



Batheaston Parish Council

Application and Personal Statement for consideration as a co-opted Parish Councillor

Please refer to the Co-option Policy, Page 4

1. Personal Details

Full Name	
Preferred title	
Address	
Telephone and email contacts	
How did you hear of this vacancy?	

2. Eligibility and commitments

I confirm that I am eligible to become a parish councillor under the provisions of s. 79 of the 1972 Local Government Act, and I am not disqualified under the provisions of s.80 of the same Act.

I understand and commit to maintaining the standards set out in the BPC members' *Code of Conduct*, and that my telephone and/or e-mail contacts will become public information if I become a Councillor.

3. Personal Statement

Please set out briefly under the headings below the qualities and attributes that you feel make you suitable to fill the role of Parish Councillor.

3.1 Personal Attributes

Criteria to address:

- Some knowledge and understanding of local affairs and the local community.
- Able to offer my time and bring relevant skills, expertise or local knowledge.

3.2 Experience, Skills, Knowledge and Ability

Criteria to address:

- Having good interpersonal skills, with the ability to listen constructively, contribute opinions and communicate clearly at meetings.
- Being a good team player in terms of considering the views of others and accepting majority decisions, and able to work closely and maintain good working relationships with all members and staff.
- If applicable, please flag any experience you have of working within another public body, or other voluntary/community interest group.
- Similarly, please indicate your level of awareness of the legal status and key areas of parish council business (although induction and training in these issues will be provided)

3.3 Circumstances

Criteria to address:

- Able to attend meetings as per the Council's current normal meeting schedule, and willing to consider attending ad-hoc meetings and duties at other times.
- Able to engage with the Council's business via electronic communication.
- Ability and willingness to undertake induction and other relevant training.

Signature
Date

*PLEASE RETURN YOUR APPLICATION TO THE PARISH CLERK, PREFERABLY ELECTRONICALLY TO clerk@batheaston.org.uk or in hard copy to the parish office at:--
1, Cavendish Place
Bath
BA1 2UB
Thank you*

COUNCILLOR CO-OPTION POLICY

The co-option of a Parish Councillor occurs when a casual vacancy has arisen on the Parish Council and no poll (by-election) has been called.

To ensure that a fair and transparent process is undertaken, the procedure below will be followed by Batheaston Parish Council:

1. A casual vacancy occurs following the resignation or death of a serving member.
2. The Clerk will notify Bath & Northeast Somerset Council who will post a formal Notice of Vacancy.
3. The notice will be displayed for fourteen days during which ten or more members of the parish can demand an election takes place.
4. If an election is called, the by-election is organised by Bath & Northeast Somerset Council. If an election is not called, then the Parish Council will fill the vacancy by co-option.
5. On receipt of written confirmation from the Electoral Service of the Bath & Northeast Somerset Council that the casual vacancy can be filled by means of co-option, the Clerk will advertise the vacancy for a minimum of four weeks on the Parish Council notice boards and website, and on the communications channels commonly used by the community.
6. The public advertisement will include:
 - 6.1. Contact details so that people considering putting their names forward for co-option can obtain more information on the role of a Parish Councillor;
 - 6.2. The closing date for applications;
 - 6.3. The date on which the Parish Council intends to hold the co-option decision;
 - 6.4. Details of the Parish Council Website, where these procedures for co-option and other relevant information will be available.
7. Applicant(s) for co-option will be requested to:
 - 7.1. Provide information about themselves by way of completing a short application form;
 - 7.2. Confirm their eligibility for the position of Parish Councillor within the statutory rules;
 - 7.3. Confirm they have not and will not offer inducements of any kind.
8. The application and confirmation statements must be received by the Clerk no later than three days excluding Sundays and Bank Holidays prior to the meeting of the Full Council where the co-option will be considered. All such documents will be treated by the Clerk and Councillors as strictly private and confidential.
9. The eligibility of the candidate(s) will be confirmed by the Clerk, and candidates who do not meet the requirements of Clause 7 will be disqualified from further participation in the co-option process.
10. An extraordinary co-option meeting of the Full Council will be convened to take place on the same day as a Full Council meeting for the purpose of meeting with the prospective Councillors and voting on their appointment.
11. The council's debate and vote on the co-option will be conducted in public and candidates, as members of the public, are entitled to be present during the proceedings.
12. At the co-option meeting, candidates will be given five minutes maximum to introduce themselves, give information on their background and experience and explain why they wish to become a member of the Parish Council.

13. Councillors individually will be able to ask questions of clarification to each candidate, but Councillors will refrain from any discussions between themselves prior to a vote being taken.
14. A candidate must receive an absolute majority vote (50% + 1) of those members present at the Parish Council meeting. Council is not obliged to fill any vacancy or to select anyone from the candidates who apply.
15. A vote will be taken by a show of hands and voting will be conducted as follows:
 - 15.1. **Single applicant**

Voting will be according to the statutory requirements, in that, a successful candidate must have received an absolute majority vote of those present and voting.

In case of multiple vacancies, a candidate who does not command an absolute majority for the first vacancy will not be considered for other vacancies at the co-option meeting.
 - 15.2. **Multiple applicants**

[If there are multiple candidates for a vacancy, then a candidate who at the first count receives a majority over the aggregate votes given to the other candidates and an absolute majority overall will fill the vacancy, failing which, the candidate with the least number of votes will be eliminated and the remaining candidates will be put to the vote again until a single candidate remains. Clause 15.1 will then apply.

In the event that two successive rounds of voting prove inconclusive in eliminating a candidate, the Chairman of the meeting will use her/his casting vote to resolve the deadlock and decide the candidate to be eliminated.
16. After the vote has been concluded, the Chairman will declare the successful candidate duly elected.
17. If the successful candidate is present at the meeting where the co-option is agreed, s/he will sign the Declaration of Acceptance of Office and be able to participate in the meeting. If not present, a co-opted candidate will sign the Declaration of Acceptance of Office either before or at the next meeting of Council.
18. If insufficient candidates are co-opted, the vacancies will be advertised again but only if the vacancy falls before the 6 months immediately prior to an ordinary election.
19. A person co-opted to fill a casual vacancy will hold office until the place they are elected or appointed would regularly have retired.
20. The Clerk will notify Bath & Northeast Somerset Council Electoral Services Office of the co-option of the new parish councillor.
21. The co-opted parish councillor will complete a Notification of Disclosable Pecuniary and Other Interests form which the Clerk will lodge with the Monitoring Officer at Bath & Northeast Somerset Council within 28 days of the co-option.

Last reviewed and agreed by Council: 16 June 2020

Next review due: no later than 31 May 2021