



## Nailsworth Town Council

### Co-option Policy

A Casual Vacancy occurs when a Councillor leaves post during the Council's Term. Town 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.

Whenever the need for co-option arises, Nailsworth Town Council will consider advertising the vacancy to seek and encourage 'expressions of interest' by a specified date from anyone in the town of Nailsworth who is eligible to stand as a Town Councillor.

All potential candidates will be requested to complete an application form (See Appendix A). Once applications have been received, at the next Full Council meeting:

- i. Clerk to confirm that each candidate is qualified to become a Councillor and 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 on the order of priority to offer co-option
- 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 will be deleted and the vote taken again. This process will be repeated until the number of candidates equals the number of vacancies)
- iv. Vote to select the order in which acceptable candidates (decided by the vote at iii above) should be approached to offer co-option on this occasion
- v. The Clerk to approach and offer co-option to candidate(s) after the meeting in the order of priority determined by the vote at iii above, if the first choice does not accept the post then the second is to be approached and so on until the ranking list is exhausted
- vi. Assuming that the co-option position is filled and all paperwork completed, formally ratify the appointment at this or the next Full Council meeting

The Clerk to notify Democratic Services of the new Councillor appointment, initiate 'acceptance of office' paperwork and 'registration of interests' on the Council website.

If no one accepts the vacant post(s), the whole process is to be repeated when new individuals expressing interest are identified.

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

Town 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.

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.



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### Co-Opted Councillor Person Specification

#### Competency Essential/Desirable

##### Personal Attributes

- Sound knowledge and understanding of local affairs and the local Town
- Forward thinking
- Can bring a new skill, expertise or key local knowledge to the Council.

##### Experience, Skills, Knowledge and Ability

- 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 Town
- 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 the clerk.
- 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.
- Experience of working with voluntary and or local interest groups

##### Circumstances

- Ability and willingness to regularly attend meetings of the Council. (Please note that the majority of Council meetings are held in an evening and, unfortunately, under present legislation the Town Council is not permitted to contribute to the cost of Councillors' childcare or care of dependants.)

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Author	Cllr Jonathan Duckworth		



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APPENDIX A

## Nailsworth Town Council

Application Form for the Role Of Town Councillor on Nailsworth Town Council

Full name	
Home address Inc. Postcode	
Telephone number	
Mobile number	
Email	

### Legal Qualifications for being a Town Councillor

(To qualify you must be able to answer 'Yes' to both of the questions below)

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes / No
Are you 18 or over?	Yes / No

### Qualifications

(To qualify you must be able to answer 'Yes' to at least one of the questions below)

Are you on the electoral register for Nailsworth?	Yes / No
Have you lived either in Nailsworth, or within three miles of its boundary, for at least a year?	Yes / No
Have you been the owner or tenant of land in Nailsworth for at least a year?	Yes / No
Have you had your only or main place of work in Nailsworth for at least a year?	Yes / No

### Disqualifications

(You must be able to answer No to all of the questions below to be eligible to serve as a councillor)

Are you the subject of a bankruptcy restrictions order or interim order?	Yes / No
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes / No
Are you disqualified by order of a court from being a member of a local authority?	Yes / No



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Please briefly outline of why you are interested in being a Town councillor.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise, listening and organisational skills.

Are there any questions you would like to ask the council?

Signed.....

Date: .....

Please email the completed form to [clerk@nailsworthtowncouncil.gov.uk](mailto:clerk@nailsworthtowncouncil.gov.uk) or hand it in to the Town Hall