

NORTH THORESBY, GRAINSBY & WAITHE PARISH COUNCIL

Co-option Procedure and Application Form

Introduction

This policy sets out the procedure for co-opting a member on to North Thoresby, Grainsby & Waithe Parish Council ("the Council"). Co-option occurs when a vacancy arises mid-term, between elections, and the District Council has provided approval for the Parish Council to use co-option as a means of recruitment.

Eligibility of Candidates

To be eligible to apply to join the Council a candidate must satisfy the legal criteria set out by the Electoral Commission. A copy of the latest regulations can be found in document "Co-option - Parish Councillor Eligibility" on the Council's website.

Applications

- i) Candidates will be requested to:
 - Submit information about themselves, by completing a short application form (Appendix A).
 - Confirm their eligibility for the position of Councillor within the statutory rules.
- ii) A copy of the application will be circulated to all Councillors by the Clerk at least 3 clear days prior to the meeting when co-option will be considered. The application will be treated by the Clerk and all Councillors as Strictly Private and Confidential.
- iii) Candidates will be sent a copy of the agenda for the meeting at which they are to be considered for appointment.

At the Co-option Meeting

- i) Candidates have the option of attending the meeting in person or having their application considered in their absence. In the latter scenario, the Clerk will inform the candidate of the outcome the next working day.
- ii) At the co-option meeting, candidates will be given five minutes maximum to introduce themselves to Members and provide any supplementary information to their application form.
- iii) Members of the Council may wish to ask further questions of a candidate, to clarify information received or to explore their suitability to join the Parish Council.
- iv) Following candidate submissions, the Council may:
 - Proceed to a vote in the public session; or
 - Resolve to exclude members of the press and public so they can discuss the merits of candidates and hold a secret ballot.

Voting

At any stage in the voting process the Council may choose to defer decision on a candidate to a future meeting, to allow for further information to be obtained.

- i) A candidate will require a Council proposer and seconder before their co-option can be determined by a vote of full Council. Where this is not forthcoming a candidate will be deemed unsuccessful in their application.
- ii) For a candidate to be elected they will need to obtain an absolute majority of votes cast.

- iii) Where there are multiple candidates for a seat and there is no candidate with an overall majority in the first round of voting, the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority. In the case of an equality of votes, the Chairman of the meeting has a second or casting vote.
- iv) After voting has concluded, the Chairman will make a declaration in public session as to the outcome for each candidate. Successful candidates will be duly elected and after signing their Declaration of Acceptance of Office they may take their place immediately.

Follow Up Actions

- i) The Clerk will notify any absent candidates of the outcome on the next working day.
- ii) The Clerk will notify Electoral Services of the new appointment.
- iii) The successful candidate(s) must complete the 'Registration of Interests' form within 28 days of being elected. The form should be handed to the Clerk for forwarding to the Monitoring Officer.

Unfilled Vacancies

If insufficient candidates come forward for co-option the process should continue, whereby vacancies are re-advertised.

Appendix A

Application for Co-option

Thank you for your interest in becoming a Parish Councillor. Please provide the below information to assist the council in making their decision.

Full Name / Title	
Home Address	
Home Telephone	
Mobile Telephone	
Email Address	
About You Please provide the council with some background information about yourself.	

Reasons for Applying

Please provide the council with your reasons for wanting to become a Parish Councillor.

Eligibility Criteria.

With reference to document "Parish Councillor Eligibility", please tick all those Qualifications that apply from section 1.1 on page 3.

1.1a _____ 1.1b _____ 1.1c _____ 1.1d _____

Signature**Date**

Please return your completed application to the Clerk to the council. Your application will be considered at the next available Parish Council meeting, where a vote will be held to decide whether the council agrees to co-opt you onto the Council.

General Data Protection Regulations 2018: The information provided on this application will remain private and confidential.

Appendix B

Co-opted 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 other's 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. 	