

Co-option of a new Councillor to Seascale Parish Council

1. Elections to membership of the Parish Council are held every four years.
2. In the event of unfilled places or a mid-term resignation the remaining seat(s) will be filled by co-option at the earliest opportunity.
3. Publicity posters advertising the vacancy will be displayed on the website.
4. Members may point out the vacancy and the process to any qualifying candidate(s).
5. Candidates found to be offering inducements of any kind will be disqualified.
6. The prospective candidate will require a council elected proposer and seconder. This is to ensure the principle of democracy is respected – as councillors have been voted in by the electorate.
7. All candidates will be expected to put their request for consideration in writing, using the standard form below, obtained from the clerk or from the website, along with the following additional information where applicable: - reason for wishing to be councillor, previous community/council work and other skills that will be appropriate to the council.
8. The completed co-option request forms will be circulated to parish council members in advance of the meeting at which the co-option will be discussed. Discussion will take place in public council session without intervention from the public.
9. A resolution may be put at this stage that the vote be not taken at this stage but may be deferred whilst further enquiries are made.
10. A vote will then be taken by a show of hands.
11. If there are more applicants than seats, then the applicant with the least number of votes cast will be deleted and the vote taken again, until the number of candidates equals the number of vacancies.
12. Candidates will be furnished with a full agenda of the meeting at which they are to be considered for selection, plus a copy of 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 entry to the Members' Register of Interests must be filled in within 28 days and a copy passed on to the monitoring officer. Subsequent to the meeting, a copy of the Freedom of Information Act publication and a copy of the Financial Regulations will be issued to the newly co-opted member(s).
13. There will be opportunities for training during the subsequent term of office.

Parish Clerk
clerkseascalepc@gmail.com

CO-OPTED COUNCILLOR PERSON SPECIFICATION

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
- Experience of working or being a member in a local authority or other public body 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. voluntary and or local community / interest groups
- 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.
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.

Seascale Parish Council: co-option to the Parish Council

Please complete this form to be considered as a candidate for membership of the parish council then return by e-mail to clerkseascalepc@gmail.com with a covering letter detailing how your experience and skills may be of benefit to the Parish Council.

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

ADDRESS:

.....

E-mail address:.....

Telephone: landline..... mobile.....

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

You must be able to answer "YES" to at least one of the following four questions; please circle as many as apply to you.

1. Are you registered as a Local Government Elector for the area of Seascale YES / NO
2. During the whole of the last 12 months have you resided in the Civil Parish of Seascale, or within 3 miles (4.8 kilometres) of it? YES /NO
3. During the whole of the last 12 months have you occupied as owner or tenant land or premises in the Civil Parish of Seascale? YES /NO
4. During the whole of the last 12 months has your main place of work been within the Civil Parish of Seascale? YES /NO

Disqualifications (as provided in the Local Government Act 1972, s80):

If you answer "YES" to any of the following six questions then it is likely that it will not be possible to co-opt you to the Parish Council. All information will be treated in the strictest confidence.

1. Do you now hold, or have you in the last 12 months held, any paid office or any other position of profit with this Council? YES / NO
2. Have you ever been surcharged by the District Auditor for £500 or more? YES / NO
3. Have you ever been disqualified by a Court from holding Public Office? YES / NO
4. Have you ever been declared bankrupt? YES / NO
5. Have you ever been convicted of any offence where the sentence of imprisonment was more than 3 months (even if sentence suspended)? YES / NO
6. Have you ever been found guilty of corrupt or illegal practices under Election Laws? YES / NO

Signed Date