

Ixworth & Ixworth Thorpe Parish Council

Co-option Policy

Purpose

This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members of Ixworth & Ixworth Thorpe Parish Council. The co-option procedure is entirely managed by Ixworth & Ixworth Thorpe Parish Council and this policy will ensure that a fair and equitable process is carried out.

Scope

This policy covers the process on how a vacancy on the Council occurs and procedure the Parish Council fill follow to fill the vacancy. The co-option of a Parish Councilors occurs in two instances.

1. When an ordinary vacancy has arisen on the Parish Council after the ordinary elections held every four years
2. When a casual vacancy has arisen on the Parish Council and no poll (by election) has been called.

An Ordinary Vacancy

An ordinary vacancy occurs when there are insufficient candidates to fill all the seats on the Parish Council at the ordinary elections held every four years. Any candidates who were nominated are automatically elected to the Parish Council and any remaining vacancies are known as "ordinary vacancies". Provided there are enough Parish Councillors to constitute a quorum, the Parish Council is usually able to co-opt a volunteer to fill the vacancies. In some cases, the West Suffolk District Council (WSDC) may intervene and make an appointment or order an election to fill the vacancies.

Casual vacancy

A casual vacancy occurs when:

- A Councillor fails to make his declaration of acceptance of office at the proper time
- A Councillor resigns
- A Councillor dies
- A Councillor becomes disqualified
- A Councillor fails for six (6) months to attend meetings of a council committee or sub-committee or to attend as a representative of the council a meeting of an outside body

The Parish Council has to notify the WSDC of a casual vacancy. WSDC issues a Notice of Vacancy which is advertised on WSDC website, the Parish Council displays on all notice boards and PC website. The Notice of Vacancy invites electors for the ward the opportunity to request an election. An election occurs when ten (10) electors write to the WSDC stating that an election is requested.

The people of the ward have fourteen days (not including weekends, bank holidays and other notable days), to claim the by-election, but the Electoral Services Office of WSDC will advise the Clerk of the closing date which will also be included in the Notice of Vacancy.

If ten (10) residents do not request a ballot within fourteen (14) days of the vacancy notice being posted, as advised by the Electoral Services Office, the Parish Council is able to co-opt a volunteer.

If a by-election is called, a polling station will be set up by WSDC and the people of the ward will be asked to go to the polls to vote for candidates who will have put themselves forward by way of a nomination paper. The Parish Council will pay the costs of the election.

If more than one (1) candidate is then nominated a by-election takes place but if only one (1) candidate is put forward they are duly elected without a ballot.

CONFIRMATION OF CO-OPTION

On receipt of written confirmation from the Electoral Services Office of WSDC that no by-election has been claimed, the casual vacancy can be filled by means of co-option.

The Clerk will notify the Full Council and will

- Advertise the vacancy for four weeks or such other period as the Parish Council may agree on the Parish Council notice boards and website and Ixworth magazine
- Advise West Suffolk Council that the co-option policy has been instigated

This procedure will also apply in the case of an ordinary vacancy where the Electoral Services Office of WSDC has confirmed that there were insufficient nominations to fill all the seats but there are sufficient Parish Councillors elected to constitute a quorum.

ELIGIBILITY OF CANDIDATES

The Parish Council is able to consider any person to fill a vacancy provided that

- he/she is 18 or over; and
- he/she is a British citizen, a qualifying Commonwealth citizen or a citizen of any other member state of the European Union

and at least one of the following apply:

- he/she is an elector for the Parish and continues to be an elector;
- or has resided in the Parish for the past twelve months or rented/tenanted land in the Parish
- or has had his/her principal or only place of work in the Parish for the past twelve months
- or has lived within three miles of the Parish for the past twelve months

There are certain disqualifications for being a Parish Councillor, of which the main are (see s80 of the Local Government Act 1972):

- holding a paid office or employment under the Parish Council
- bankruptcy
- having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the preceding five years
- being disqualified under any enactment relating to corrupt or illegal electoral practices

APPLICATIONS

Candidates will be requested to

- Attend at least one Parish Council meeting as observers
- Submit information about themselves, by way of completing a short application form
- Confirm their eligibility for the position of Parish Councillor within the statutory rules

Following receipt of applications, the next suitable Parish Council meeting will have an agenda item 'To receive written applications for the office of Parish Councillor and to co-opt a candidate to fill the existing vacancy'. Eligible candidates will be invited to attend the meeting.

Copies of the eligible candidates' applications will be circulated to all Parish Councillors by the Clerk at least 3 clear days prior to the meeting of the full Parish Council, when the co-option will be considered.

All such documents will be treated by the Clerk and all Parish Councillors as strictly private and confidential.

AT THE CO-OPTION MEETING

At the co-option meeting, candidates will be given five minutes maximum to introduce themselves to the Parish Councillors (members), give information on their background and experience and explain why they wish to become a member of the Parish Council.

If a candidate is unable to attend the meeting due to accepted circumstances this will not disqualify them from being considered for the vacancy.

The process will be carried out in the public session and there will be no private discussions between members prior to a vote being taken.

However, where the Parish Council is discussing the merits of candidates and inevitably their personal attributes, this could be prejudicial, and the Parish Council should resolve to exclude the members of the press and public.

After discussions of candidates submissions the public will be re-admitted to the meeting and the Parish Council will proceed to a vote with each candidate being proposed and seconded by the Councillors in attendance and a ballot will be held.

In order for a candidate to be co-opted to the Parish Council, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting).

If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process.

Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority. It is noted that the Chair has a second casting vote if there is no majority vote.

If present, a candidate who is co-opted will sign at the co-option meeting a Declaration of Acceptance of Office, including an undertaking to abide by the Parish Council's Code of Conduct, and may take office thereafter.

If not present, a co-opted candidate will sign the Declaration of Acceptance of Office either before or at the next meeting of the Parish Council.

The Clerk will notify West Suffolk Council Electoral Services Office of the co-option of the new parish councillor.

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 West Suffolk Council within 28 days of the co-option.

See below

Application form

Co-option eligibility form

Councillor Person Specification

Ixworth & Ixworth Thorpe Parish Council Co-option Application Form

Name:
Address:
Telephone Number:
Email Address:
Are you 18 or over? YES/NO

Please detail any experience you may have that is relevant to Ixworth & Ixworth Thorpe Parish Council (if necessary, continue onto a separate sheet)

Is there any other information you would like to disclose regarding your application? (If necessary, please continue on a separate sheet).

Use of Personal Information

The Parish Council will use your information, including that which you provide on this application form, to assess your suitability to be a Parish Councillor.

Declaration & Consent

I have read the section entitled "Use of Personal Information" and by signing this form I consent to the use and disclosure of my information included in this application form.
I declare the information given on this form to be true and correct.

SIGNED..... NAME.....

DATE.....

Please complete and return this form, together with the completed Co-option Eligibility Form to:

*The Clerk, Ixworth & Ixworth Thorpe Parish Council, 13 Benet Close, Thetford, Norfolk, IP24 2UA
Tel no 01842 750592 – email pc@ixworth.net*

Co-option Eligibility Form

1. In order to be eligible for co-option as a Ixworth & Ixworth Thorpe Parish Councillor you must satisfy certain criteria. You must satisfy (a) and (b) below and at least one of the options (c) – (f). Please tick which apply to you:

- a. I am 18 years of age or over; and
- b. I am a British citizen or a citizen of the Commonwealth or a citizen of any other member state of the European Union
- c. I am registered as a local government elector for the parish
- d. 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
- e. My principal or only place of work during those twelve months has been in the parish
- f. I have during the whole of those twelve months resided in the parish or within 3 miles of it.

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being a parish councillor if he/she:

- a. Is employed by the Parish Council or holds paid office (other than chairman, vice- chairman or deputy chairman) under the Parish Council (including joint boards or committees)
- b. Is employed by an entity controlled by the Parish Council
- c. Is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or a debt relief restrictions order or an interim debt relief restrictions order; or
- d. Has within five years before the day of co-option, or since his/her co-option, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- e. Is otherwise disqualified under Part III of the Representation of the People Act 1983 (relating to corrupt or illegal electoral practices and offences relating to donations) or the Audit Commission Act 1998.

Use of Personal Information

The Parish Council will use the information provided on this form to assess your eligibility to be a parish Councillor.

Declaration & Consent

I..... hereby confirm that I am eligible for the vacancy of Ixworth & Ixworth Thorpe Parish Councillor, and I am not disqualified under s80 of the Local Government Act 1972 from being a Parish Councillor and that the information given on this form is true and correct.

I have read the section entitled "Use of Personal Information" and by signing this form I consent to the use and disclosure of my information included in this form.

Signature.....

Name.....

Date.....

Councillor Person Specification

<u>COMPETENCY</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Personal Attributes	<ul style="list-style-type: none"> • Sound knowledge and understanding of local affairs and local community • Forward Thinking 	Can bring a new skill, expertise, or key local knowledge to the Council
Experience, Skills, Knowledge and Ability	<ul style="list-style-type: none"> • Ability to listen constructively • A good team player • Ability to pick up and run with a variety of projects • Solid interest in local matters • Ability and willingness to represent the Council and their community • Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions. • Ability to communicate succinctly and clearly. • Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff. • 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 induction training and other relevant training. 	<ul style="list-style-type: none"> • Experience of working or being a member in a local authority or other body • Experience of working with voluntary and or local community/interest groups • Basic knowledge of legal issues relating to Town or Parish Councils • Experience in delivering presentations
Circumstances	<ul style="list-style-type: none"> • Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends 	