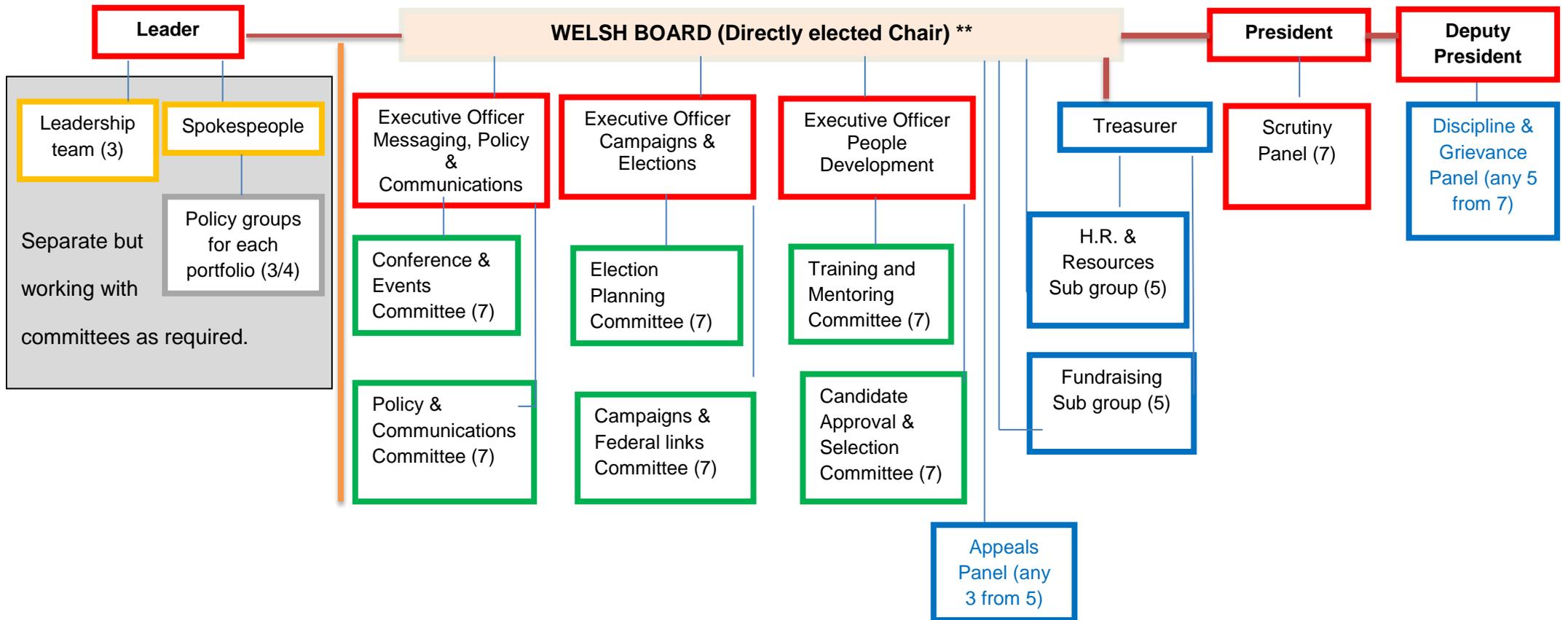


Conference remains the sovereign governing body which decides policy, constitution, party structures, etc.



**** Welsh Board – Leader, President, Deputy President, Directors x 3 (all directly elected by members.). Treasurer, Spokespeople Rep (elected by and from their group), Councillors Rep (elected by and from WLD Councillors), 3 members directly elected by and from membership at large.**

KEY

Elected by membership **Appointed by leader** **Appointed by leader & spokespeople** **Appointed by board via application / selection process**
Majority of members elected by membership / relevant group, with element of co-optation according to skill set

Numbers in brackets give numbers for each group.

This is an outline of the proposed new structure and responsibilities. The full details can be found in the proposed draft constitution and its annexes. Members are asked to approve the overall structure on the basis that there may be a need for further minor changes as we move to implementation stage and that the structure will be reviewed after it has been in place for a year. The new structure will begin to take effect from January 2019 following elections in October 2018. A report will therefore be brought to Spring 2020 Conference updating members as to progress and any issues as well as any recommended changes.

This suggested structure has come about following months of consultation with committees and members in general. Where current committee have been split it is to enable each element to concentrate more closely on specific matters and encourage every member of each committee to take on a specific role.

Guiding Principles

- Finance, Communication and Diversity should be strategic themes running across every group.
- The overarching driving force must be campaigning to win, getting our message across effectively, increasing membership and winning votes and seats at all levels of government. Every other aspect of the party's operation must hold that in mind.
- Sub groups will need to work together across themes e.g. policy and messaging is integral to campaigning, candidates and elections are linked.
- Officers and committees / sub groups will have set responsibilities and a scrutiny mechanism will be in place to ensure that they fulfil their roles.
- There must be more cross committee working and co-operation than previously.

The Leader - will continue to be elected by the whole membership under the revised selection rules established last year.

Spokespeople - Will be appointed by the leader. They will be expected to keep abreast of developments within their portfolio, look to develop policy ideas within those areas to present to conference, be pro-active with regards to the media, and represent the party at events as appropriate.

As part of their role they will be encouraged to pull together a small teams of people with particular knowledge of or interest in their portfolio to help with research and the pulling together of policy ideas which could provide strong campaigning opportunities for the party. A definitive number will not be put on how many spokespeople may be appointed, and they may come from amongst elected Parliamentarians or the general membership as appropriate.

Leadership team – will be appointed by the leader. Their role will be to advise and support the leader in shaping and delivering on priorities, including leading on areas of work on specific projects. They will attend committees on behalf of the leader where necessary and provide a link between the leader and spokespeople. They will collaborate with and offer support to staff on delivering party priorities, communicate with and advise where necessary local parties and members on issues within their area of expertise and be non-portfolio holding spokespeople with regard to the media.

(NOTE – in the current circumstances where we are largely volunteer run this team takes on the advisory roles that would previously have been covered by staff, notably the Chief Executive, Head of Comms and PA. These positions can be taken by staff if the leader so chooses.)

Welsh Board - hereafter referred to as the Board, will be the committee responsible for the overall strategic direction of the party and its financial stability. It will receive regular reports on the work of other committees via written reports.

The Board will be ultimately responsible for the strategic direction of the party and the overall budget, decisions regarding buildings and infrastructure and staff appointments. It will act on the recommendations of the scrutiny sub-committee with regard to dysfunctional committees / local parties and have the power to take necessary action to remedy any problems that arise. It will be responsible for ensuring the constitution and governance structure is updated as necessary and fit for purpose. (When deemed necessary a task and finish group will be set up in order to review and change the constitution and governance structure.)

The Board will consist of the Leader, President, Deputy President, the 3 Executive Officers (all directly elected by members.), the Treasurer, Spokespeople Rep (elected by and from their group), a Councillors Rep (elected by and from WLD Unitary Authority Councillors) and 3 members directly elected by and from the membership at large.

The Chair will be directly elected by and from the membership at large. **The Chair will become the Federal Vice President for Wales** and represent the Welsh Liberal Democrats on the Federal Board.

If the Leader is unable to attend then they may delegate someone to attend in their absence and act and vote on their behalf.

The Board will have the final say on staffing, financial and resource planning. The Board will set the budget based on party priorities. The budget setting process will be informed by the Development Plan and feedback from various committees, each of which will be required to appoint a member responsible for financial matters within their purview.

The HR & Resources, Fundraising Sub Group and Appeals Panel will all report directly to the Board. Members will be appointed by the Board via an application / selection process. Any member will be entitled to apply but applications will be assessed against set criteria.

A member of the Board will sit on the HR & Resources Group and will chair that group. The group will be responsible for setting KPIs for staff and ensuring effective line management is in place and that regular supervisory meetings and appraisals are held, training needs are met, personal development opportunities are made available and a full range of HR policies and procedures are put in place and implemented. A named person will be appointed who will be the key point of contact for staff. The group will also be responsible for the pastoral care of staff.

A member of the Board will sit on the Fundraising Sub Group and will chair that group. This should ordinarily be the Treasurer, but not necessarily. The group will have responsibility for co-ordinating fund raising activities for the Welsh party and will offer advice and guidance to local parties and regional groups on fundraising. The group will liaise with the Federal party to ensure there is no clash between what each is asking from members, and to ensure that the maximum amount of money raised in Wales stays in Wales. There will need to be co-ordination between

this group and other committees to maximise fundraising activities e.g. via campaigning activities and at Conference and other events.

The Treasurer – will be appointed by the Board via an application / selection process. Any member will be entitled to apply but applications will be assessed against set criteria. The Treasurer once appointed will become a member of the Board. The Treasurer will be responsible for keeping accurate accounts, reporting to the Board on financial matters, and all PPERA matters.

Scrutiny Panel – will be responsible for ensuring committees and officers fulfil their responsibilities against set criteria. The membership will consist of the President, who will chair the panel; one member elected by and from the youth section; one member elected by and from Welsh Liberal Democrat Councillors and seven members elected by and from the membership at large. A Vice Chair may be elected by and from the panel membership.

Disciplinary & Grievance Panel – will be part of the remit of the Deputy President who will ordinarily chair the panel unless there is a perceived conflict of interest in any particular case. Members will be appointed by the Board via an application / selection process. Any member will be entitled to apply but applications will be assessed against set criteria. Every attempt must be made to ensure there is a diverse membership with a cross Wales geographical spread.

The panel will consist of seven members who will need to be appropriately trained in disciplinary and grievance procedures, unconscious bias, diversity issues and other relevant matters. Any five members will be able to sit as a panel to decide upon issues referred to it.

The Appeals panel will act independently, only taking any referrals and reporting outcomes to the Board. No member of the Board will sit on the Appeals panel. There will be five members who will need to be appropriately trained in disciplinary and grievance procedures, unconscious bias, diversity issues and other relevant matters. Any three of these may sit as an appeals panel on issues referred to it. Any member will be entitled to apply but applications will be assessed against set criteria. Every attempt must be made to ensure there is a diverse membership with a cross Wales geographical spread.

Three Executive Officers will be elected by and from the membership at large. Each will become a member of the board and will oversee one of three key strands of party business. They will be accountable for and take responsibility for those aspects of party strategy and development under their direction.

They will each be responsible for two subcommittees which will be expected to work closely together to help ensure seamless operation of party business. They will each have a key role in ensuring that there is close cooperation and regular communication across the committees they oversee. These committees may meet separately or on occasions as a joint committee depending on the work plan and the position in the conference / election cycle.

They will be expected to work closely with the relevant members of the leadership team, and in an emergency will be able to take decisions within their area of responsibility in consultation with the Chair of the Board or Leader or relevant member of the Leadership team.

If necessary the Executive Officers will have the authority to set up task and finish groups for certain projects within their remit, drawing on expertise from across the party.

The Executive Officer for Messaging, Policy & Communications will preside over the **Conference & Events Committee and the Policy & Communications Committee.**

They will become the de facto Chair of Conference which will remain as the sovereign governing body which decides policy, constitution, party structures, etc.

The Conference & Events Committee will encompass the remit of the former Conference committee which will be expanded to include other events such as The Royal Welsh Show and the Eisteddfod. The committee will be responsible for all aspects of arranging these events, advertising and financial management.

The committee will consist of four members elected by and from the membership at large and a further three members who will be co-opted by the committee based on the required skill set. The leader of the party or their nominated substitute will also be a member of the committee.

The Policy & Communications Committee will be responsible for the preparation and drafting of policy documents and publications and, in particular, the drafting of the Welsh Liberal Democrat manifesto for each General Election and election for the National Assembly for Wales. They will provide policy support for elected members at all levels of government and will ensure there is a Welsh Liberal Democrat view put forward on relevant consultations from the National Assembly for Wales, Westminster and other bodies.

They will also be responsible for co-ordinating with the Federal policy committee and ensuring that devolution is taken into account and Welsh aspects of federal policy considered.

The committee will also be responsible for messaging and, in conjunction with the campaigns and elections committees, formulate sound campaign messages.

The committee will consist of four members elected by and from the membership at large and a further three members who will be co-opted by the committee based on the required skill set. The leader of the party or their nominated substitute will also be a member of the committee.

The Executive Officer for Campaigns & Elections will preside over the **Election Planning Committee and the Campaigns & Federal links Committee.**

The Election Planning Committee will be responsible for the strategic oversight of Local Government, Assembly and Westminster elections. They will develop protocols for the running of elections and by elections and ensure that there are adequate arrangements in place for regional campaigning for Assembly elections.

They will make decisions regarding the standing of candidates for Police & Crime Commissioners and Directly Elected Mayors, and develop a protocol for such elections.

The committee will work closely with the policy and communications committee with regard to manifestos and the formulation of sound campaigning messages.

The committee will consist of four members elected by and from the membership at large and a further three members who will be co-opted by the committee based on the required skill set. The leader of the party or their nominated substitute will also be a member of the committee.

The Campaigns & Federal Links Committee will look at ongoing campaigning within the party; online surveys and petitions; conversion of policy positions into campaigning tools that can be shared with activists and campaigners across Wales.

They will be responsible for ensuring the federal party is aware of devolved issues and any differences in policy between federal and Welsh policy and that any campaigns coming from the federal party take into account devolved matters and positions.

They will work with the conference and events committee to ensure the ongoing campaign threads run through all activities in which we are involved.

The committee will work closely with the election planning committee and the policy and communications committee with regard to manifestos and the formulation of sound campaigning messages.

The committee will consist of four members elected by and from the membership at large and a further three members who will be co-opted by the committee based on the required skill set. The leader of the party or their nominated substitute will also be a member of the committee.

The Executive Officer for People Development will preside over the **Training and Mentoring Committee and the Candidate Approval & Selection Committee**

The Training and Mentoring Committee will be responsible for identifying the training needs of members, be they campaigners, local or Welsh party officers, candidates, committee members or elected representatives at all levels and endeavouring to meet them.

They will further identify and make arrangements to meet training requirements for the party as a whole and ensure we have sufficient people to meet overall needs, e.g. returning officers, candidate assessors, trainers.

They will arrange for mentors for Assembly and Westminster candidates and take account of their pastoral welfare. The committee will consider any recommendations from the federal party with regard to pastoral care and general welfare.

The committee will consist of four members elected by and from the membership at large and a further three members who will be co-opted by the committee based on the required skill set. The leader of the party or their nominated substitute will also be a member of the committee.

The Candidate Approval & Selection Committee will ensure information regarding selection and approval is freely available to would-be candidates at all levels of government and they are encouraged to come forward.

Working in consultation with the Elections Planning Committee they will be responsible for proposing any changes to candidates' selection rules and taking them to conference for approval or otherwise.

They will be required to work with local parties to make sure they have adequate approval and selection procedures in place for Local Government candidates; work with the Election Planning Committee to set the timetable for selections and put in place returning officers for selections.

The committee will ensure that there are sufficient returning officers and parliamentary candidate assessors in place across Wales and report any shortfalls to the Training and Mentoring Committee for them to address. They will also ensure that candidate assessment days are held as appropriate to ensure applicants are assessed in a timely fashion.

The committee will consist of four members elected by and from the membership at large and a further three members who will be co-opted by the committee based on the required skill set. The leader of the party or their nominated substitute will also be a member of the committee.

Federal Representatives to the Federal Board, Policy Committee, People Development Committee and Conference Committee will be elected by and from the membership at large. They will report back to the relevant Welsh committees but will not be voting members of those committees unless they have also been elected to those committees.

The Treasurer will be the party's representative on the **Federal Finance Committee**.

The Executive Officer for Campaigns & Elections and the Executive Officer for People Development should ordinarily be the party's representatives on the **Federal Campaigns** and **Federal Candidates Committees** respectively. They may delegate these roles.