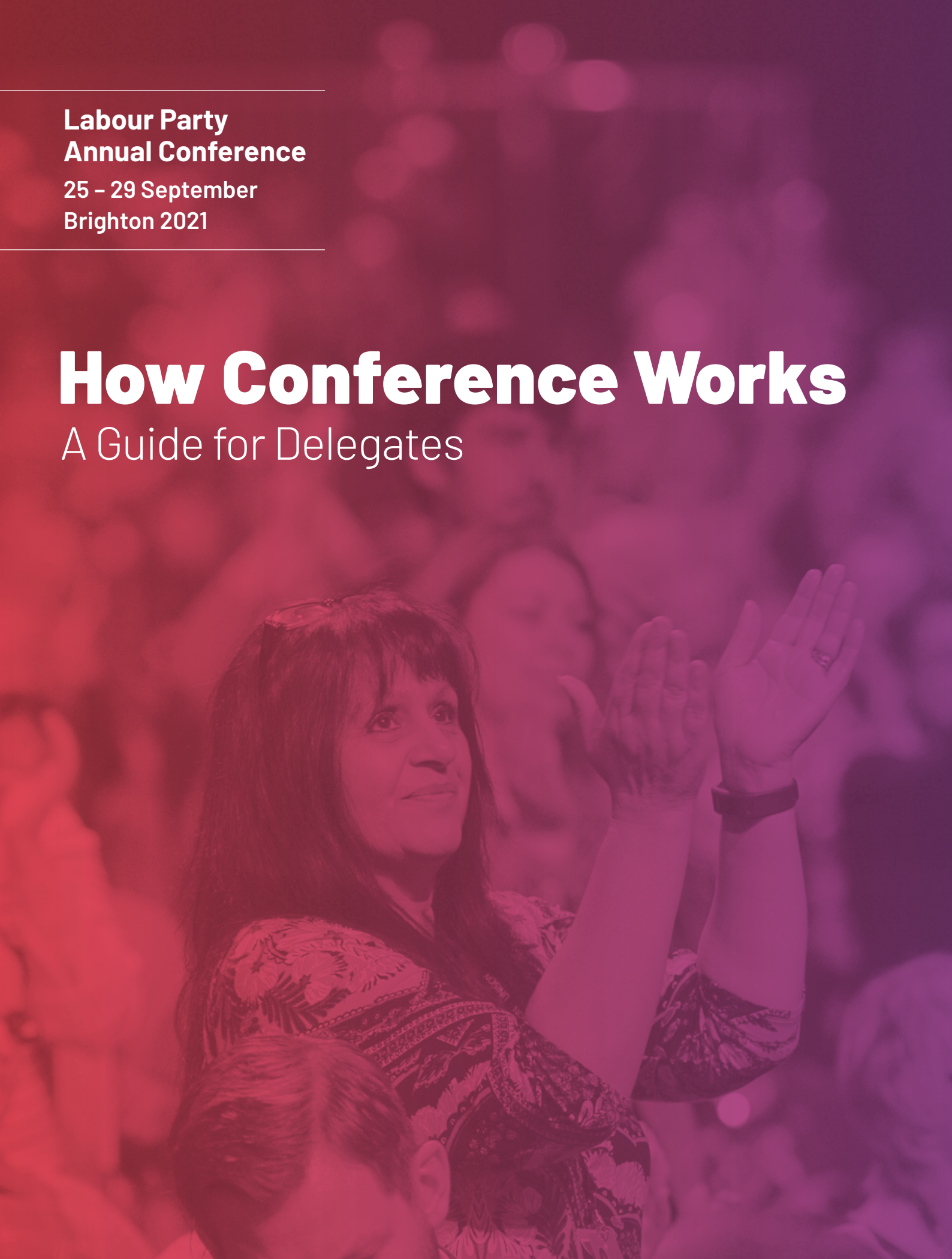

**Labour Party
Annual Conference**

25 – 29 September
Brighton 2021

How Conference Works

A Guide for Delegates



A MESSAGE FROM THE CHAIR OF THE CONFERENCE ARRANGEMENTS COMMITTEE



Dear Colleague

On behalf of the Conference Arrangements Committee (CAC), I am delighted to congratulate you on becoming a delegate to Labour Party Conference 2021. Following the postponement of Annual Conference 2020 due to COVID-19 I am pleased that we are able to plan for an in person conference in 2021, the first with our new Leadership team of Keir Starmer MP and Angela Rayner MP. With many attending as a delegate for the first time, the CAC hope that this guide will help you to get the most from Conference. Please keep an eye out for the Delegate survey after conference and tell us what you think about this document, and the whole of the conference experience, and how it might be improved.

For first-time delegates, this guide aims to provide an understanding of the structure of debates and the procedures adopted at Annual Conference, and for returning delegates it is an update on changes to how Conference works. I hope that you find it useful.

In August, you will receive a number of conference reports by email. These are also available online at <https://labour.org.uk/conference/at-conference/reports-for-conference-2021/> and can be requested in hard copy from cac@labour.org.uk. Accessible versions of the documents are provided to those who have requested them from conferenceservices@labour.org.uk.

The Delegates report sets out the draft timetable and lists the business to be discussed along with details of the CLP constitutional amendments up for consideration by Conference this year. There is a summary of the nominations received for elections to party bodies and, where they are contested, candidates' statements and ballot arrangements. It also includes other essential information on Conference processes and logistics.

You will also receive the Annual report which provides information on the work of the NEC in the past year.

Finally, you will receive the NPF (National Policy Forum) report. This provides details of the policy development work of the Labour Party in the past 12 months. This is an important document. You will find more details about the NPF and policy making on page 15.

At conference, the CAC produce a report for each day that conference is in session and these will be available to delegates as they enter the conference hall. They are also emailed to all delegates at 7am each morning, and available online at <https://labour.org.uk/conference/at-conference/reports-for-conference-2021/>.

The reports contain important information about the day's debates, ballot results and other notices and will be a valuable tool when reporting back to your organisations.

The first CAC report will include the Standing Orders for Party Conference as drawn up by the NEC. Delegates should therefore be aware, that some areas covered in this document may see changes as a result of these Standing Orders.

The CAC will have an office near the conference hall from Friday to Wednesday. If you would like to raise an issue with the CAC please come along to the office and speak to the CAC steward.

The job of the CAC is to ensure the integrity of the policy-making process, and to uphold conference's authority. We also believe that we have an essential role to play in enabling all delegates to get the most out of their conference experience, and I hope that this guide will help do that.

The committee meets throughout the year and works with Party staff and the police to ensure the smooth running and security of conference. Details of the security arrangements are given in the general logistics section at the beginning of this document.

Whether you are a first-time delegate or an old hand, I hope that you enjoy Annual Conference 2021, and I look forward to meeting you in Brighton during the conference.

Best wishes,

Harry Donaldson
Chair of the Conference Arrangements Committee

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COVID SAFETY AT CONFERENCE

The party is ensuring all measures are taken to ensure COVID safety at conference.

You will receive additional guidance on COVID safety with your conference pass when it is issued to you which will help answer any queries.

CONFERENCE ARRANGEMENTS COMMITTEE

What does the CAC do?

Annual Conference is the Labour Party's sovereign decision-making body. The Conference Arrangements Committee (CAC) is the independent guarantor of conference, ensuring that the integrity of the policy-making process is upheld and conference's authority is maintained. The CAC also oversees the logistical arrangements for conference to ensure that all delegates have a safe and enjoyable experience.

The CAC is made up of eight members; one disabled members' elected by both CLP and affiliated organisation delegates at Conference, 2 CLP members elected through an online ballot of all members and 5 members elected by both CLP and affiliated organization delegates at Conference. This year the 5 members of the General section and the 2 CLP members of the CAC are up for election due to the postponement of the Annual Conference 2020.

During conference week, the CAC will be based in the CAC Office in the Brighton Centre, Brighton. The stewards in the waiting area outside the room will be happy to assist delegates with enquiries concerning conference arrangements.

However, delegates can also access general information about Conference from the Labour Party stand.

The CAC produces a daily report to conference which is emailed to all delegates each morning with paper copies also available to delegates as they enter the conference hall at the start of each day's business. If you require this in an accessible format, please contact conferenceservices@labour.org.uk as soon as possible and before Conference begins.

Who are the CAC?

Members: Harry Donaldson (Chair), Emily Rowles, Mick Murphy, Tracey Fussey, Seema Chandwani, Billy Hayes, Lynne Morris, Katrina Murray

Secretary: Anna Hutchinson

Assistant Secretary: Ian Foster

Location: CAC Office – Level 1, Office 2 The Brighton Centre

From the ground floor you can take the lift located at the front and east side of the Brighton Centre up to Level 1. The Office is located directly to your left and the waiting area ahead of you. Alternatively you can go up the east side of the central staircase and walk through Auditorium 2 Exhibition Hall. When you come out of the hall the CAC waiting area and office is located to your right

Contact: CAC@labour.org.uk before and during Conference. The CAC Steward will be available in the Waiting Area next to the CAC Office to answer delegates' queries.

GENERAL CONFERENCE LOGISTICS

Expected hours of Conference

Saturday 25 September	14.30 – 18.00	14.00 – doors open to Conference Hall
	From 6.30pm	Compositing meetings For delegates of CLPs and affiliates successful in the Motions Priorities Ballot. Meeting times and venues will be announced at the end of the Conference session. Start times will be staggered from 6.30 to 8pm. See page 16 for more information.
Sunday 26 September	09:45 – 12.45 14.00 – 17.30 From 18.30	Compositing meetings For delegates of CLPs and affiliates successful in the Motions Priorities Ballot. Meeting times and venues will be announced at the end of the Conference session. Start times will be staggered from 6.30 to 8pm. See page 16 for more information.
Monday 23 September	09.45 – 12.45 14.00 – 17.30	
Tuesday 24 September	09.45 – 12.45 14.00 – 16.30	
Wednesday 25 September	09:00 – 11.30 12:00 – 13.30	Leader's Speech

Will I get a detailed timetable?

This timetable will be subject to change but a draft timetable is printed in the delegates report

The final timetable of conference business will be published in the first CAC report which will be available to delegates as they enter the conference hall, or earlier from the Party stand in The Brighton Centre. . It will also be emailed to all delegates before Conference opens on the first day. Detailed daily timetables are published in subsequent CAC reports to conference.

Who attends Conference ?

Conference is made up of delegates from all the constituent parts of the Labour Party:

- CLPs
- Trade unions
- Socialist societies and other affiliates.

MPs, other elected representatives and parliamentary candidates attend in an ex-officio capacity. In addition, conference is attended by thousands of visitors, observers from sister organisations both here and abroad as well as the press. There are also many observers from commercial and third sector organisations, as well as exhibiting organisations present. It is the Party's biggest and most important annual event. Every effort is made to ensure that delegates are able to contribute as much as possible to the discussions and debates.

CONFERENCE BUSINESS

The Conference agenda will focus on:

- The work of the National Policy Forum (NPF) and the eight policy commissions.
- The work of the National Executive Committee (NEC).
- Emergency motions, where relevant.
- Elections to the National Executive Committee (Trade Unions and Socialist Societies), National Constitutional Committee (Trade Union and CLP Sections), Conference Arrangements Committee (General Section)
- Election of auditors
- Proposed constitutional amendments (rule changes)

What are the NEC reports that will be debated at Conference?

The National Executive Committee (NEC) provides strategic direction to the Party and its members are elected from the various sections of the Labour Party. The NEC maintains and develops Party activity in all areas and at all levels and submits the following to conference:

• NEC Annual Report

This details the organisational work of the Party over the year including finance, membership, campaigning and policy development.

• Rule Changes

The NEC may submit proposed rule changes on organisational matters to conference for decision. In addition, constitutional amendments (proposed rule changes) from CLPs and affiliates may also be submitted to conference. These are published in the Delegates' Report and again in the relevant daily CAC report at Conference.

Debates, speaking and voting

The annual reports of the National Executive Committee (NEC) and the National Policy Forum (NPF), composite motions drawn up from the motions agreed through the Priorities Ballot, motions agreed by Women's Conference and relevant emergency motions will be debated and voted on by Conference.

Debates will be structured around the annual reports of the eight policy commissions (which are included in the NPF Annual Report) as follows:

- the relevant sections of the NPF and policy commission reports will be moved
- any reference backs are moved
- any relevant composite motion(s) will be moved and seconded by the delegates agreed at the compositing meeting

-
- if there is a related emergency motion then it will be moved and seconded
 - there will then be a debate with delegates invited to speak
 - the debate will be replied to by the co-covener of the policy commission
 - at the end of the session a vote will be taken on any reference backs, the documents, composite motions and any emergency motion

What is a reference back?

A reference back gives delegates from CLPs and affiliated organisations the opportunity to refer back a specific section or part of the NPF policy document that is voted on by Conference. If agreed by delegates, the reference back asks the relevant policy commission to review this section.

What a reference back isn't?

A reference back is not the same as an amendment. By passing the reference back the policy commission is not under any obligation to change this section however, they are required to review it.

How does a delegate submit a reference back?

As the NPF policy document is published in advance of conference all organisations have an opportunity to review its contents and debate. If there is disagreement over a certain section the CLP can decide to submit a reference back that will be moved by delegates from that organisation and voted on by Conference.

How does the reference back get moved on Conference floor?

The delegate from the organisation that has submitted it moves the reference back from the podium after being called by the Chair. They will then have one minute to explain which specific section of the document they wish to refer back and the reasons why.

All the reference backs that have been successfully submitted will be presented to all delegates within the CAC report each day.

The co-convenor of the relevant policy commission will move the policy chapter as well as respond to the debate. In this response they will reply to any reference backs.

How will delegates vote on reference backs?

Reference backs will be by hand vote and taken before a final vote on the policy document at the end of the session.

What happens to a reference back once it has been agreed?

If Conference agrees to accept the reference back it will be presented to the relevant policy commission for them to review. Once it has been reviewed and discussed by the commission they will decide whether relevant amends need to be made in the following year's policy document.

Any amends to the report made by the NPF after considering a reference back will be highlighted in the NPF report to the following conference.

- If a CLP or affiliated organisation wishes to Reference Back part of a policy document then these must be submitted prior to Conference.

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- Only one reference back per policy commission from each organisation is permitted with a maximum of four per organisation
 - Reference backs should be submitted to the CAC by 5pm, 13 September using the Reference back form that can be found here. <https://labour.org.uk/conference/visitors/delegate-hub/reference-back-form>
 - Submissions should include:
 - a) Which precise section of the document they wish to refer back; and
 - b) Briefly outline the basis upon which they wish to do so

Reference backs at Conference

- The CAC will print reference backs in the relevant CAC report at Conference.
- Where a delegate moves a Reference Back the Chair will ask them to remain at the lectern and confirm:
 - a) Which precise section of the document they wish to refer back; and
 - b) Briefly outline the basis upon which they wish to do so.
 - c) A time limit of one minute for a reference back will be enforced.
- The Chair will summarise this to Conference and, in the next round of speakers, ask specifically for speakers who may wish to agree or disagree with the Reference Back.
- At the end of the session the Chair will ask if Reference Back is agreed. The Chair will look to agree issues by consensus where possible. If this is not possible the Chair can call a vote. It will be at the Chair's discretion as to whether this is done by show of hands or whether a formal card vote is necessary.
- In the event of a vote being called it will be taken prior to the vote on the whole policy document.
- Where Conference agrees issues to be Referenced Back they will be passed back to the relevant NPF Policy Commission which will be asked to look at them again, formally reporting back on this work in their Annual Report to Conference the following year.

Voting takes place at the end of the session by a show of hands. Where a show of hands is unclear a card vote can be taken having been either requested by delegates or by the decision of the Chair, and the decision of the Chair is final.

Constitutional amendments (rule changes) are always decided by a card vote.

If a card vote is called, the vote is taken immediately. Tellers will pass ballot boxes around the Hall. The Chair will announce the number of the card vote.

Time limits for speakers

During debates, the Chair will request that delegates indicate to show their desire to speak in a particular debate. To ensure that all delegates can be seen by the chair, delegates are politely requested to remain seated and to indicate by raising their hand.

Movers of reports, motions and rule changes will be allowed four minutes, with other speakers from the floor allowed two minutes. A time limit of one minute is enforced for a reference back. The Conference Arrangements Committee will determine appropriate time limits for other speakers to ensure as many delegates are able to speak as possible

Speakers called from the floor will only be permitted to make one speech during Annual Conference 2021 and so if you have already spoken during conference you are politely requested not to indicate to be called a second time.

Qualifications for moving motions

Only fully accredited delegates appointed in accordance with the party rules are entitled to move motions on behalf of their organisations.

Seminars and training events at Annual Conference

There are also a number of training events laid on for delegates on a broad range of subjects. Information on training events is included in the conference magazine.

Card vote booklets and applications for ballot papers

All delegates require a card vote booklet each. CLP delegates should attend their regional briefing on Saturday where their card vote booklet and ballot papers (one per delegation) will be issued to them. Trade Union affiliates' card vote booklets will be given to the individual TU which will distribute them to their delegates and affiliated Socialist Societies' card vote booklets can be collected from the ballot area in the West Bar. Any uncollected card vote booklets and the replacement of lost booklets for CLP and affiliate delegates can be obtained from the ballot area in the West Bar during conference.

A full timetable for each ballot is printed in the first daily CAC report – CAC 1. However, delegates should be aware that the first ballot on the Saturday will be the Priorities ballot to decide the issues for debate during conference. Delegates responsible for casting ballots for their organisation can vote in the ballot area, or use additional ballot boxes in the hall and at Party stand.

Please also note that one ballot paper per ballot is issued to each CLP and affiliate delegation (not one to each delegate). Ballot papers will be issued at the regional briefings. Any card vote booklets or ballot papers that are not collected at Regional briefings can be collected from the ballot area in the West Bar.

Keynote speeches

As always, an important part of annual conference will be Keir Starmer's first Conference speech as Leader of the Labour Party. The Leader's speech will take place on **Wednesday 29 September**.

Other important formal speeches include the international speaker, and speeches from members of the Shadow Cabinet. However, the majority of speaker time is dedicated to delegates who can speak in any of the debates during conference subject to a limit of one speech per delegate.

Access for the Leader's speech

The Leader's Speech will take place on Wednesday 29 September. Delegates are allocated a seat for every Conference session including the Leader's speech. However, delegates are advised to take their seats 30 minutes prior to commencement as empty seats may be allocated to visitors shortly before the speech begins. If you find someone sitting in your allocated seat prior to this time, please speak to a steward or member of staff.

WHAT IS THE NATIONAL POLICY FORUM?

Labour's policy-making process is run through the National Policy Forum (NPF) in partnership with Party members, stakeholders and the wider community.

The NPF is made up of over 200 representatives from across the Labour Party, including members from every UK nation and region, local government, the Parliamentary Labour Party, Labour's National Executive Committee (NEC), and Labour's affiliated trade unions and socialist societies.

NPF Representatives sit on one of eight policy commissions that examine specific policy areas; each commission is co-convened by a Shadow Secretary of State and a member of the NEC.

The current policy commissions are:

- Economy, Business and Trade
- International
- Health and Social Care
- Early Years, Education and Skills
- Justice and Home Affairs
- Housing, Local Government and Transport
- Work, Pensions and Equalities
- Environment, Energy and Culture

CONFERENCE PROCESS

How will motions be dealt with?

The process enables affiliates and CLPs at the 2021 Conference to:-

- Submit motions for debate to be determined in a priorities ballot at the start of Conference
- Participate in the discussions and ongoing work by the Policy Commission if the matter is agreed as a priority issue by Conference

To do this, conference debates and votes upon a selection of the motions that have been submitted by constituency and affiliated organisations.

Conference votes in the '**priorities ballot**' on the Saturday of conference to decide which motions will be debated.

Who can submit a motion?

Each constituency and affiliated organisation may submit to Conference either:

- One constitutional amendment (proposed rule change); OR
- One motion

Please Note, if a Constitutional Amendment is submitted, then a motion cannot be submitted as well unless the organisation wishes to withdraw their Constitutional Amendment and submit a motion instead

What's the deadline for motions?

The deadline for the submission of motions is *5pm on Monday 13 September 2021*. This deadline will be adhered to rigidly.

All motions should be submitted by either the Secretary or Chair of the CLP using the Democracy Portal, found by following the below link.

<https://partynominations.labour.org.uk/>

If there are any issues with your submission you should contact the Assistant Secretary to the CAC by emailing ***cac@labour.org.uk***.

The CAC will also accept emergency motions that must cover an event that has occurred after the closing date for motions. The deadline for emergency motions is 12 noon on Thursday 23 September 2021.

Priorities ballot

Motions agreed by the CAC are entered into the priorities ballot which is held on the Saturday (the opening day) of Conference. The priorities ballot allows delegates to decide which motions will be debated at conference.

The priorities ballot will take place on Saturday 25 September. *Delegates should receive their ballot papers at their regional briefing, the time and location of which can be found in the Delegates Report 2021.*

Both the constituency and the affiliates' sections take part in this ballot, and the results will be determined by the '10 + 10' system. This means that there will be debates on the ten topics that top the poll in each section.

Delegates vote for topics rather than specific motion as more than one motion is usually submitted on each subject.

Issues not selected for debate will be referred to the appropriate Policy Commission after conference so they can be considered as part of the Party's decision-making process, or to the NEC who will report on the action taken.

What happens to topics selected for debate in the priorities ballot?

IMPORTANT: There may be a compositing meeting on Saturday or Sunday evening immediately after conference ends. Delegates should be prepared to attend compositing meetings if their organisation's motion is included in one of the topics agreed for debate.

The result of the priorities ballot will be announced before the end of the conference session on Saturday afternoon. Compositing meetings are held to agree the wording of the topic to be tabled for debate. The wording may only be drawn from the motion submitted on that topic. No new wording can be introduced and the resulting composite. If a delegate does not attend the compositing process then the wording from their motion may not be used in the composite.

COMPOSITING MEETINGS

What is a compositing meeting?

Delegates from CLPs and affiliated organisations whose motions have been successful in the Priorities Ballot are invited to attend. A limit of 2 delegates per CLP / affiliated organisation are admitted to the compositing meeting (subject to covid restrictions). The first two to arrive will be admitted and so larger delegations should agree who will attend the compositing meetings. At the end of the Saturday afternoon session of Conference the Chair will announce the result of the Priorities Ballot and give details of the compositing meeting times and venues.

There will be a compositing meeting for each topic successful in the Priorities Ballot.

The purpose of the compositing meeting is to:

- Agree a composite motion for each topic which will be debated and voted on by Conference
- Agree a Mover and Seconder for the composite motion

The compositing process aims to incorporate the key points from the various motions on the same topic into a single motion - a composite - which can be debated and voted on by Conference.

Only words from the motions may be used to form the composite. No new words can be introduced although some text may be omitted.

Composite meetings are chaired by a member of the Conference Arrangements Committee supported by party staff and policy advisors.

Who can attend a compositing meeting?

- Delegates from CLPs and affiliated organisations whose motions have been successful in the Priorities Ballot – no more than 2 from each.
- The Chair - a member of the Conference Arrangements' Committee
- Policy Officers
- Shadow Cabinet members with responsibility for the policy area, or a member of their team, in an advisory capacity and their political advisor(s).
- Members of the CAC and CAC staff

Only those who entitled to attend the meeting will be allowed to enter the room. Conference security passes will be checked against an attendance list by the stewards.

What happens at the compositing meeting?

1. The Chair opens the meeting and:

- Takes the register to confirm that only 2 eligible delegates from each organisation are present. Once the register has been taken no other delegates will be admitted into the composite meeting.
- Notifies the meeting of any CLP or affiliated organisation which has given notice of non-attendance but which gives consent to the wording of its motion being used in the composite if required.

2. The Chair then outlines the rules for the compositing process:

- The compositing process aims to incorporate the key points from the various motions on the same topic into a single motion composite – which can be debated and voted on by Conference.
- Only words contained in the motions submitted by CLPs and affiliated organisations can be used to draw up the composite, although linking and bridging words may be permitted following consultation with the CAC Chair. New words cannot be introduced and composites should read grammatically. Alterations in tense are permitted.
- Delegates may opt for their motions to stand alone outside the composite but such single motions are unlikely to be timetabled for debate. The meeting may also decide to split up and produce 2 composites.
- Motions from CLPs or affiliated organisations whose delegates fail to attend the meeting cannot be used to form the composite unless specific arrangements have been made with the CAC prior to the meeting, and the Chair made aware of them.

3. Discussion and agreeing a composite

- The Policy Officer is then asked to advise on the broad policy issues relating to the motions and to introduce and distribute a draft composite prepared by the Party. Any alternative drafts prepared by delegate participants in the meeting should also be introduced and distributed at this stage.
- If a member of the Shadow Cabinet or their team is present the Chair may ask them to speak in an advisory capacity.
- Delegates will then discuss the formation of a composite using the words from the various motions in the subject grouping. At this point the wording is 'owned' by the submitting organisations.
- When the composite wording has been decided, the meeting agrees a Mover and Seconder who will speak to Conference during the relevant debate. If there are differing views on the issue amongst the submitting organisations' delegates then the Mover and Seconder

chosen should, as far as possible, reflect these differences.

- A final version of the agreed composite will be produced by the Policy Officer and must be signed by the Mover and Seconder and by the Chair of the compositing meeting. It will then be logged by the Policy Officer with the CAC.
- Once the composite wording has been agreed by the meeting and signed off, no individual CLP or affiliated organisation may remove its words from the composite. In effect, the composite is a new set of words and is “owned” by the Mover appointed by the compositing meeting.
- If the Mover of the composite withdraws support, the composite falls.

Should the Seconder remove support, the composite may go ahead with the support of the Mover and be seconded from the floor of Conference.

What happens to motions that do not meet the criteria?

There is a right of appeal.

Secretaries of CLPs or affiliates whose motion does not meet the stated criteria will receive an email which will set out how their delegate may appeal to the CAC. Affiliates and CLP's whose submissions the CAC considers do not meet the criteria will be invited to attend the CAC by phone or zoom on Monday 20 September. Appeals may be submitted in writing for consideration by the CAC for those affiliates/CLP delegates unable to attend.

Delegates will be informed of the result of the appeal on the evening of 20 September. The CAC's decision is final.

Delegates should contact the CAC Assistant Secretary with any queries – see contact details at the front of this guide.

What is an Emergency Motion?

The CAC will consider emergency motions. These must cover an issue that has arisen after 5pm on 13 September 2021, the closing date for the receipt of motions.

The deadline for emergency motions is 12 noon on Thursday 23 September. Emergency motions must meet the following criteria:

- i. Address issues of immediate and urgent importance to Conference as a whole;
- ii. could not have been submitted through the motions process;
- iii. has not been covered by the NPF report;
- iv. could not have been submitted to the NPF in the ordinary course of its business
- v. does not appear elsewhere on the Conference agenda.

Emergency Motions must be e-mailed to cac@labour.org.uk and must arrive before the deadline.

The CAC will decide whether motions submitted for consideration as ‘emergency motions’ meet the criteria.

How does the decision-making process and voting work at conference?

All reports and documents presented as well as subject areas agreed through the priorities ballot will be debated and voted on.

The CAC will produce a daily report and detailed timetable which will be emailed to delegates each morning, and is also available to delegates as they enter the conference hall and online at **<https://labour.org.uk/conference/at-conference/reports-for-conference-2021>**

Votes on constitutional amendments (rule changes) are always decided by a card vote. Other votes are taken as a show of hands.

A card vote is intended to resolve a position where a show of hands is not decisive, to establish the exact breakdown of votes when the majority is of procedural significance (e.g. two-thirds required) or on a challenge to the Chair. Voting takes place at the end of the session by a show of hands. Where a show of hands is unclear a card vote can be taken having been either requested by delegates or by the decision of the Chair. The decision of the Chair is final.

If a card vote is called the vote is taken immediately so delegates must carry their card vote booklet with them while Conference is in session.

Tellers will pass ballot boxes along each row. Delegates should cast their vote using their card vote booklets by selecting either a YES or NO card for each vote.

Each card vote in the booklet is numbered. The Chair will announce the number of the card vote being taken.

ELECTIONS TO NATIONAL COMMITTEES

The following elections will take place at Conference 2021.

- Auditors
- National Executive Committee - Division I – Trade Unions
- National Executive Committee - Division II – Socialist Societies
- Conference Arrangements Committee – General Section (all delegates)
- National Constitutional Committee – Division I - Trade Union Section
- National Constitutional Committee – Division III - CLPs

Ballots for the above elections take place in the ballot area. The timing of these ballots will be published in the Delegates report and reproduced in the first daily CAC report – CAC1

Conference Passes and Security

Conference passes must be worn and be visible at all times when in the Conference Zone. There will be pass checks at all entrances to the Conference Zone, including the Hilton Hotel. A random search procedure will also be in operation at all times.

Lost or stolen passes should be notified immediately to the Conference Team or to a police officer so they can be deactivated. There will be a charge of £15 for replacement passes.

Here's how you can help:

- do not leave bags unattended
- do not attempt to bring luggage into the Conference Zone
- do bring some photo ID with you to Brighton

Additional security checks or security measures may be put in place if Sussex Police advises the Party these are necessary. Your co-operation with all security measures is greatly appreciated.

Conference Office

The Conference Office is located in the Hilton Brighton Metropole, Cannon Place entrance.

The opening hours are:

Friday 24 September 8am - 7pm

Saturday 25 September 8am - 7pm

Sunday 26 September 8am - 7pm

Monday 27 September - 8am - 7pm

Tuesday 28 September - 8am - 7pm

Wednesday 29 September - 8am - 2pm

Delegates with disabilities

The Brighton Centre is fully accessible. If you would like assistance at Conference please contact the Conference Team in advance on **0345 092 3311** or at **conferenceservices@labour.org.uk** to discuss your requirements, including mobility aids. Our Disability Co-ordinator, will be available throughout Conference and can be contacted on **07545 421 411** from Saturday 25 September. Full details about the facilities and services to assist delegates and visitors with disabilities can be found in the Conference Magazine.

Left Luggage

A self-service left luggage facility will be available on Saturday 25 September and Wednesday 29 September between 8am and 5pm for delegates who need to access the site with luggage. This will be located in the Durham Hall, in the Hilton Brighton Metropole. You **must use** the St Margaret's Place entrance to access the Left Luggage.

Please note, luggage cannot be taken through the hotel via any other entrance, or into the Brighton Centre.

Safeguarding

The Labour Party Safeguarding Policies provide staff, volunteers and members with the overarching principles which guide our approach to safeguarding. Our Safeguarding Code of Conduct outlines the behaviour expected of staff, members and volunteers of the Labour party who engage with or interact with children, young people and Adults at Risk.

Whilst at Annual Conference it is the responsibility of all staff, members and volunteers to ensure that their behaviour complies with the standards detailed in the Code of Conduct. Any person who observes a breach of the Code of Conduct should contact the Safeguarding Unit on **0207 783 1134** or email **safeguarding@labour.org.uk**

The Safeguarding Unit liaises with external organisations and internal teams to ensure that children, young people and adults-at-risk are kept safe, and that any allegations are investigated by the appropriate body. In order to do this, the Unit shares information with a range of safeguarding partners including the Police and Social Care. Any delegate, visitor or member of staff who is subject to a safeguarding concern being raised against them may result in their Conference pass being suspended.

All delegates, visitors and staff are asked to re-familiarise themselves with the Safeguarding Code of Conduct which can be found here; **<https://labour.org.uk/safeguarding/code-of-conduct/>**. More information about safeguarding, including access to e-learning and resources for local activities can be found at The Labour Party Safeguarding Resource Hub here: **<https://labour.org.uk/safeguarding/resource-hub/>**.

Crèche

We provide a full service crèche facility free of charge for all those attending Conference with their children.

The crèche can take children from 4 months to 14 years old.

Your child/children must have a valid credential if they will enter the Conference zone with you at any time. We will ensure your child/children have the same access within the Conference zone as their parent or guardian.

If you have an enquiry about the Crèche facilities please contact Conference Services by emailing **conferenceservices@labour.org.uk**.

Please be aware that places are limited and allocated on a first come first serve basis.
