

Badgeworth Parish Council

Vacancies & Co-options

Procedure for advertising a vacancy on the Parish Council

- A notice to be posted on the notice boards within the Parish inviting written applications.
- Name of the Ward in which vacancy arises and brief information about the Parish (i.e. number of wards, Councillors and meetings)
- Timescale given to submit a **written request** to be co-opted. Place, date and time of co-option meeting.
- Contact details for Clerk to Council for further information. All candidates to complete form which includes eligibility criteria and return to the clerk **before** the meeting confirming that they are eligible to be co-opted.

PROCEDURE AT THE COUNCIL MEETING

The co-option to fill the vacancy must be on the agenda for the council meeting.

The process is as follows:

1. Any applications received will be circulated to Members of the Council in advance of the meeting at which the Co-option is to be considered.
2. Co-option will be the first item of business on the Agenda for the meeting where the co-option will take place.
3. Applicants will be advised that they will be asked to introduce themselves and explain briefly why they are interested in becoming a councillor. Questions from existing Councillors would be expected.
4. Discussion about the applications will take place in open Council session without intervention. Each candidate will be asked questions whilst the other applicants remain outside the hall.
5. **Voting:** the voting is in open session by secret ballot.
 - a) Voting will be in accordance with the statutory requirements in that a successful Candidate must have received an absolute majority vote of those present and voting. If there are more Candidates than vacancies, and no one at the first Count receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the Candidate with the least number of votes and the remainder must then be put to the vote again. This process must, if necessary, be repeated until an absolute majority is obtained.
 - b) Where the numbers of Candidates match the number of vacancies a vote is still required and there will be a show of hands to ensure the Candidate(s) receive a majority of support.
 - c) A Council may reject a Candidate with good reasons for doing so, but is still under an obligation to fill the vacancy as soon as possible.

- d) After the vote has been concluded, the Chairman will declare the successful Candidate duly Elected. If the result is tied, the process should be repeated at least once more before the Chairman exercises his casting vote (again by written ballot).

The successful Candidate becomes a Member of the Parish Council upon signing the Declaration of Office and remains a Councillor until the next Election of the Council, or until he voluntarily resigns, or becomes disqualified, to hold the position of Councillor.

If a Candidate is a relative of a Councillor, that Councillor should declare an interest and withdraw from the meeting.

NOTE: The qualifications for being a councillor are clearly defined in the Local Government Act 1972.

Badgeworth Parish Council

Parish Councillor Nomination Form

I (insert name) hereby confirm, that I am eligible to apply for the vacancy of Badgeworth Councillor (**Badgeworth/Bentham Ward**), the information given on this form is a true and accurate record and I declare that to the best of my knowledge and belief I am not disqualified from being elected by reason of any disqualification set out in, or decision made under, Section 80 of the Local Government Act 1972, Section 78A of the Local Government Act 2000 or Section 34 of the Localism Act 2011 (contact Elections at Tewkesbury Borough Council 01684 272025 for information)

Signed Dated

Information sought	Your response	Explanatory notes
Date of birth:		A person must be eighteen years old.
Nationality:		A person must be a qualifying Commonwealth, an Irish Republic, or a relevant EU, citizen.
What is your connection to the Parish (e.g. you live there)?		A person must either: • I am registered as a Local Government Elector for the Parish • 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/Town; or • my principal or only place of work during those twelve months has been in the Parish/Town; or • I have, during the whole of twelve months, resided in the Parish/Town or within 4.8 kilometres of it.
Do you have any reason to believe that you might be disqualified from standing as a Parish Councillor?		The person must not be disqualified. A person convicted of a criminal offence, or a person who is the subject of a bankruptcy restrictions order or interim order might, for example, be a disqualified person. (contact 01684 272025 for information)

Please return completed form to:

Badgeworth Village Hall, Badgeworth, GL51 4UJ | 07840073143 | badgeworthpc@outlook.com

Badgeworth Parish Council

Clerk: Mrs. H. Jones | 07840073143 | badgeworthpc@outlook.com

BADGEWORTH PARISH COUNCIL

COUNCILLOR – Person specification

COMPETENCY	ESSENTIAL
Relevant knowledge, Education, Professional Qualifications & Training	• Sound knowledge and understanding of local affairs and the local community.
Experience, Skills, Knowledge and Ability	• Solid interest in local matters, particularly of the Ward they seek to represent. • Ability and willingness to represent the Council and their community. • Good interpersonal skills. • Ability to communicate clearly both orally and in writing. • Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff. • Good reading and analytic skills. • 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 relevant training. • Ability to work under pressure.
Other requirements	• Ability and willingness to attend meetings of the council (or the meetings of other local authorities and local bodies) in the evening and events in the evening and at weekends. • Flexible • Enthusiastic.

In addition to the above, please add to your application and let the Parish Council know, if you have any other skills or experience that could be useful e.g. working with local community groups, experience of local government.