

Kinnersley & District Group Parish Council

Procedure for co-opting a new Councillor

This procedure relates to Kinnersley & District Group Parish Council (KDGPC) Standing Orders, Item 8, Casual Vacancies. It also serves for the co-option of new members in the event of there being Ordinary Vacancies following a quadrennial local government election.

1. Whenever the need for co-option arises KDGPC will publicise the vacancy or vacancies as widely as possible, for example, on the website and via local magazines.
2. All potential candidates will be requested to complete an application form (Appendix A). Received applications are then distributed to members prior to the next Full Council meeting.
3. At the next Full Council meeting:
 - a. Clerk to confirm that each candidate is qualified to become a Councillor and is not disqualified from being a Councillor;
 - b. Chairman proposes a resolution to exclude members of the public whilst items c. and d. are actioned;
 - c. Chairman to offer opportunity for debate on the suitability of each candidate followed by a vote on the acceptability of each candidate for co-option, utilising the 'person specification' criteria set out below and any personal statements requested from and provided by candidates. A majority vote is required for each candidate from all members present and entitled to vote. Where there is a tie, the Chairman has a casting vote;
 - d. Where the number of accepted candidates exceeds the number of vacancies an order of priority for offering co-option is established by a further vote and the subsequent number of votes for each candidate. Where there is a tie, the Chairman has a casting vote;
 - e. The public meeting reconvenes.
4. The Clerk to approach and offer co-option to candidate(s) either at or after the meeting in the order of priority determined by the vote at 3d. above, where appropriate, if the first choice does not accept the post then the second is to be approached and so on until the ranking list is exhausted.
5. Assuming that the co-option position is filled and all paperwork completed, formally ratify the appointment at this or the next Full Council meeting.
6. The Clerk to notify Electoral Services of the new Councillor appointment, initiate 'acceptance of office' paperwork and 'registration of interests' on the Council website.
7. If no one accepts the vacant post(s), the whole process is to be repeated when new individuals expressing interest are identified.

CO-OPTED COUNCILLOR PERSON SPECIFICATION : DESIRABLE ATTRIBUTES

Personal Attributes

- Has some knowledge and understanding of local matters in the parishes which make up the KDGPC, particularly the parish which the candidate will be representing
- Forward thinking
- Can introduce new skills, expertise or key local knowledge to the KDGPC

Experience, Skills, Knowledge and Ability

- Ability to listen constructively
- A good team player
- Solid interest in local matters
- Ability and willingness to represent the KDGPC and their Parish
- Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others' views and accept majority decisions
- Ability and willingness to work closely with and to maintain good working relationships with all members

Circumstances

- Ability and willingness to regularly attend evening meetings of the KDGPC: regular meetings are six times per year plus occasionally an additional special meeting might be called. Guidance on attendance at Council Meetings can be found in Standing Orders, Item 3, Non-attendance at Council Meetings.

CO-OPTED COUNCILLOR CONSIDERATIONS

Consideration should be given throughout the co-option process to ensure that the KDGPC represents, where possible, the four parishes of the Group – Kinnersley, Letton, Norton Canon and Sarnesfield. For a vacancy in a specific parish, preference would be given to a candidate or candidates residing in that parish.

The KDGPC should seek to ensure that councillors are representative of the people living within the four parishes in terms of equality and diversity consistent with the law and best practice.

Kinnersley & District Group Parish Council

The Group Parish Council is made up of four parishes –
Kinnersley, Letton, Norton Canon and Sarnesfield

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APPLICATION FORM FOR THE ROLE OF PARISH COUNCILLOR

Full name	
Home address, incl. postcode	
Telephone number	
Mobile number	
Email	
Which of the four parishes do you seek to represent?	
Bearing in mind that the Group Parish Council works as a whole, would you be prepared to represent one of the other parishes if there were a vacancy?	
Yes / No	

LEGAL QUALIFICATIONS FOR BEING A PARISH COUNCILLOR	
To qualify you must be able to answer 'Yes' to both of the questions below:	
Are you a British citizen, or a Commonwealth citizen?	Yes / No
Are you 18 or over?	Yes / No
To qualify you must be able to answer 'Yes' to at least one of the questions below:	
Are you on the electoral register for the parish that you wish to represent?	Yes / No
Have you lived in this parish, or within 3 miles of its boundary, for at least a year? This applies to any of the parishes that you might wish to represent	Yes / No
Have you been the owner or tenant of land in the parish that you wish to represent for at least a year?	Yes / No
Have you had your only or main place of work in the parish that you wish to represent for at least a year?	Yes / No

DISQUALIFICATIONS

You must be able to answer No to all of the questions below to be eligible to serve as a councillor:

Are you the subject of a bankruptcy restrictions order or interim order?	Yes / No
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes / No
Are you disqualified by order of a court from being a member of a local authority?	Yes / No

Please briefly outline of why you are interested in being a Parish councillor.

Please tell us something about the life experience you will bring to the Group Parish Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

Signed..... Date:

DATA PROTECTION: The Group Parish Council is committed to ensuring that personal information is handled in a secure and confidential manner in accordance with its obligations under the Data Protection Act 2018 and professional guidelines. The Group Parish Council will use all appropriate and necessary means at its disposal to comply with the Data Protection Act and associated guidance.