

# Councillor Co-option Policy

## Kinver Parish Council

### Co-option of Parish Councillors - Person Specification

| <b>COMPETENCY</b>  | <b>DESIRABLE</b>  |
|--|---|
| <b>Relevant knowledge, Education, 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>• Good knowledge of the Parish boundaries and Parish Council property</li><li>• Specific work experience / voluntary work experience / undertaken vocational or academic training / professional qualifications</li></ul>  |
| <b>Experience, Skills and Ability</b>  | <ul style="list-style-type: none"><li>• Solid interest in local matters</li><li>• Ability and willingness to represent the Parish Council and its community</li><li>• Ability to communicate clearly both verbally 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, analytic and problem solving skills</li><li>• Ability and willingness to work with the Parish Council's partners (e.g. Parish Council sub groups, voluntary groups, other parish councils, principal authority, charities)</li><li>• Ability and willingness to undertake relevant training as and when required</li><li>• Ability to work under pressure and make sound judgement</li><li>• Ability to research and report back on issues faced by the Parish Council</li><li>• Good standard of computer literacy with access to an email account</li><li>• Previous council/parish council experience</li><li>• Basic knowledge of legal issues relating to Parish and parish councils or local authorities</li><li>• Experience of financial control / budgeting</li></ul> |
| <b>Other requirements</b>  | <ul style="list-style-type: none"><li>• Ability and willingness to attend all meetings of the Parish Council (including sub group meetings or the meetings of other local authorities and local bodies) in the evening and at weekends</li><li>• Flexible working approach</li><li>• Enthusiastic</li><li>• To have attended 2 Parish/district/parish council meetings.</li></ul>   |

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## Kinver Parish Council

### Co-option Application Form

|  |   |
|--|---|
| Name:  |   |
| Address:   |   |
| Tel:   |   |
| Email:   |   |
| Are you over 18? Yes/No  |   |
| Which ward do you wish to apply for? Please tick:  |   |
| Potters Cross  | Dunsley   |
| Stourton <input type="checkbox"/>  | Any of <input type="checkbox"/>   |
| Are you a member of a political party? <input type="checkbox"/>  | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, which one? .....   |   |
| <b>Please detail any experience you may have that is relevant to Kinver Parish Council. (If necessary continue onto a separate sheet).</b> |   |
| Continued...   |   |

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### Kinver Parish Council

**Is there any other information you would like to disclose regarding your application? (If necessary please continue on a separate sheet).**

#### **Use of Personal Information**

Kinver Parish Council will use your information, including that which you provide on this application form, to assess your suitability to be a Parish councillor.

#### **Declaration & Consent**

I have read the section entitled 'Use of Personal Information' and by signing this form I consent to the use and disclosure of my information included in this application form.

I declare the information given on this form to be true and correct.

SIGNED.....

Name:.....

DATE.....

**Please return this completed form, together with the completed Co-option Eligibility Form to:**

Parish Clerk, Kinver Parish Council, 95 High Street, Kinver, Staffs, DY7 6HD

Tel: 01384873878

Email: [kinverparish@btconnect.com](mailto:kinverparish@btconnect.com)

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## Kinver Parish Council

### Appendix C

#### Co-option Eligibility Form

1. In order to be eligible for co-option as a Kinver Parish Councillor, you must satisfy certain criteria. You must satisfy (a) and (b) below and at least one of the options (c) - (f). Please tick which apply to you:

- a) I am 18 years of age or over ; and
- b) I am a British Citizen or a citizen of the Commonwealth or a citizen of any other member state of the European Union; and
- c) I am registered as a local government elector for the Parish; or
- d) 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
- e) My principal or only place of work during those twelve months has been in the Parish; or
- f) I have, during the whole of those twelve months resided in the Parish or within 3 miles of it.

2. Please note that under Section 80 of the local Government Act 1972 a person is disqualified from being a Parish councillor if he/she:

- a) Is employed by the Parish council or holds paid office (other than chairman, vice chairman or deputy chairman) under the Parish council (including joint boards or committees);
- b) Is employed by an entity controlled by the parish council;
- c) Is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or a debt relief restrictions order or an interim debt relief restrictions order; or
- d) Has within five years before the day of co-option, or since his/her co-option, 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
- e) Is otherwise disqualified under Part III of the Representation of the People Act 1983 (relating to corrupt or illegal electoral practices and offences relating to donations) or the Audit Commission Act 1998.

#### Use of this Personal Information

The Parish Council will use the information provided on this form to assess your eligibility to be a Parish councillor.

#### Declaration & Consent

I, .....hereby confirm that I am eligible for the vacancy of Kinver Parish Councillor and I am not disqualified under s80 of the local Government Act 1972 from being a Parish councillor and that the information given on this form is true and correct.

I have read the section entitled 'Use of Personal Information' and by signing this form, I consent to the use and disclosure of my information in this form.

Signature..... Name .....

Date .....