

Great Tey Parish Council

Co-Option Policy

Step One – confirm that you are eligible to be a member of the Council.

QUALIFICATIONS:

- You must be a commonwealth citizen, a British subject or a citizen of a member state of the European Union.
- You must be over 18 years old.
- You must be on the electoral roll for **Great Tey Parish Council** OR,
- You must during the whole of the previous twelve months before election or co-option, have resided in the locality or within three miles of it or occupied as owner or tenant any land or premises therein.

DISQUALIFICATIONS:

- You **MUST NOT** be a paid officer of the Council.
- You **MUST NOT** be subject to a bankruptcy restriction order or an interim order.
- You **MUST NOT** have been (within the last five years or since election or co option) convicted of any offence and been sentenced to more than three months imprisonment (whether suspended or not) without the option of a fine.
- You **MUST NOT** have been convicted at any time of corrupt or illegal practices.
- You **MUST NOT** have been convicted at any time of failure to register or declare disclosable interests under the Localism Act 2011 or for breach of the Code of Conduct.

Step Two – Make sure you understand what is involved. It is recommended (but not compulsory) that you read the National Association of Local Council's publication 'The Good Councillors Guide' which explains more about the roles and responsibilities of Councillors – electronic copies are available on request and printed copies can be made available for a small charge of £7.50 to cover the costs of printing and postage. If you have any questions, please contact the Parish Clerk.

Step Three – Send an Application Letter to the Council via The Parish Clerk. Your application letter should confirm that you are eligible to become a Councillor and that you are not disqualified from becoming a councillor (see step 1). Your letter should explain why you are interested in applying and what you think can bring to the role of parish councillor with reference to the Person Specification in Appendix 'a'. That aside, we welcome people with a wide range of life skills and experience that reflects the local community and most of all we are looking for enthusiasm and commitment to the village of Great Tey Parish Council.

Step Four – Informal Interview You may be invited to attend an informal interview where existing Councillors will be able to talk with you and decide if they wish to vote for you to become a co-opted Councillor at the next available Parish Council meeting. No decisions will be made at this meeting.

Step Five – Parish Council Meeting At the next Parish Council meeting your application to become a co-opted Councillor will be an agenda item, to be considered by the whole Council. Voting will be according to statutory requirements. An existing Councillor will need to propose that you are elected. This proposal will need to be seconded by another Councillor. Voting will be by a show of hands of those Councillors present at the meeting or, if at least two members so request, by signed ballot. A successful candidate must have received an absolute majority vote of those present at the meeting. Any candidates who are not proposed or seconded or who do not receive sufficient votes at this stage will not be co-opted. The Council may elect whom it pleases providing they are eligible to become a Councillor (step 1) and if the applicant is not co-opted at the Parish Council meeting following the procedures outlined at Step Five above, this will be the Council's final decision and the Council will be under no obligation to engage in further discussion or correspondence on the matter.

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Step Six – Joining the Council If you are successfully co-opted, you will be asked to sign a Declaration of Acceptance of Office. Within 28 days of co-option you are also required to complete a Register of Disclosable Pecuniary Interests which will be publicly displayed on the Borough Council's website. Your contact telephone number and email will also be publicly available.

Step Seven – Any new Councillor must ensure they have registered for Councillor Training within 6 months of joining the Parish Council.