

## Annex 1: Co-opted Councillor Person Specification

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| This tables suggests essential and desirable skills for candidates of the casual vacancy. |
| **Competency** | **Essential** | **Desirable** |
| **Personal Attributes** | * Sound knowledge and understanding of local affairs and the local community.
* Forward thinking.

  | Can bring a new skill, expertise or key local knowledge to the Council. |
| **Experience, Skills, Knowledge and Ability** | * 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.
 | * 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
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| **Circumstances** | 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.  |   |

Annex 2: Attendance following an application

All candidates will be sent a copy of the agenda.

Voting to Co-opt a Councillor

In the event of a candidate being unable to attend, their application will still be considered by members. In the event of a candidate being related to a councillor, then the councillor would be expected to declare an interest and request a dispensation to speak and vote.

Voting will be by ballot. The Clerk will collect the ballots, record the voting numbers on the ballot record sheet (for each round of voting). The decision must be made by a majority of members who are present and voting. Where there are more than two candidates for the vacancy, it may be necessary to run a series of votes, each time removing the candidate who has the least number of votes until one candidate secures an absolute majority. If there is more than one vacancy, then each vacancy must be filled by a separate vote or series of votes.

The Chair (or person presiding over the meeting) may vote, and if there is an equality of votes, they may exercise their casting vote. The council’s debate and vote on the co-option must be conducted in the public section of its meeting. It follows that the candidates, as members of the public, will be entitled to be present during the proceedings.

The successful candidate(s) are asked to start as a councillor immediately after completing their declarations of acceptance of office. The new member should have received an agenda however the fact that they have not received a summons does not make their attendance as a councillor illegal. (Local Government Act 1972 Sch 12, para 10(3)). Where appropriate they will also be appointed to any council committee. If an absent candidate is successful, members must agree to the signing the declaration of acceptance of office before or at the very start of the next meeting. New councillors will also be made aware of the fact that Interests Forms will need to be completed within 28 days of co-option.

Annex 3: Casual Vacancy Form

We aim to encourage applications from anyone in the parish who is eligible to stand.

Councillors or parishioners can approach individuals to suggest that they might wish to consider putting their names forward for co-option.

As a minimum, co-option vacancies will be advertised on the website and on the noticeboard. The advertisement for the co-option will include:

1. Method by which applications can be made, this will be in writing to the Clerk
2. The closing date for applications
3. Contact point for potential candidates to obtain more information – the Clerk
4. Advice that further information is available on request
5. A form to complete which includes asking the candidate why they would like to be a councillor; name; address and other contact details. When applications are received, the Clerk will confirm eligibility.

Any candidate found to be offering incentives will be disqualified

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| Co-option application form |  |



**About you**

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| --- | --- | --- | --- |
| Forename: |  | Surname: |  |
|  |  |  |  |
| Address: |  |
|  | Postcode: |  |
| Electoral no (if known: |  | Date of birth: |  |

**Further information**

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| **Summarise a little about yourself, this could include your work experience, voluntary experience, your hobbies, and anything about your personal life that you’d like to share:** |
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| **Please explain why you would like to be a parish councillor** |
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| **Please explain what your understanding of what a parish council is** |
| **Have you read the eligibility criteria to be a Parish Councillor as outlined in Section 5 of the Co-Option Policy of Audlem Parish Council? YES / NO****Do you qualify with the eligibility criteria to be a Parish Councillor as outlined in Section 5 of the Co-Option Policy of Audlem Parish Council? YES / NO** |