

Preliminary Agenda

Liberal Democrat Spring Conference

7th - 9th March 2008

Liverpool



Setting the Agenda

Liberal Democrat one-day manifesto conference

London School of Economics, 12 January 2008 (10.00–18.00)

The Liberal Democrat Manifesto Group is organising a special one-day conference to enable party members to contribute to the development of the party's next general election manifesto. It will involve leading figures in the party and invited guest speakers and will be modelled on the successful 2006 *Meeting the Challenge* Conference. A full agenda will be published in December.

Last time, places at the one-day conference were fully booked well in advance. Registration during 2007 will cost £30 including lunch and refreshments (£20 concessions). Party members wishing to register now should contact Emma Harris on: emma.harris@libdems.org.uk.

For further information go to:
www.libdems.org.uk/conference/manifestogroup.html.

This conference will include:

- an opening keynote speech by the new leader;
- a major debate on the political challenges presented by the other parties, and political opportunities for the Liberal Democrats;
- a question and answer panel on the best way to improve public services; and
- a series of breakout workshops run by party organisations and think-tanks.

You could be a steward at conference!



A team of around 70 volunteer conference stewards help with security, and work in the auditorium, and with VIPs, guests and party staff.

If you want to see another side of conference, or if this is your first time and you're unsure of what to expect, the stewards team can be a rewarding experience. You can help for a few hours a day or the whole week. Why not give it a go? We offer a daily allowance, help with accommodation costs and free registration.

To find out more contact Adrian Beavis, Deputy Chief Steward, adrianbeavis@talktalk.net or go to: www.libdemstewards.com

Advertise in Advance Notice and Daily Announcements

Advance Notice is issued to attendees on the Saturday of Conference, and *Daily Announcements* on the Sunday. They provide the ideal way for you to get a topical message to conference-goers, about events at Conference or after, such as byelections, fundraisers or party job vacancies.

Advertising rates (all plus VAT) are:

- 10cm deep x 9 cm wide £120
- 10cm deep x 18 cm wide £230
- 5 cm deep x 9 cm wide £80
- 5cm deep x 18 cm wide £120

Artwork should be supplied as a pdf file or as text in a Word file (20% surcharge). For *Advance Notice* artwork must be received no later than Monday 3rd March; and for *Daily Announcements* by 10.00 am Saturday 8th March.

For information and bookings, contact Carol Caruana on carol.caruana@libdems.org.uk, or on 020 7227 1323.



Paperless conference

If you would like to be added to the circulation list for conference emails, please send an email to conferences@libdems.org.uk with 'Email Address' in the subject box. We will not release your contact details to any third parties.

To make conference more environmentally friendly, we offer a paperless option, which enables you to receive online versions of all the consultation and policy papers rather than hard-copy. Please tick the paperless registration box on the registration form if you would like to opt for the online format.

Keep in touch with the Lib Dems on the internet

LIBERAL DEMOCRAT

Transport | Justice and Crime
Health | Education and Skills
Environment | The Economy

NEWS

JOIN TODAY Find out where you can see the candidates

www.libdems.org.uk

Contents

This *Preliminary Agenda* lists the FPC policy paper motions, constitutional amendments and standing order amendments which will appear on the Final Agenda, as well as other relevant information. The items listed are open to amendment - see deadlines below.

For conference details and registration online, please see www.libdems.org.uk/conference.

Copies of the *Preliminary Agenda* are available in pdf format: email jane.stainer@libdems.org.uk or write to Conference Office, 4 Cowley Street, London SW1P 3NB.

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Diary of operations

Notification of voting representatives	Friday 14 December
Requests for advice on drafting motions	Wednesday 19 December
Policy and business motions and secondary amendments to constitutional and standing order amendments	} } Wednesday 9 January }
Exhibition and fringe bookings and advertising listings	Monday 21 January
Crèche bookings	Monday 4 February
Notification of substitute representatives	Friday 8 February
Amendments to motions, emergency motions, urgent issues and questions to reports to conference	} } Tuesday 4 March
Spring Conference	Friday 7 – Sunday 9 March



Venues

The main conference venue is:

ACC Liverpool
16 Monarchs Quay
Liverpool, L3 4FP
Tel: +44 (0) 151 475 8888
www.accliverpool.com

The official conference hotel is:

The Crowne Plaza
St Nicholas Place
Princes Dock, Liverpool, L3 1QW
Tel: +44(0) 151 243 8000
www.cpliverpool.com



See map of Liverpool city centre on back cover.

Disability access

Using a wheelchair or a scooter is no barrier to coming to conference and participating fully in its activities. That's the message from the Conference Access Group, which is in the second year of its Accommodation Assistance Scheme for wheelchair users. The Group is also continuing its work to make all areas of conference as accessible as possible for all party members.

In the main conference auditorium, there is always full access for anyone in a scooter or wheelchair. There is wheelchair access to the stage and an adjustable speaker's podium.

All debates and speeches are simultaneously translated into sign language, there is an induction loop system, and for blind conference reps, papers can be made available in different formats. They can also be made available on different coloured paper for those who find that easier to use.

Outside the conference hall, all fringe meetings booked through the Conference Office are in fully wheelchair-accessible rooms – and we are now insisting that all fringe meetings listed in the conference documentation are fully accessible.

Crèche

A crèche, run by qualified staff, will be available in the Crowne Plaza during conference sessions. Children must be pre-registered **by Monday 4 February** to attend the crèche.

For further information or to register, contact:

The Conference Office,
Liberal Democrat Headquarters,
4 Cowley Street, London, SW1P 3NB.
Tel: 020 7222 7999,
email: jane.stainer@libdems.org.uk.

We are increasingly offering help to conference attendees in finding suitable accommodation. To encourage participation at conference and offset the extra cost of staying in a specially adapted disabled-friendly room in a larger hotel, we are operating a financial assistance scheme for wheelchair users at conference. For information and an application form, go to: www.libdems.org.uk/conference/access.html

For those who have carers, conference registration for carers is free.

Further information

For more information about access, please go to:

www.libdems.org.uk/conference/Access.html/

or contact:

The Conference Office,
4 Cowley Street, London SW1P 3NB.
Tel: 020 7227 1350 or
email: emma.harris@libdems.org.uk.

Robert Littlehales, the conference steward in charge of disability access. Tel: 07712 667702 or email: rlittlehales@aol.com.

For information on the work of the Conference Access Group, contact Robert Adamson, email: robert@robertadamson.info.

The Federal Conference Committee wants to encourage as many party members as possible to come – whether they have a disability or not. Coming to conference is not only every party member's opportunity to play a part in making our party's policy, it is also a great weekend of fringe meetings, training and networking.

Deciding whether to come to conference or not is a decision for every party member – but no one should think they can't come to conference because of a disability.

Accommodation

The party's Conference Office is responsible for organising accommodation in the conference hotel, the Crowne Plaza.

Rooms are available on a first-come, first-served basis by sending in the accommodation form in the centre pages of this *Preliminary Agenda*. Additional forms are available at: <http://www.libdems.org.uk/conference/booking/accommodation.html>

Due to the high demand for accommodation in Liverpool, for reservations outside the conference hotel

we strongly recommend you use one of our accommodation partners at the following links:



Liverpool Hotels
Tel: 0151 907 2943
www.liverpool-hotels.net/liberal-democrats

The Mersey Partnership Conference Bureau
Tel: 0151 237 3938
www.conferencebookings.co.uk/delegate/TMPLIBDEM08

Getting to Liverpool

By Car

From the North: take M6 to junction 26, then M58, following signs to Liverpool. At the end of M58, turn onto the A59 and follow signs for 'Liverpool' and 'City Centre' until picking up signs for the Albert Dock. This will take you right off the A59 onto the A5053 heading for the Albert Dock.

From the South: take M6 to junction 21A, then M62 to Liverpool, follow signs for 'City Centre', until picking up signs for the Albert Dock. This will take you via the A59 and A5053 towards the Albert Dock.

The nearest car park to ACC Liverpool is on site: turn off at Queens Wharf where you will find a 1,600 space multi-storey car park.

Please reduce congestion and pollution by using public transport or car-sharing where possible. For the Liberal Democrats conference car-share scheme, see: www.liftshare.org/v3/pages/default.asp?sid=1079

By train

ACC Liverpool is a 15 minute walk from Liverpool Lime Street station or a short taxi ride.

From the South: Virgin Rail operate hourly direct services to Liverpool Lime Street (London to Liverpool approximately 2.5 hours). **Be warned:** travel before 09.00 and between 15.00 and 18.00 is charged at peak rates.

From the North: travel by Virgin Rail to Wigan North Western, then local train to Liverpool Lime Street.

You can book train tickets via our TheTrainLine link at www.libdems.org.uk/conference/booking/

By plane

Fly to John Lennon Airport – www.liverpoolairport.com. A taxi to the city centre will take approximately 20 minutes, or a bus will take approximately 40 minutes.

Registration

Registration fees for the Liverpool and Bournemouth 2008 conferences, **for both voting representatives and non-voting members**, are:

Joint registration fee	members	claimants
paid on or before Fri 14 Dec	£82	£31
paid on or before Wed 23 Jan	£84	£38
Liverpool only		
paid on or before Fri 14 Dec	£47	£14
paid on or before Wed 16 Jan	£52	£14
paid on or before Wed 13 Feb	£60	£14
paid after Wed 13 Feb	£73	£28

A registration form is provided in the centre pages of this *Preliminary Agenda*, or for more forms and members' online registration go to: www.libdems.org.uk/conference/booking.

All claimants etc (ie those who are unemployed, the dependent spouse of an unemployed person, a student or a school student, or those whose only income is the state pension) may register at the reduced rates. Current proof of status should be included with the registration form (e.g. photocopy of ES40, student ID card, letter from a school/college or other relevant documentation).

Registration continued

Registration must be sent in **before Tuesday 29 January 2008** to ensure that the Final Agenda and other conference papers can be mailed out to you.

Registrations received after Tuesday 29th January will have to pick up their papers at conference. We will try to send out photo passes for all registrations received **on or before Friday 15 February**, but otherwise they will be available at the registration desk at Liverpool.

Please try to avoid the last-minute rush by registering early!

First-time attendees

As an incentive to encourage new conference-goers, a special rate of £38 is available to those attending Liverpool as their first Liberal Democrat conference. This is not cumulative with any other discount and is subject to confirmation of first-timer status.

You will only be able to register as a voting representative if:

- 1) The Membership Department has already received in writing notification from the Returning Officer of your local party that you have been elected as a voting representative*; or
- 2) You are a substitute elected by your local party Executive after a voting representative has indicated to them that s/he is unable to attend, and the Membership Department has received in writing notification of your election from the local party*; or
- 3) The Membership Department receives at conference written notification from the Returning Officer of your local party that you have been elected as a voting representative or as a substitute.

* To ensure that a voting badge is sent out before conference, this information **must be received by**

Tuesday 29 January. Otherwise a non-voting badge will be sent to you, which you will be able to change at the registration desk at conference, providing information has been subsequently sent in or is available at conference, as in 3 above.

Please note that names of representatives and substitutes **cannot** be accepted by telephone.

Representation

Local party and Youth and Student representation is as follows (Article 6.2 of the constitution):

Membership	Representatives
30–50	2
51–75	3
76–100	4
101–150	5
151–200	6
201–250	7
251–300	8
301–350	9
351–400	10
401–450	11

together with a further representative for every 100 members (or part thereof) in excess of 450.

Non-voting members

Party members who are not elected representatives are entitled to attend all sessions of conference as non-voting members.

Non-voting members who have paid the full registration fee are eligible to speak (but not vote) in all debates.

Non-voting members can attend conference sessions as day visitors, for a fee of £19 per day. Day visitors are not entitled to speak or vote in conference sessions, other than consultative sessions.

Deadline for postage of Final Agenda

To ensure receipt of the Final Agenda prior to conference, which will be sent out on Tuesday 19 February 2008, please send your registration form, payment and photograph (if necessary) to arrive in Cowley Street **no later than Tuesday 29 January 2008**.

Registrations received after that date will be treated as registrations received at conference and relevant papers will be available for collection in Liverpool.



Photograph © Mike Cooper

Nightly rate quoted includes VAT and a full English breakfast. All extras are to be settled directly with the hotel. Please note: To qualify for these rates you must have registered for conference at the time of booking; your hotel booking will not be processed until a full registration has been made. All bookings will be confirmed on receipt.

CLUB ROOM

£185 Single Occupancy

£185 Double Occupancy

STANDARD BEDROOM

£150 Single Occupancy

£185 Twin Occupancy

£150 Double Occupancy

£150 Twin Occupancy

**Please indicate your order of preference by entering a number in the relevant box:
1 = most preferred
3 = least preferred**

EXECUTIVE SUITE

£250 Single or double occupancy

Disability bedrooms are available on request.

Arrival date

Time

Departure date

Time

PAYMENT BY DEBIT/CREDIT CARD

Please debit my Debit Card/MasterCard/Visa/Maestro/Amex/Diners/Delta (delete as applicable)

Card number

Date

Start date or issue number

CSC Expiry number

The CSC is the last 3 digits of the number on the signature strip on the back of the card

Name on card



Please note that debit cards are the preferred method of payment as they cut our costs by 2.5%

Signed

I agree that the full hotel accommodation costs will be deducted from my credit/debit card by the party and that if I cancel after the 1st February 2008, I will be liable for a cancellation fee of 50% of the total cost and that if I cancel after 14th February 2008 I will be liable for 100% of the charges.

Date ddmmyy

Submission of motions

Submission of motions and amendments

The following are entitled, under the constitution, to submit policy motions, business motions, and secondary amendments to constitutional and standing order amendments:

- Local parties.
- Regional parties in England.
- State parties.
- Federal SAOs.
- Ten conference representatives.
- Federal Policy Committee.

See diary of operations on page 1 for all deadlines.

The next deadline for policy and business motions is **12 noon Wednesday 9 January**.

A standard form for submission of motions and amendments is enclosed.

Where possible the Policy Projects Team prefers to receive motions and amendments via email. To make this easier we have a dedicated email address: **motions@libdems.org.uk**, to which all motions should be sent. **To avoid confusion, motions emailed to any other address cannot be accepted.** If you experience any problems with this address or have any questions, please call 020 7219 2576.

Motions and amendments must be authorised by an officer of the submitting organisation (eg. Chair or Secretary) or another person empowered to do so by that organisation's internal rules. Ideally, the person authorising a motion should email that motion to **motions@libdems.org.uk** from their own email account.



Photograph © Mike Cooper

If this is not possible, a contact name, telephone number and party membership number for the person authorising the motion must be included with the emailed motion.

If you do not have access to email, forms can be posted to the Policy Projects Team, 4 Cowley Street, London, SW1P 3NB.

Submission of motions by ten conference representatives

If you are submitting a motion in the name of ten+ conference representatives, the following procedure applies:

- A co-ordinator should be responsible for collecting all signatures and submitting them in one email to: **motions@libdems.org.uk**.
- The signatures should include the person's name, email address, constituency/SAO, and membership number. Signatures submitted by people other than the coordinator will not be accepted.
- If you are submitting a motion in the name of ten+ conference representatives by post, all signatures and accompanying details (email not required) should be submitted together.

If you have any questions please email: **motions@libdems.org.uk** or call 020 7219 2576.

Appeals

Appeals against non-acceptance of motions should be written on one side of A4, giving a contact address, telephone number and email if available, and should include the text of the original motion amendment submitted together with the justification for appealing.

Appeals should be sent to the Policy Projects Team, preferably by email to: **motions@libdems.org.uk**, by **12 noon on Tuesday 4 March 2008**.

Drafting advice

All submitters of motions and amendments are encouraged to use the drafting advisory service, through which the Policy Projects Team will provide comments on draft motions and amendments, as long as they are submitted **no later than Wednesday 19 December**, to: **motionsadvice@libdems.org.uk**.

Accepting the advice does not guarantee that Federal Conference Committee will accept the final version for the agenda, but previous experience shows that it will improve your chances.

Policy motions

FP1 Health Policy Paper

Federal Policy Committee

Conference endorses Policy Paper 84 as a statement of the party's policies on health.

Note: this is a holding motion only. A substantive motion will be included on the Final Agenda and the policy paper will be circulated with it. The deadline for amendments will be March 4th 2008.

Constitutional amendments

FC1 Chair of Federal Executive

Federal Executive

In Article 12.1, delete: 'and shall chair the Federal Executive.'

In Article 8.1 (i) (a), delete: 'who shall act as its chair.'

In Article 8.1, in bottom paragraph, delete first sentence and insert:

The Federal Executive shall elect at its first meeting in every odd-numbered year a chair and a deputy chair, from amongst its voting members, each of whom shall serve for two years. The deputy chair shall chair meetings in the absence of or at the request of the chair.

In Article 8.2 second (c): delete: 'President' and insert: 'Chair of the Federal Executive.'

*Drafting contact: Kate Heywood, tel 020 7340 4916, email k.heywood@libdems.org.uk
c/o Liberal Democrat HQ, 4 Cowley Street, London, SW1P 3NB*

*FCC contact: Duncan Brack, tel 020 8674 0612, email duncan@dbrack.org.uk
38, Salford Road, Streatham, London SW2 4BQ*

Standing order amendments

FS1 Selection of Amendments

Federal Conference Committee

In Standing Order 4.2, add new first sentence:

The Committee shall decide which of the amendments duly submitted to each motion shall be selected.

*Drafting contact: Duncan Brack, tel 020 8674 0612, email duncan@dbrack.org.uk
38, Salford Road, Streatham, London SW2 4BQ*

*FCC contact: Duncan Brack, tel 020 8674 0612, email duncan@dbrack.org.uk
38, Salford Road, Streatham, London SW2 4BQ*

FS2 Reports

Federal Conference Committee

In Standing Order 1.1(b):

After: 'the Federal Executive', add: 'the Federal Finance and Administration Committee.'

After: 'when appropriate', add: 'reports from any other body the Committee considers appropriate.'

In Standing Order 1.3, delete: 'relevant Federal Committee' and insert: 'bodies listed in paragraph 1.1(b).'

In Standing Order 1.5:

Change title to: 'The deadlines by which motions, amendments, reports and questions to reports must be submitted.'

Add new paragraph (e) and re-letter:

(e) The closing date for the submission of written reports from the bodies listed in paragraph 1.1(b), which will be set so as to enable their distribution with the Final Agenda. Any supplementary report submitted later than this deadline may only be tabled at conference with the permission of the Committee.

In Standing Order 13.1, delete first sentence: 'It may also include consideration of any other reports submitted by any Federal Party committee or sub-committee.'

*Drafting contact: Duncan Brack, tel 020 8674 0612, email duncan@dbrack.org.uk
38, Salford Road, Streatham, London SW2 4BQ*

*FCC contact: Duncan Brack, tel 020 8674 0612, email duncan@dbrack.org.uk
38, Salford Road, Streatham, London SW2 4BQ*

Standing order amendments

FS3 Separate Votes

Federal Conference Committee

Delete Standing Order 12.4 and replace with:

A voting member of conference may request that the chair take a separate vote on a part of a motion or amendment provided that such a request is in writing and received by the commencement of the first conference session on the day before the debate is scheduled. If the debate is scheduled for the first day of conference, the request must be received in writing by the same deadline as that for emergency motions. The Committee shall have complete discretion whether to take a separate vote. In exceptional circumstances, the Chair of the debate shall have discretion to accept a request for a separate vote if it is received in writing after this deadline.

*Drafting contact: Duncan Brack, tel 020 8674 0612, email duncan@dbrack.org.uk
38, Salford Road, Streatham, London SW2 4BQ*

*FCC contact: Duncan Brack, tel 020 8674 0612, email duncan@dbrack.org.uk
38, Salford Road, Streatham, London SW2 4BQ*

Consultative sessions

Consultative sessions provide a less formal mechanism than the full-scale conference debates for conference representatives and other party members to participate in the party's policy-making process. Each session examines a particular topic, and may hear contributions from invited outside speakers and party members.

The consultative sessions will take place on the Friday afternoon of conference. It is intended that background consultation papers for the sessions will be circulated with the Final Agenda.

It is currently planned to hold consultative sessions on the subjects of:

- Security
- Transport
- UK Response to Globalisation

Conference representatives and other party members are invited to attend these sessions.

Promote your organisation at conference

You can promote your organisation, event or message to thousands of conference-goers, by placing an advert – in the conference Agenda and Directory, Fringe Guide, Advance Notice and Daily Announcements, taking an exhibition stand, organising a fringe event, or through sponsorship.

For information about advertising, exhibition and sponsorship, contact Carol Caruana on 020 7227 1323 or email carol.caruana@libdems.org.uk.

For conference fringe, contact Jane Stainer on 020 7227 1348 or email jane.stainer@libdems.org.uk.

Wheelchair users attending conference

To encourage participation at conference and offset the extra cost of staying in a specially adapted disabled-friendly room in a larger hotel, we are operating a financial assistance scheme for wheelchair users at conference. For information and an application form, go to: www.libdems.org.uk/conference/access.html

Free training for party members

A range of training courses is taking place at conference, open to all Party members – on presentation of a conference photo pass or Party membership card. Full details of the training courses will be listed in the Final Agenda and Directory

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Postcode: _____

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Liverpool city centre



Crowne Plaza

ACC Liverpool

SCALE: 400M/3 MINUTES WALK

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