

	<b>Studley Parish Council Policy</b>	
	<b>CO-OPTION PROCEDURE and APPLICATION FORM</b>	
	Status	For adoption
	Date adopted	
Date of next review	January 2023	

## **Procedure for co-option of a new Councillor**

1. In the event of a resignation or another reason for creation of a vacancy the Proper Officer (parish council clerk) will immediately contact the District Council electoral services office on the effective date of the vacancy and request the initiation of the advertising of the notice of vacancy.
2. If this advertisement does not produce the signatures of ten electors in the period of time required by legislation (at present 14 working days) the council will proceed to the co-option process step 3, otherwise the election process will be followed.
3. Publicity posters advertising the vacancy will be published within 21 days of being advised by the Electoral Services Officer that there has been no call for a by-election and that the council is free to co-opt a suitable candidate.
4. The co-option notice will include the final date for acceptance of requests for consideration (initially 35 days after the date of notice) and the number of vacancies. If, after 35 days, further notices are required there will be no end-date.
5. The notice will be placed on the parish council's website and notice boards.
6. Details of the co-option process will be put into the village newsletter when possible.
7. Members may point out the vacancies and the process to any qualifying candidate(s).
8. Candidates found to be offering inducements of any kind will be disqualified.
9. All candidates will be expected to put their request for consideration in writing using the Application Form, with the following additional information: -
  - reason for wishing to be councillor,
  - any previous community or council work and
  - other skills they can bring to the council.

It will be a condition of becoming a councillor that a means of contact by telephone and/or e-mail will be public information. Application forms will be available from the Proper Officer and via the website.

10. Discussion with a view to co-option will take place in council session without intervention from the candidates or public.
11. The council is not obliged to co-opt any candidate but will provide reasons for such a decision.
12. A vote will be taken either by a show of hands or by signed ballot, whichever is requested by a majority of members; all candidates will be considered.
13. The applicant with the least number of votes cast will be ruled out and the vote taken again and again until the number of candidates equals the number of vacancies.
14. Candidates will be furnished, either as paper copy or e-mail, with a full agenda of the meeting at which they are to be considered for selection, with the Members' Code of Conduct and Standing Orders of the council. The successful candidates will immediately sign their Declaration of Acceptance of Office and can then act as councillors. They are to be reminded that their Register of Interest must be filled in within 28 days and passed on to the District Council's monitoring officer. Subsequent to the meeting a copy of the Induction Folder will be issued to the newly co-opted member(s) and arrangements will be made for induction training.

# STUDLEY PARISH COUNCIL

## Co-option Supporting Information

There are no educational qualifications needed to become a parish councillor, however as the Parish Council is a statutory body, to stand validly nominated you must fulfil the following:

You must be:

- 18 years of age or over at the date of application.
- A Commonwealth citizen, a citizen of the Republic of Ireland or a citizen of another Member State of the European Community;  
and at least one of the following...
  - A local government elector within the parish; **and/or**
  - Have worked in the parish as your main place of work for the last 12 months; **and/or**
  - Have lived in the parish, or within 3 miles of it, for the last 12 months; **and/or**
  - Owned land/property in the parish area for the last 12 months.

You cannot stand if you hold a paid office or any other position of profit with this Parish Council or if you are disqualified from being elected by reason of any disqualification set out below.

You cannot stand if you have been:

1. Surcharged by the District Auditor for £500 or more.
2. Disqualified by a court from holding public office.
3. Declared bankrupt at some point in your life.
4. Convicted of an offence where the sentence of imprisonment was more than 3 months (even if sentence suspended)
5. Found guilty of corrupt or illegal practices under Election Laws.

It is desirable for members to have an interest in and understanding of local affairs and the local community, with a willingness to represent the Council and its residents and the ability to communicate clearly and effectively. Members should be willing and able to work with the parish council's partners such as local charities and voluntary groups, other parish councils and principal authorities as well as with fellow members.

The Parish Council's Members' Code of Conduct, provided with this application form, relates to the standards required of members of the Council and includes an outline of the seven (Nolan) Principles of Public Life.

If your application to be co-opted is successful you will be required to complete the Members' Register of Interests. The completed forms are held by the Monitoring Officer at the District Council and are published on both the district and the parish councils' websites. A blank copy is provided with this application form.

As a councillor you will be expected to attend all scheduled meetings; the Parish Council meets monthly and committees meet as scheduled, reporting to the full council. Basic councillor training will be available.

More information about the parish council can be found online at

<https://www.studleyparishcouncil.org.uk/>

For any further information please do not hesitate to contact the Clerk on tel: 01527 853204 or by email [clerk@studleyparishcouncil.org.uk](mailto:clerk@studleyparishcouncil.org.uk)



# STUDLEY PARISH COUNCIL

## APPLICATION FOR CO-OPTION TO STUDLEY PARISH COUNCIL

Please complete this form and return to the office **with a covering letter detailing how your experience and skills will be of benefit to the Parish Council.**

You are deemed to have read and understood the attached  
"Co-option Supporting Information".

NAME : (Mr / Mrs / Other) .....

ADDRESS:.....

...

e-mail address:.....

telephone: landline..... / mobile.....

**Qualifications** (as provided in the Local Government Act 1972, s79):

You must:

- be at least 18 years old
- be a British citizen, an eligible Commonwealth citizen or a citizen of any member state of the European Union, and
- meet at least one of the following four qualifications:

**please tick as many as apply to you.**

1. You are, and will continue to be, registered as a local government elector for the parish/community in which you wish to stand from the day of your application onwards.
2. You have occupied as owner or tenant any land or other premises in the parish/community area during the whole of the 12 months before the day of your application.
3. Your main or only place of work during the 12 months prior to the day of your application has been in the parish/community area.
4. You have lived in the parish/community area or within three miles of it during the whole of the 12 months before the day of your application.

### Disqualifications

Please review the disqualifications listed in the Supporting Information.

Actively submitting this form means that you meet the above qualifications and, having read the list of disqualifications, you confirm you are suitably qualified to hold office as a parish councillor.

Signed ..... Date.....

Tick here to confirm you have included a covering letter detailing how your experience and skills will benefit the Parish Council.

**Submit by email to [clerk@studleyparishcouncil.org.uk](mailto:clerk@studleyparishcouncil.org.uk) or by post to:  
Studley Parish Council, Studley Village Hall, High Street, Studley B80 7HJ**

**Closing date for applications is 14<sup>th</sup> October 2021**

The data you provide in this form is required to comply with the Council's legal obligation. The form will be retained for as long as necessary in order to comply with the law. More information on the Council's data protection policy can be obtained from the Council.