



**Agenda 2015 -
your part in developing
a One Nation
policy programme**

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This guide will help you and your CLP or organisation get the most out of your policy discussions over the coming weeks and months, and to play an active part in contributing to Labour's policy programme.

You have until 13 June 2014 to submit proposed amendments, and ensure the views of your CLP or organisation are heard.

Policy in the Labour Party is made through a process called **Agenda 2015**. Our Party's structures are designed to involve all party members, CLPs, affiliates and Labour's elected representatives in discussing and developing ideas to go forward to the next general election manifesto. They are also open to input from external stakeholders - such as business, the voluntary sector and the wider community.

Agenda 2015 runs through a four year cycle, with consultation and discussion on key topical issues and long terms challenges throughout. We are now at the beginning of the fourth year of the current cycle.

The policy consultation papers which follow have been developed not just through detailed discussion over the last few months, but through the work carried out by the **National Policy Forum (NPF)** and **policy commissions** since 2010. This work has been informed by over 2000 submissions, in particular over 1800 received through the **Your Britain** website since its launch in November 2012.

These papers will ultimately, following consultation, discussion by the NPF, and adoption by Annual Conference, become Labour's official policy programme, and a foundation for our manifesto in 2015.

CLPs, elected representatives, candidates and affiliated organisations are all encouraged to take this opportunity to help shape Labour's One Nation policy agenda.

The consultation process

The publication of the final year policy consultation document marks the start of a process of discussion culminating at Annual Conference, via the following steps:

1. Final year policy consultation papers published on Your Britain.
 2. CLPs and affiliates organise discussions at local level and submit proposed amendments. **Each CLP may submit up to ten amendments in total, and up to four on any one paper.**
 3. NPF representatives will meet on a regional or sectional basis to discuss which amendments to bring forward for discussion at the final NPF meeting. **Each NPF representative may bring forward six amendments in total, and up to three on any one paper.**
 4. The NPF will meet in full to debate the papers and amendments brought forward.
 5. Following debate and a vote at Annual Conference the document agreed will be adopted as Labour's policy programme.
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Timetable

6 March 2014	Consultation opens
13 June	Deadline for CLPs to submit amendments
27-29 June	NPF representatives consider which amendments to take forward.
18-20 July	NPF meeting: amendments brought forward discussed and settled, final year document agreed.
Sept 2014	Annual Conference votes on policy programme.
Spring 2015	Manifesto agreed at a "Clause V" meeting.

The National Policy Forum

The National Policy Forum, or NPF, is made up of around 200 representatives of CLPs and Labour Party members in the English regions, Scotland and Wales, as well as Labour's affiliates, elected representatives, the Shadow Cabinet and recognised representative groups within the Party.

Members of the NPF sit on one of eight policy commissions, which are responsible for the year round discussion and scrutiny of policy, as well as drafting policy and consultation papers, including those contained in this final year consultation document.

The NPF meets as a whole, usually once per year, to discuss key issues and at appropriate times to agree on papers to go forward to Annual Conference.

This year's NPF meeting will take place 18-20 July 2014. The main business of this meeting will be the discussion and settlement of amendments brought forward by NPF representatives on behalf of members and CLPs in their region, affiliated organisation or section of the Party. Where possible, members of the NPF will seek to reach agreement on the final text of the paper by consensus. Where this proves impossible, votes may take place to settle any outstanding issues.

Finally, the document agreed will go forward to Annual Conference 2014 for discussion and adoption as Labour's policy programme.

You can find out who represents you on the NPF at Yourbritain.org.uk/agenda-2015/npf-presentatives

Making your voice heard

Every CLP is entitled to submit up to ten proposed textual amendments in response to the final year policy consultation (up to four per paper). Affiliated unions and socialist societies may also submit amendments, as can organisations of elected representatives such as the Association of Labour Councillors and the Parliamentary Labour Party, and officially recognised bodies within the party such as BAME Labour, Labour Disabled Members Group, LGBT Labour and others.

Amendments should be developed through consultation and agreement among members of your CLP or organisation. It is vital too that we reach out beyond the Party to make the best use of the knowledge, experience and expertise that exists in our communities and workplaces. So all CLPs and affiliates are urged not just to engage with Party members, but to bring through the views of those who they work with and for locally. You can read more about engaging with communities below.

Ultimately, only CLP secretaries and recognised officials of other organisations may submit textual amendments. However, everyone is entitled to make submissions in response to papers, all of which go forward to NPF representatives and policy commissions for consideration ahead of their discussions at the meeting in July.

The deadline for all amendments and submissions in response to the final year policy consultation is 13 June.

Submitting amendments

The following are able to submit amendments through Your Britain:

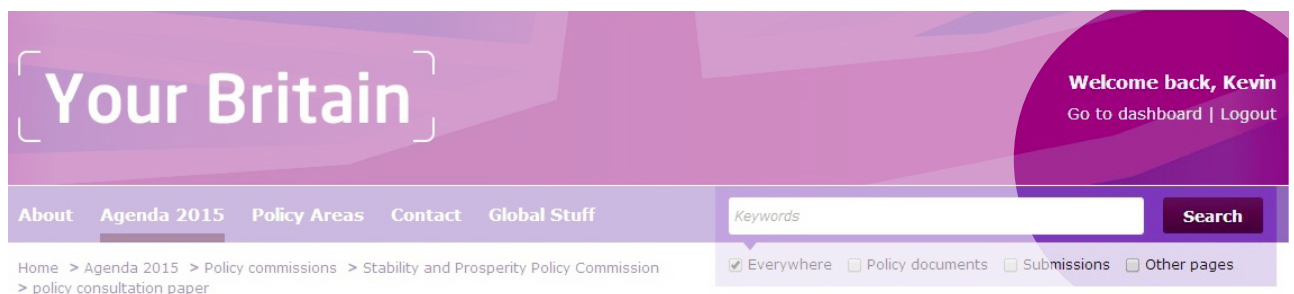
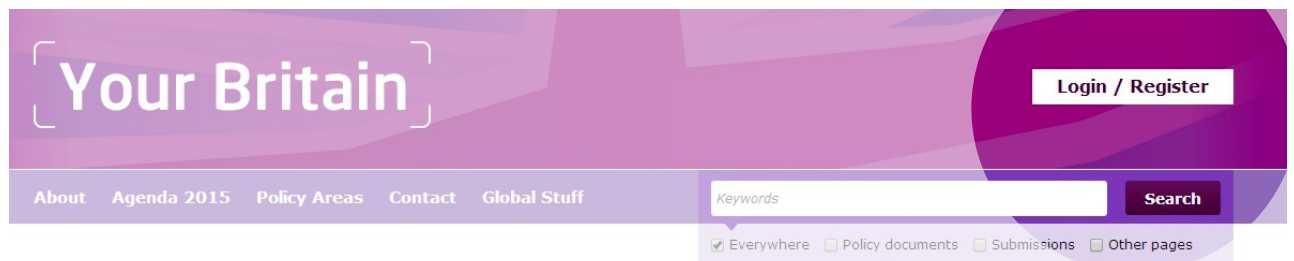
- CLP Secretaries
- General Secretaries and/or nominated officials of affiliated Trade Unions and socialist societies
- Nominated officials of elected and other Party groups (contact yourbritain@labour.org.uk if you wish to check who in your organisation has permission to post amendments)

Through amendments you may propose the removal of existing text and the addition of new text. You do not have to propose new text to replace text you wish to delete, nor do you have to remove existing text to add additional text - amendments can do one or the other, or they can do both.

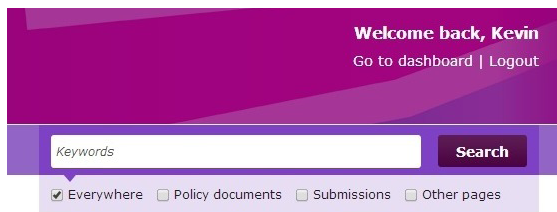
CLP secretaries or nominated officials can submit amendments on behalf of their organisation by following these steps.

Logging in

- Go to yourbritain.org.uk
- Log in - if this is your first visit to Your Britain, use your Labour Party membersnet login details



- Visit the page hosting the document you wish to amend (see “Policy Areas” on the dropdown menu)
- To post an amendment click on the “Amendments” tab on the top right of the page, and then on “Post an amendment”



New amendment

CMS > Content > Blocks > Amendments

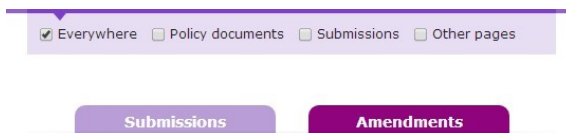
All amendments will go forward to the Policy Commission for consideration ahead of the next stages of our policy development work. Where submissions are shown to have been based on community consultation, or receive a high level of support on Your Britain, submitting bodies may be invited to give evidence in person to the Policy Commission.

Page number

Line number

Page and Line Numbers

- Using the drop down menus, select the page and line number in which the sentence or section you wish to amend begins. Please take care that you select the right page and line number - if your amendment clearly does not correspond to the section selected it may be rejected:



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CMS > Content > Blocks > Amendments

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Page number

Line number

Remove text

B *I* U |

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- 11

Removing text

- If your amendment involves removing existing text from the document then type or copy and paste the text you wish to remove, in its entirety, into the "Remove text" box. If you are using copy and paste, please ensure that any unnecessary spaces, page or line numbering from the PDF are removed prior to clicking submit.

Adding text

- If your amendment involves adding text, whether in addition to current text or to replace removed text, input the text in the "Add text" box.

Notes

- Use the notes box to add any explanatory text as to where your amendment fits within the line - for example, if your intention is to add three words within an already existing sentence, without deleting any other text, explain exactly where it should go here.
- You should also use the notes box to explain how your amendment was reached - for example whether it was agreed at a GC or all-member meeting, or was informed by a local consultation event with members of local community groups, feedback from the doorstep etc. NPF representatives may look at the background to amendments when deciding which to bring forward for discussion.

Submitting your amendment

- Check your amendment, and once you are happy click on the 'submit' button.
- Your NPF reps will be notified of your proposed amendment.
- Your amendment will also be available for other Your Britain users to view, comment on or show their support for.

The screenshot displays a web form for submitting amendments. At the top, there is a 'Line number' dropdown menu with 'Please select' as the current option. Below this are three text input areas, each with a '0 / 200 words' character count and a rich text editor toolbar containing bold (B), italic (I), underline (U), and list (☰) icons. The first box is labeled 'Remove text', the second 'Add text', and the third 'Notes'. At the bottom of the form, there is a 'Submit on behalf' dropdown menu showing 'Head Office CLP'. Two buttons are located at the very bottom: a grey 'Cancel and go back to list' button and a purple 'Submit' button.

Engaging with communities

To develop a policy programme which wins the support of the British public, we must reach out and listen to our communities. We need our policies to come from the challenges, concerns and ideas of the people we aim to represent. This does not come from a handful of people in a meeting; it comes from real conversations on the doorstep, at the school gate, in our workplaces and communities.

Therefore, we want as wide a range of views as possible to feed into our policy making. We can always do more to reach out to charities, community groups, workplaces, businesses and civil society both at a local and national level.

There is no one size fits all approach to community engagement. However, these papers are designed to be a useful basis for local discussion meetings, to which you can invite not only your members, but the kind of groups mentioned above.

A good example of a community consultation meeting may involve some or all of the following:

- Your Labour MP or PPC, and/or local councillors
- Community groups and local residents
- Local business representatives
- Representatives of affiliated trade unions and/or socialist societies
- If you are discussing one specific topic, then relevant locally based experts or practitioners - for example if you hold your discussion on the Health and Care, invite the Chair or Chief Executive of your local NHS Trust and other members of the medical community.

Inviting a Shadow Minister can also be a good way both to boost the profile of your event (and possibly secure local media coverage). Your NPF representatives, regional office, or local Labour MP, will be able to provide advice on who best to approach and how.

Events should be based around the policy documents; these are downloadable as individual papers from yourbritain.org.uk. Use the policy document as a starting point for your discussion. Take notes of the discussions at your event - your amendments should be informed by these conversations.

Organising an event and making amendments

- Decide whether you want to discuss all the documents or just one area with your CLP, branch or group.
 - Contact your regional NPF reps to let them know and ask for support and participation.
 - Identify appropriate local groups, external organisations and affiliates to invite.
 - Set a date and find a venue, send invitations and arrange other logistics. Regional offices and the Policy Development Team may be able to provide advice if you're stuck. If you wish to invite a Shadow Minister then do so early so their availability can be taken into account.
 - Your event could be facilitated by your local Labour MP or PPC, or an NPF representative from your region or organisation.
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There are various models for an event and no one-size fits all approach - however one common format that often works well is outlined below:

1. Introduction to the topic from your MP, Shadow Minister, councillor or NPF representative.
2. Break out into small groups of around 8-10 people. Each group should choose someone to feed back later, and a CLP officer or other organiser to take notes. Any Shadow Ministers, MPs or PPCs present should try to spend time with each group.
3. Reconvene the whole group for feedback.
4. Wrap up from MP, Shadow Minister, councillor or NPF representative:
 - Using collated notes from the breakout groups and the feedback session, sum up any key recurring points.
 - These may include specific amendments that have been suggestion - if so gauge support in the room for any amendments that the CLP may subsequently put forward.
 - Thank everyone for participating and remind them that their views will be going forward along with others from all over the country towards a One Nation policy programme and manifesto for 2015.
5. Ensure your final amendments are agreed by your all-member meeting, GC or EC before submitting them through Your Britain, as outlined above. Remember that each CLP can submit up to ten amendments in total and up to four on any one document.
6. Submit your amendments, and then tell the people who took part about it using the link to them on Your Britain. They can submit supportive comments, and members can click on the "Support" button to show their support. Use social media, such as Twitter (tweet @Your_Britain and #Agenda2015) to publicise your amendments to encourage discussion and comments.

Important: valid amendments

We want all CLPs and affiliates to make the most of this opportunity to feed into our policy programme. Therefore, we would ask that to avoid the possibility of wasting proposed amendments, the following points are borne in mind

A proposed amendment may be unlikely to be taken forward for further discussion (and may even be ruled out of order) if it:

- Addresses a matter of style, format, grammar or presentation only (i.e. where the substantive meaning of the text is not affected).
- Does not relate to a subject within the scope of the consultation paper to which it is submitted. For example, if you wish to submit an amendment which deals with education in the developing world, then it belongs in the Britain's Global Role policy paper, NOT the Education and Children policy paper (which address matters of domestic education policy only). If you are unsure, check the list of cross-cutting issues below, or email yourbritain@labour.org.uk for guidance.
- Proposes an addition or deletion which would cause the section being amended to not make literal sense - for example, deleting half a sentence and leaving the other half intact but senseless. This is likely to occur if you submit an amendment with the wrong page or line number. Always double check before submitting.

Before submitting, please ensure therefore that you have proof read your amendments both as standalone text and within the paragraph or section that you are seeking to amend. Double check that you have got the right page and line number. If you are concerned that it is not immediately clear where your amendment begins, use the notes box to explain.

What happens next

It is the job of National Policy Forum representatives, within their regions and sections, to decide which amendments to take forward for consideration at the final NPF meeting in July. In doing so, representatives should reflect the priorities of the members and organisations they represent, based upon the consultation work they have carried out with members in their region or section.

Each NPF representative is entitled to take forward up to six amendments (three on any one paper) for further discussion. Representatives in each section or region will be asked to meet to decide collectively which amendments should be brought forward, to ensure that the views of their constituencies are represented effectively, and that duplication is avoided.

Cross-cutting areas

There are some policy challenges and issues which span across two or more different areas of work. The Policy Commissions work together to ensure that cross-cutting issues are dealt with across the board and cohesively, including through joint meetings of the economy and society policy commissions. Some issues are mentioned in more than one document.

For administrative purposes and clarity for readers, we aim to keep detailed analysis of and proposals to tackle cross-cutting issues in the same document, even where more than one Policy Commission has been responsible for their discussion. Please make sure that if your amendment relates to one of the following cross-cutting areas, you address it to the document under which it is listed. This list is not exhaustive, and if you have a query about a cross-cutting issue you do not see below, please email yourbritain@labour.org.uk.

Stability and Prosperity

- Banking and financial services
- Deficit reduction
- Low-carbon economy
- Taxation

Work and Business

- Benefits and social security
- High pay
- Job creation
- Low pay, the National Minimum Wage and Living Wage
- Pensions
- Rights at work
- Small business

Living Standards and Sustainability

- Agriculture and food policy (production)
- Animal welfare
- Cutting carbon emissions
- Energy policy and the energy market
- Energy security
- The environment
- Public transport (local and national)
- Rural communities

Stronger, Safer Communities

Crime and anti-social behaviour
Housing
Immigration
Local government structures and finance
Media
Planning
Preventing extremism and terrorism in Britain
The Arts
Sport

Education and Children

Childcare
Healthy schools
Higher education and universities
Lifelong learning
Skills and apprenticeships

Health and Care

Active lifestyles
Carers
Healthy eating
Public health
Social Care

Better Politics

Devolution
Equalities
Political reform

Britain's Global Role

Defence
International action on climate change
International development

Support

We understand that there may be questions or that you may need more support during this process.

For queries about the Your Britain website or the Agenda 2015 process and/or feedback,
email: yourbritain@labour.org.uk.

To find out who represents you on the National Policy Forum, visit
Yourbritain.org.uk/agenda-2015/npf-representatives
