

## Co-option of a new Councillor

1. A vacancy on the Parish Council can arise following a Councillor's resignation, death of a Councillor, disqualification of a Councillor or failure of a Councillor to remain qualified.
2. Publicity posters advertising the vacancy / vacancies will be displayed on the notice boards and on the village website.
3. Members may point out the vacancies and the process to any potential candidate(s).
4. Candidates found to be offering inducements of any kind will be disqualified.
5. All candidates will be expected to put their request to be considered in writing, using the standard form below, obtained from the clerk, along with the following additional information where applicable: - reason for wishing to be a councillor, previous community / council work, and 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.
6. 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.
7. In a closed session of the Parish Council meeting, without the public present, Councillors will discuss and consider the candidates. The public are invited back into the meeting before voting takes place.
8. 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.
9. A vote will then be taken either by a show of hands or by signed ballot, whichever is requested by a majority of members; all candidates will be considered.
10. If there are more applicants than vacant 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.
11. 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 candidate(s) will be required to 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 Borough Council's Monitoring Officer.
12. There will be opportunities for training during the subsequent term of office.

## CO-OPTED COUNCILLOR PERSON SPECIFICATION

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

## Holme-next-the-Sea Parish Council: Co-option to the Parish Council

Please complete this form to be considered as a candidate for membership of the Parish Council then return by post to: **Parish Clerk, Holme-next-the-Sea Parish Council c/o 17 Ashdale Park, Old Hunstanton, Norfolk, PE36 6EQJ** or by printable pdf document and e-mail to **parishclerk@holmentspc.org** with a covering letter detailing how your experience and skills may be of benefit to the Parish Council.

NAME: .....

ADDRESS: .....

.....

E-mail address .....

Telephone: landline..... mobile.....

### **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 Holme-next-the-Sea? YES / NO
2. During the whole of the last 12 months have you resided in the Civil Parish of Holme-next-the-Sea 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 the Civil Parish of Holme-next-the-Sea? YES / NO
4. During the whole of the last 12 months has your main place of work been within the Civil Parish of Holme-next-the-Sea? 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

Signed ..... Date .....