



# NORTH THORESBY, GRAINSBY & WAITHE PARISH COUNCIL

**Policy Title:** Co-Option Policy

**Date Initially Adopted by Council:**

**Policy Version:** 01

**Date Policy Adopted:** 02 Sep 2024

**Review Period:** Annual

## Document History

Version	Description of Changes	Date Adopted	Minute Reference
01	Date first adopted	02/09/2024	12.d

# Co-Option Policy

This policy outlines the procedure to be followed by North Thoresby, Grainsby and Waite (NTGWPC) Parish Council when a casual vacancy arises by virtue of the Councillors resignation, disqualification, or death.

The Electoral Services Department at the Principal Authority will be informed of the vacancy as soon as practicable after it arises.

NTGWPC follows the relevant legislation to allow ten electors to claim a by-election. Assuming there is no call for a by-election the Council will fill the vacancy by co-option using the following procedure:

1. A notice will be erected in a conspicuous place in the parish inviting people interested in being a Councillor to email the parish clerk to request an application form.
  2. The notice advertising the vacancy will contain a closing date for receipt of applications.
  3. Upon receipt, the Council will check (as far as reasonably possible) that candidates are eligible in accordance with the Local Government Act 1972, section 79. To be eligible, the candidate must:
    - be 18 years old or over; and
    - is an elector for the parish; or
    - has resided in the parish for the past twelve months or rented/tenanted land in the parish; or
    - had his/her principal place of work in the parish; or
    - has lived within three miles (direct) of the parish.and not disqualified from being a Councillor by virtue of section 80 of the Local Government Act 1972, Part 2 of the Sexual Offences Act 2003 and Local Government (Disqualification) Act 2022, or a Criminal Conviction, Section 34 of the Localism Act 2011.
  4. Following receipt of applications, the next suitable Council meeting will have an agenda item 'To receive written applications for the office of parish Councillor and to co-opt a candidate to fill the existing vacancy'.
  5. The Council will request all those submitting an application to attend a parish Council meeting and provide a short 5-minute presentation as to their suitability as a parish Councillor, prior to resolving to co-opt the most suitable candidate. If a candidate cannot attend the meeting the item will be deferred. The council may ask the candidate follow up questions from the presentation.
- NOTE:** NTGWPC needs to be aware of the need for confidentiality in part of the co-option process. In the opinion of the Proper Officer the part where candidates speak to the meeting is not prejudicial to the public interest, however where the Council is discussing the merits of candidates and inevitably their personal attributes etc, this could be prejudicial and so for this part of the process, the advice is for the Council to exclude members of the press and public (Public Bodies (Admission to Meetings) Act 1960). The Councillors must vote in the normal way, i.e. proposer, seconder, and vote by show of hands.
6. Decisions of a local Council are normally made on a simple majority vote. The only occasion where this differs is in the co-option process. Where the Council has more than two applicants for one vacancy it will ensure that the successful applicant receives an absolute majority of the votes cast. The difference is that the person elected receives more votes than the others added together. A Proposer and a seconder are required.
  7. The successful candidate will sign a Declaration of Acceptance of Office before they can act as a Parish Councillor.
  8. The clerk will provide the new Councillor with the Council's adopted Code of Conduct.
  9. The clerk will provide the new Councillor with the Council's Councillor induction pack.



**Reasons for Applying**

Please provide the council with your reasons for wanting to become a Parish Councillor. The Parish Council recommends you refer to the person specification to complete this section.

**Signature:**

**Please return this completed form, together with the completed  
Co-option Eligibility Form to:  
Email: [clerk@norththoresby-pc.gov.uk](mailto:clerk@norththoresby-pc.gov.uk)  
Please mark the email 'Private and Confidential'**

Your application will be considered at the next suitable Parish Council meeting.

**NTGWPC is duty-bound to treat this information as strictly confidential.**

# Co-Option Eligibility Form

**Section One: Please tick which applies to you:** To be eligible for co-option as a NTGWPC Parish Councillor you must be a British subject or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below.

- a) I am registered as a local government elector for the parish; or
- b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or
- c) My principal or only place of work during those twelve months has been in the parish; or
- d) I have during the whole of twelve months resided in the parish or within 3 miles of it

The following reasons prevent a person from being elected as a Local Councillor or being a member of a Local Council if he/she:

- a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) Has within five years before the day of the election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) Is otherwise disqualified under Part III of the Representation of the People Act 1983 for corrupt or illegal practices.

**This disqualification for bankruptcy ceases in the following circumstances:-**

I. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;

II. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;

III. If the person is discharged without such a certificate.

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively.

In III., it ceases on the expiry of five years from the date of discharge.

**Declaration:** I.....hereby confirm that I am eligible for the vacancy of NTGW Parish Councillor, and the information given on this form is true and accurate record.

Signature..... Date.....

**NTGWPC will treat this information as strictly confidential.**

# Councillor Person Specification

<b>Name of Local Council:</b>	<b>North Thoresby, Grainsby and Waite Parish Council</b>	
<b>Description of Office:</b>	<b>Parish Councillor</b>	
<b>COMPETENCY</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Relevant knowledge, Education, and Professional Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Sound knowledge and understanding of local affairs and the local community.</li> <li>• Other requirements to be specified (this may or may not be applicable).</li> </ul>	<ul style="list-style-type: none"> <li>• A levels/Degree level and or</li> <li>• Vocation or professional qualification (e.g. accountant, teacher, policeman) may be specified.</li> </ul>
<b>Experience, Skills, Knowledge and Ability</b>	<ul style="list-style-type: none"> <li>• Solid interest in local matters.</li> <li>• Ability and willingness to represent the Council and their community.</li> <li>• Good interpersonal skills.</li> <li>• Ability to communicate succinctly and clearly both orally and in writing.</li> <li>• Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.</li> <li>• Good reading and analytic skills.</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 relevant training.</li> <li>• Ability to work under pressure.</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 working with voluntary and or local community/ interest groups.</li> <li>• Basic knowledge of legal issues relating to parish councils or local authorities.</li> <li>• Good standard of computer literacy.</li> <li>• Experience in delivering presentations.</li> <li>• Experience of working with the media.</li> <li>• Experience in financial control/ budgeting.</li> <li>• HR experience.</li> </ul>

<b>Circumstances</b>	<ul style="list-style-type: none"><li>• Ability and willingness to attend meetings of the council (or the meetings of other local authorities and local bodies) in the evening and events in the evening and atweekends.</li><li>• Flexible and committed to the Council</li><li>• Enthusiastic.</li></ul>	
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