

QUALIFICATIONS FOR HOLDING OFFICE AS PARISH COUNCILLOR

Section 79(1) of the Local Government Act 1972 (the Act) provides, unless disqualified, a person is qualified to be elected and to be a councillor if he/she is a qualifying Commonwealth citizen or an EU citizen on the day on which he is nominated, and if there is a poll, the day of the election, and that he/she is 18 years of age or over and:

- a) They are and continue to be a local government elector for the area of the authority; or
- b) They have during the whole of the twelve months preceding that day occupied as owner or tenant any land or other premises in that area; or
- c) Their principal or only place of work during that twelve months has been in that area; or
- d) They have during the whole of those twelve months resided either in the parish or community or within three miles of it.

A PERSON IS DISQUALIFIED UNDER THE ACT FROM BEING A COUNCILLOR IF HE/SHE:

- a) Holds any paid office or employment (other than the office of chairman, vice chairman or deputy chairman) to which he has been appointed by the council or any committee or sub-committee of the council, or by a paid officer of the council, or by any joint committee on which the council is represented; or
- b) Is the subject of a bankruptcy restrictions order or interim order (section 267(1) of the Enterprise Act 2002); or
- c) Has within five years before the day of the election or since their election been convicted of any offence and has had passed on him a sentence of imprisonment of at least three months (whether suspended or not) without the option of a fine; or
- d) Has been found guilty of corrupt or illegal practices in connection with the 1983 Local Government Act

To ensure that Berryfields Parish Council considers for co-option only those candidates who are eligible to be councillors, we require candidate(s) for co-option to certify in writing that they:

- meet the criteria for eligibility, set out in s. 79 of the 1972 Act, to be a member of the council, and
- are not disqualified, pursuant to s.80 of the 1972 Act, to be a member of the council.

PROCESS OF CO-OPTION

Following confirmation from the Returning Officer that a poll has not been claimed the Parish Council will now proceed to fill two casual vacancies, caused by the resignations of Mr M Barns and Mrs J Moore, by co-option.

Candidates who wish to be co-opted shall apply in writing to the Parish Clerk either by email or post to the addresses below by **Friday 12th October 2018** that they are eligible and meet the statutory requirements to be a member of the council. Candidates are asked to please forward a copy of their cv for councillors' information.

They should include their reasons for wishing to stand for co-option including their specific professional or other experience, specific interests and areas of expertise. Councillors are interested in hearing from candidates how they will assist the council in providing services to parishioners. *(Please note the Parish Clerk is on leave from 29th September until 12th October but all applications will be noted and provided to councillors for consideration before the Parish Council meeting on 18th October).*

Parish Council

After receipt of self-certification which confirms that he or she meets the statutory requirements to be a member of a local council, the council will consider fairly if candidates are suitable for co-option. (A role description is attached for information). Candidates can ask to meet the Parish Clerk and the Chairman to talk about the role of councillors and to ask any questions they have.

The Parish Council will consider all applications at its meeting on **Wednesday 18th October**. They will invite candidates to address the council, and answer questions from councillors. Successful candidates will be informed as soon as possible after the meeting and will be co-opted to the council at its meeting on Wednesday 21st November. (Councillors may request a meeting with candidates prior to this meeting but if so candidates will be advised).

Sue Severn CiLCA

Parish Clerk clerk@berryfieldspc.org

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Briefing note: Prepared for information for candidates for co-option to Berryfields Parish council:
This briefing note includes eligibility, disqualification and process

September 2018

PARISH COUNCILLOR – PERSON SPECIFICATION

| | ESSENTIAL | DESIRABLE |
|--|---|--|
| Relevant knowledge, Education, Professional Qualifications & Training | <ul style="list-style-type: none"> • Sound knowledge and understanding of local affairs and the local community. | <ul style="list-style-type: none"> • Vocational or professional training to support voluntary work in the council and community. |
| Experience, Skills, Knowledge and Ability | <ul style="list-style-type: none"> • Solid interest in local matters. • Ability and willingness to represent the community, and council. • Good interpersonal skills. • Ability to communicate clearly both orally and in writing. • Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff. • Good reading and analytic skills. • 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 relevant training. • Ability to work under pressure. | <ul style="list-style-type: none"> • Knowledge of HR, procurement, contract management, financial control or risk management and compliance, public relations • Experience of working in another public body or not for profit organisation • Experience of working with voluntary and or local community/ interest groups. • Basic knowledge of legal issues relating to town and parish councils or local authorities. • Experience of delivering presentations. • Experience in financial control/budgeting |
| Other requirements | <ul style="list-style-type: none"> • Ability and willingness to attend meetings of the council (or the meetings of other local authorities and local bodies) in the evening and events in the evening and at weekends. • Flexible • Enthusiastic. • Hardworking. | |

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