

BLACK BOURTON PARISH COUNCIL

Co -Option Policy

Adopted by Full Council	02 June 2021
Last reviewed	
Next reviewed	June 2022

Introduction:

This procedure is based on NALC Legal Briefing L15-08 – Good Practice for the selection of candidates for co-option to local councils.

Parish Councils are permitted to exercise the power to co-opt a person on to the Council to fill a casual vacancy when the requirements to hold an election have not been met. In the event of fewer candidates standing for election than there are seats available, then those candidates validly nominated will be elected unopposed and the remaining seats will be filled by co-option at the earliest opportunity and within 35 working days following the fourth day after the election.

Co-option Process and application process.

- Elections to membership of the Parish Council are held every four years.
- The notice will be placed on the Noticeboards and on the Parish Councils website, and will include: Contact details to where expressions of interest should be made, also contact details of where more information can be obtained.
- Councillors and parishioners can legally approach individuals to suggest they might wish to consider putting their names forward for co-option and encourage them to register their expression of interest.
- The Parish Council is not obliged to co-opt to fill any vacancy. Even if the Council invites applications for co-option, it is not obliged to select anyone from the candidates who apply.
- It is of paramount importance that all applicants are treated alike so that arrangements are seen to be open, fair and transparent. This policy sets out the process to be followed by Black Bourton Parish Council when co-option is under consideration.
- Any candidate(s) found to be offering inducements or any kind of undue pressure will be disqualified.
- All candidates will be expected to put their request for consideration in writing, using the standard form below, obtained from the clerk or from the website, along with the following additional information where applicable: - reason for wishing to become a councillor, previous community/council work, and other skills that will be appropriate to the council. It will be a condition of membership that a means of contact by telephone and/or e-mail will be public information. All such documents will be treated by the Clerk and Councillors as strictly private and confidential.
- The completed co-option request forms will be circulated to parish council members in advance of the meeting at which the co-option will be discussed. Discussion will take place in a public council session without intervention from the candidates or public.
- A resolution may be put to a vote, at this stage but may be deferred whilst further enquiries are made.

Voting and Co-option for the Council:

If there are more applicants than seats, then the applicant with the least number of votes cast will be deleted and the vote taken again and again etc. until the number of candidates equals the number of vacancies.

- In a closed session of the Parish Council without the public present, members consider the candidates and, following the reading of the application, and the request for nomination as indicated below, the public are then invited back into the meeting before the voting takes place.
- The Chairman will request the Councillors present to nominate any of the candidates. Candidates will require a proposer and seconder to progress to the voting stage. If there is only one vacancy, a Councillor may only nominate or second one candidate. One candidate needs to receive an absolute majority of votes.
- Voting will be in accordance with Standing Orders by a show of hands and will continue until one candidate has received an absolute majority of those Councillors present. At this stage, the successful candidate will be declared co-opted.
- Candidates will be furnished with a full agenda of the meeting at which they are to be considered for selection, plus a copy of the members’ code of conduct and standing orders of the council.
- The successful candidates will immediately sign their declaration of acceptance of office and can then act as a councillor. They are to be reminded that their entry to the Members’ Register of Interests must be filled in within 28 days and a copy passed on to the monitoring officer.

Please complete this form to be considered as a candidate for membership of the parish council then return by post to: **Parish Clerk for Black Bourton, The Willows, Mill Lane, Black Bourton, Oxon, OX182P** or by printable pdf document and e-mail to **bbparishclerk@gmail.com** with a covering letter detailing how your experience and skills may be of benefit to the Parish Council.

(Mr/Mrs/Other).....

NAME:.....

ADDRESS:.....
.....

E-mail address:.....

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

Qualifications (as provided in the Local Government Act 1972, s79):

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 as a Local Government Elector for the area of Black Bourton?
YES / NO

2. During the whole of the last 12 months have you resided in the Civil Parish of Black Bourton or within 3 miles of it? YES / NO

3. During the whole of the last 12 months have you occupied as owner or tenant land or premises in the Civil Parish of Black Bourton? YES / NO

4. During the whole of the last 12 months has your main place of work been within the Civil Parish of Black Bourton?
YES / NO

Disqualifications (as provided in the Local Government Act 1972, s80):

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?
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 was suspended) YES / NO
6. Have you ever been found guilty of corrupt or illegal practices under Election Laws?
YES / NO

Signed

.....
..... Date

Black Bourton Parish Council

C/o The Willows. Mill Lane, Black Bourton, Oxon

OX82PJ

www.blackbourton.org.uk

bbparishclerk@gmail.com

