

Spaldington Parish Council

Co-Option Process

1. Elections to membership of the Parish Council are held every four years
2. In the event of fewer candidates standing for election than there are seats available, then those candidates validly nominated will be elected unopposed and the remaining seats will be filled by co-option at the earliest opportunity and within 35 working days following the fourth day after the election
3. Publicity posters advertising the vacancy/vacancies will be displayed on the notice boards and on the website
4. The notice of co-option will be put into the parish newsletter if possible
5. Members may point out the vacancies and the process to any qualifying candidate(s)
6. Candidates found to be offering inducements of any kind will be disqualified
7. All candidates will be expected to put their request for consideration in writing, using the standard form below, obtained from the clerk or from the website, along with the following additional information where applicable:
 - reason for wishing to be councillor, previous community/council work
 - other skills that will be appropriate to the council. It will be a condition of membership that a means of contact by telephone and/or e-mail will be public information.
8. The completed co-option request forms will be circulated to parish council members in advance of the meeting at which the co-option will be discussed. Discussion will take place in public council session without intervention from the candidates or public
9. A resolution may be put at this stage that the vote be not taken at this stage but may be deferred whilst further enquiries are made
10. A vote will then be taken either by a show of hands, all candidates will be considered
11. If there are more applicants than seats, then the applicant with the least number of votes cast will be deleted and the vote taken again and again etc. until the number of candidates equals the number of vacancies.
12. Candidates will be furnished with a full agenda of the meeting at which they are to be considered for selection, plus a copy of the members' code of conduct and standing orders of the council. The successful candidates will immediately sign their declaration of acceptance of office and can then act as councillors. They are to be reminded that their entry to the Members' Register of Interests must be filled in within 28 days and a copy passed on to the monitoring officer. Subsequent to the meeting a copy of the Freedom of Information Act publication list and a copy of the Financial Regulations will be issued to the newly co-opted member(s)
13. There will be opportunities for training during the subsequent term of office

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Appendix 1 Co-Option Councillor Person Specification

COMPETENCY	ESSENTIAL	DESIRABLE
Personal Attributes	<ul style="list-style-type: none"> ▪ Sound knowledge and understanding of local affairs and the local community ▪ Forward thinking 	<ul style="list-style-type: none"> ▪ Can bring a new skill, expertise or key local knowledge to the Council.
Experience, Skills, Knowledge and Ability	<ul style="list-style-type: none"> ▪ Ability to listen constructively ▪ A good team player ▪ Ability to pick up and run with a variety of projects ▪ Solid interest in local matters ▪ Ability and willingness to represent the Council and their community ▪ Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions ▪ Ability to communicate succinctly and clearly ▪ Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff ▪ Ability and willingness to work with the Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities) ▪ Ability and willingness to undertake induction training and other relevant training 	<ul style="list-style-type: none"> ▪ Experience of working or being a member in a local authority or other public body ▪ Experience of working with voluntary and or local community / interest groups ▪ Basic knowledge of legal issues relating to town and parish Councils or local authorities ▪ Experience of delivering presentations
Circumstances	<ul style="list-style-type: none"> ▪ Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends ▪ Flexible ▪ Enthusiastic 	

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Appendix 2 Application Letter

Please complete this form and return via email to spaldingtonpc@gmail.com with a covering letter detailing how your experience and skills may be of benefit to the Parish Council.

Name : (Mr/Mrs/Other).....

Address:

E-mail address:.....

Telephone:

Qualifications (as provided in the Local Government Act 1972, s79)

You must be able to answer “YES” to at least one of the following four questions; please circle as many as apply to you.

1.	Are you registered as a Local Government Elector for the area of Spaldington Parish Council?	YES / NO
2.	During the whole of the last 12 months have you resided in the Spaldington Parish Council or within 3 miles (4.8 kilometres) of it?	YES / NO
3.	During the whole of the last 12 months have you occupied as owner or tenant land or premises in Spaldington Parish Council??	YES / NO
4.	During the whole of the last 12 months has your main place of work been within the Spaldington Parish Council??	YES / NO

Disqualifications (as provided in the Local Government Act 1972, s80)

If you answer “YES” to any of the following six questions, then it is likely that it will not be possible to co-opt you to the Parish Council. All information will be treated in the strictest confidence.

1.	Do you now hold, or have you in the last 12 months held, any paid office or any other position of profit with this Council?	YES / NO
2.	Have you ever been surcharged by the District Auditor for £500 or more?	YES / NO
3.	Have you ever been disqualified by a Court from holding Public Office?	YES / NO
4.	Have you ever been declared bankrupt?	YES / NO
5.	Have you ever been convicted of any offence where the sentence of imprisonment was more than 3 months (even if sentence suspended)?	YES / NO
6.	Have you ever been found guilty of corrupt or illegal practices under Election Laws?	YES / NO