



ESTABLISHED 1894

Evenwood & Barony Parish Council

CO-OPTION POLICY

In the event of a casual vacancy the Parish Council should co-opt at the earliest opportunity. The process for co-option must be open and transparent.

The advertisement to co-opt shall explain the need for co-opting, i.e. statutory notice of vacancy posted and no by-election called for; method by which people can express an interest; a deadline to do so; reference to it being a voluntary position; reference to website for co-option procedure and further information about the roles and responsibilities of the council.

The advertisement will be posted on council notice boards as a minimum with a 21 day deadline from the date posted.

All candidates shall be invited to attend the next full meeting following the application deadline.

All members will receive copies of the candidate applications along with the summons to attend the next full council meeting following the application deadline.

There will be an agenda item set aside for questions to be asked of the candidates and for candidates to have the opportunity to ask questions of the members.

To be appointed to the council any applicant must secure an absolute majority in a ballot at a full council meeting. The process shall be that the person with the least votes gets taken off the list and a fresh vote is taken until an overall majority is reached. In the event of a tie the Chairman shall have the casting vote.

If a further casual vacancy arises within three months after co-option, those that were unsuccessful can request that their application is resubmitted, this does not affect their rights to submit a completely new application.

Where a vacancy occurs within six months before the day on which a councillor would have retired at the next four yearly elections, the Council may co-opt to fill the vacancy but a notice of vacancy will not be displayed as there will be no formal election to fill any vacancies.

CO-OPTION PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
Relevant knowledge; Education; Professional Qualifications & Training	Sound knowledge and understanding of local affairs and the local community.	Specific vocational training or professional qualification
Experience; Skills; Knowledge; and Ability	<ul style="list-style-type: none"> • Solid interest in local matters. • Ability and willingness to represent the Council and their community. • Good interpersonal skills. • Ability to communicate clearly both orally and in writing. • Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff. • Good reading and analytic skills. • 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 relevant training. • Ability to work under pressure. 	<ul style="list-style-type: none"> • Knowledge of HR, procurement, contract management, financial control or risk management and compliance, public relations. • Experience of working in another public body or not for profit organisation. • Experience of working with voluntary and or local community or interest groups. • Basic knowledge of legal issues relating to town and parish councils or local authorities. • Experience of delivering presentations. • Experience of working with the media. • Experience in financial control and budgeting • Experience of staff management.
Other requirements	<ul style="list-style-type: none"> • 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 at weekends. • Flexible. • Enthusiastic. 	

CO-OPTION APPLICATION FORM

I [FULL NAME], would like to be considered by Evenwood and Barony Parish Council for nomination as a co-opted parish councillor. I understand that the legislative provisions set out the necessary qualifications for a person holding office as a parish councillor, and that the information that I provide may be used to check that I have the necessary qualifications.

Signed:

Date:

INFORMATION SOUGHT	YOUR RESPONSE	EXPLANATORY NOTES
Address		
email		
Telephone no.		
Date of birth		Must be eighteen years old.
Nationality		Must be a qualifying Commonwealth, an Irish Republic, or a relevant EU citizen.
What is your connection to the Parish (e.g. you live there) and why would you like to serve as a parish councillor?		<p>A person must either:</p> <ul style="list-style-type: none"> • be a local government elector (i.e. on the electoral roll) for Evenwood and Barony; • during the whole of the last twelve months, have occupied as owner or tenant any land or other premises in Evenwood and Barony; • during the last twelve months, have had his/her principal or only place of work in Evenwood and Barony; • during the whole of the last twelve months, have resided in, or within three miles of the Parish.
Do you have any reason to believe that you might be disqualified from standing as a parish councillor?		<p>Must not be disqualified.</p> <p>A person convicted of a criminal offence, or a person who is the subject of a bankruptcy restrictions order or interim order might, for example, be a disqualified person.</p>

ANY ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION

DECLARATION OF ACCEPTANCE OF OFFICE

I,

having been co-opted to the office of councillor of

Evenwood and Barony Parish Council

declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it and according to the best of my judgement and ability.

I undertake to observe the code as to the conduct which is expected of members of Evenwood and Barony Parish Council.

Signed: _____

Dated:

This declaration was made and signed before me:

Signed: _____

Clerk to the Council

Dated:

This declaration was made and signed before me:

Signed: _____

Chairman of the Council

Dated:

*A declaration for members of parish councils shall be made before the Proper Officer of the Council or a member of the local council to which the declarant is co-opted.