

## Littleham and Landcross Parish Council

Co-option Policy and Procedure Adopted date 18.05.2023

A co-option advertisement will be posted on council notice boards as a minimum with a 21 day deadline from the date posted.

Candidates must apply in writing using the attached application form.

All candidates shall be invited to attend the next full meeting following the application deadline.

All parish councillors will receive copies of the candidate applications along with the summons to attend the next full council meeting following the application deadline.

There will be an agenda item set aside for questions to be asked of the candidates and for candidates to have the opportunity to ask questions of the members.

To be appointed to the council any applicant must secure an absolute majority in a ballot at a full council meeting. The process shall be that the person with the least votes gets taken off the list and a fresh vote is taken until an overall majority is reached. In the event of a tie the Chairman shall have the casting vote.

If a further casual vacancy arises within three months after co-option, those that were unsuccessful can request that their application is resubmitted, this does not affect their rights to submit a completely new application.

Successfully co-opted applicants become Councillors in their own right with immediate effect, having signed a Declaration of Acceptance of Office, and are no different from any other member. The member must complete the Members' Register of Interests within 28 days with a copy being sent to the monitoring officer at Torridge District Council.

Signed Chair of the Council \_\_\_\_\_

Date \_\_\_\_\_

### **Note: Casual vacancies**

If a councillor resigns during their term of office or loses their seat, then a council has a casual vacancy and will need to inform the district council. They will issue a public notice of the vacancy, asking if electors request an election. If 10 electors give written notice to the principal authority requesting an election to fill the vacancy, then a by-election will be held. The parish or town council may be required to pay for the election, so it may be a good idea to have reserves earmarked to cover election costs if needed.

If an election is not requested by the electors, then the parish council will be able to co-opt and must do so as soon as is practicable.

From six months before councillors would have regularly retired (e.g. four days after the next ordinary election), councils are no longer obliged to try to fill a seat by co-option so from during this time, councils may leave seats unfilled rather than co-opting if they prefer although they must still give public notice of the vacancy.

**Application Form for Candidates:**

**LITTLEHAM AND LANDCROSS PARISH COUNCIL**

**Application form for 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 post to:

Clerk to the Parish Council, Hollyhocks. Littleham, Bideford EX39 5HN

or by e-mail (preferably as a printable pdf document) to:

clerk@Littlehamandlandcross-pc.gov.uk

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

.....

ADDRESS:.....

.....

E-mail: .....

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

**Qualification to serve**

You are at least 18 years old and a British citizen or an eligible Commonwealth citizen and 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 at the above address as a Local Government Elector for the area of Littleham and/or Landcross Parish?

YES / NO

2. During the whole of the last 12 months have you resided in the Parish or within 3 miles (4.8 kilometres) of it? Show address if different from above.

YES / NO

3. During the whole of the last 12 months have you occupied as owner or tenant land or premises in the Parish ? Give address of land or premises.

YES / NO

4. During the whole of the last 12 months has your main place of work been within the Parish? Give address and place of work and employer if applicable.

YES / NO

**Disqualifications** (as provided in the Local Government Act 1972, s80; Localism Act 2011, s34)- copy available on Littleham and Landcross Parish website: **littlehamandlandcross-pc.gov.uk**

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 or an organisation controlled by the 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

I have set out information about my background and reasons for applying to be considered for co-option on pages 2 and 3 of this form.

Signed .....

Date.....

	<b>LITTLEHAM AND LANDCROSS PARISH COUNCIL</b>
	The Council is keen to co-opt fellow members of the community who are team players, willing to contribute their own ideas whilst respecting those of others and accepting majority decisions. Experience of serving on a council or with other voluntary groups may be useful. Please use this form to explain how your background and skills may enable you to contribute to the running of the Parish.
	<b>NAME:</b>
1	BRIEF CURRICULUM VITAE (You may attach a separate document)
2	REASONS FOR WISHING TO BE A COUNCILLOR

3	PREVIOUS COMMUNITY/VOLUNTARY/COUNCIL WORK
4	YOUR SKILLS WHICH MAY BE USEFUL AS A COUNCILLOR
5	ANY OTHER COMMENTS -Please use the back of the form if necessary

