The rules relating to enhance due diligence can be found in the Rules (Appendix E).

When the RO starts a Tier 1 selection they should inform HQ so they are aware of the timetable and can allocate resources.

Once the date for applications passes the forms are passed to the shortlisting Committee (SC) for consideration against the criteria they had agreed.

(7 days target)

After the SC have agreed who is to progress the RO forwards those applications to HQ for the enhanced due diligence check (as outlined in the rules).

The panel will check all the applications and return their findings/report to the RO within 14 days. Concurrently the SC will arrange interviews with all the candidates.

Time must be allowed for the SC to discuss the findings and agree questions etc before the interviews.

The committee should look at the reports and decide whether there is anything there that in general would make them disinclined to shortlist the applicant.  They shouldn’t be interrogating anyone tweet by tweet. If there is anything in a report which really sticks out it would be OK to point this out at interview and ask the candidate whether (for example) they no longer hold that view or are willing to use more moderate language in future. Bear in mind that the interviews have to be basically the same for each applicant – so it might be appropriate to ask them all whether they are aware of anything in their profile that could cause them or the party embarrassment if it became public knowledge – and then ask a supplementary about an offending item if there is one.

On conclusion of the interviews the SC will decide who they wish to put before the members.

 Successful candidates are contacted with campaign details etc.

Any unsuccessful candidates must be informed and details of the SC Chair provided to allow candidate feedback.