



# GRAIG COMMUNITY COUNCIL

## Co-option Policy

This policy is based on NALC Legal Briefing L15-08 – Good practice for selection of candidates for co-option to local Councils.

Community 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 (i.e. the vacancy has been the subject of a public notice and less than 10 registered electors have requested an election by a deadline date specified by the District Returning Officer).

Although seeking “expressions of interest” is not a legal requirement, the National Association of Local Councils (NALC) recommends that Councils always give public notice of vacancies because this makes the process of co-option open and transparent and should attract more potential candidates.

Whenever the need for co-option arises, Graig Community Council will consider advertising the vacancy to seek and encourage ‘expressions of interest’ by a specified date from anyone living or working in the ward of Graig or within 3 miles of its boundaries who is eligible to stand as a Community Councillor. All potential candidates will be requested to put their request for consideration by completing an application form

Please note Community Councillors will have a means of contact, by way of a Councillor e-mail address, which will be published on the Council website.

At the next Full Council meeting:

- i. Clerk to confirm that each candidate has provided a signed application form to confirm his/her eligibility and declaration that he/she is not disqualified from being a Councillor as set out in the Local Government Act 1972 s79 and s80;
- ii. Chairman to offer opportunity for debate by Councillors and opportunity for the candidate(s) for co-option to address the Council before iii. Below.
- iii. Vote on the acceptability of each candidate for co-option, utilising the ‘person specification’ criteria set out below and any personal statements requested from and provided by candidates. An absolute majority vote is required for each candidate from all members present and entitled to vote (LGA 1972 Sch. 12. Para 39) (The applicant with the least number of votes casted will be deleted and the vote taken again and again etc. until the number of candidates equals the number of vacancies);
- iv. Candidate(s) approved for co-option (decided by the vote at iii above) to sign the acceptance of office form witnessed by the Proper Officer. The Register of Interests form to be completed within 28 days of co-option.

The Clerk to notify Electoral Services of the new Councillor appointment and publish the ‘registration of interests form’ on the Council website.



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## CO-OPTED COUNCILLOR PERSON SPECIFICATION

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