



CO-OPTION APPLICATION PACK

Brixham Town Council

A vacancy has arisen at Brixham Town Council following the recent resignation of one of its Councillors. Brixham Town Council is keen to co-opt a new member and has produced these documents to help with the application process.

Eligibility of Candidates

The Town Council can consider any person to fill a vacancy provided that:

- he/she is an elector for the parish; or
- has resided in the parish for the past twelve months or rented/tenanted land in the parish; or
- had his/her principal place of work in the parish; or
- has lived within three miles (direct) of the parish.

There are certain disqualifications for election, of which the main are (Local Government Act 1972):

- holding a paid office under the local authority;
- 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 five years preceding the election; and
- being disqualified under any enactment relating to corrupt or illegal practices.

Deadline

All candidates must return the completed application form to Mrs T Hallett, Town Clerk, Brixham Town Council, Town Hall, New Road, Brixham TQ5 8TA or info@brixhamtowncouncil.gov.uk by 12 noon on Monday 21st August 2017.

Please do not submit any paperwork other than the forms supplied by Brixham Town Council.

Process

On receipt of applications, Brixham Town Council will write to invite candidates to attend the next Full Council meeting on 31st August. The meeting will be held at 7pm in the Function Room of the Town Hall and is open to the public.

Each candidate will be invited to address the council for 5 minutes to introduce themselves and present information on their background, experience and why they wish to become a Town Councillor. Members of the Council will also have an opportunity to ask candidates tailored questions.

As soon as all candidates have finished giving their submissions, the council will proceed to a vote with each candidate being proposed and seconded by the councillors in attendance. This will be by ballot papers.

In order for a candidate to be elected to the 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.

The successfully co-opted candidate will become a Councillor with immediate effect.

Co-opted members will be asked to sign a Declaration of Acceptance of Office to agree to be bound by the Local Government Code of Conduct. They may then take their seat at Council and are then able to be appointed to a committee and / or as a representative to local organisations.

Any application can be considered in a candidate (s) absence, but if successful, the candidate would need to sign the Declaration of Office either before or at the next Full Council meeting.

Person Specification / Criteria

Competency	Essential	Desirable
Relevant knowledge, Education, Professional Qualifications and Training	<ul style="list-style-type: none"> • Sound knowledge and understanding of local affairs and the local community. • Forward thinking. 	<ul style="list-style-type: none"> • Can bring a new skill, expertise or key local knowledge to the Council ie Business, Planning or Arts and Culture knowledge
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 public body • 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
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) 	

	<ul style="list-style-type: none">• Ability and willingness to attend events in the evening and at weekends.• Flexible• Enthusiastic	
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Eligibility Form

Are you a British subject, citizen of the Commonwealth or citizen of the European Union?	YES/NO
On the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) are you 18 years of age or over?	YES/NO

Please tick those below which apply to you

I am registered as a local government elector for the town of Brixham; or	
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 town of Brixham; or	
My principal or only place of work has, during the whole twelve months preceding my co-option, been in the town of Brixham; or	
I have during the whole of twelve months preceding my co-option lived in the town of Brixham or within 3 miles of it.	

Under Section 80 of the Local Government Act 1972 a person is **disqualified** from being elected as a Local Councillor or being a member of a Local Council if specific criteria are not met:

Are you an employee of Brixham Town Council?	YES/NO
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, Channel Islands or 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

Declaration

I.....hereby confirm that I am eligible for the vacancy of Brixham Town Councillor, and the information given on this form is a true and accurate record.

Signed:

Print:

Date:

Application Form

Full Name:	
Address:	
Telephone Number (s):	
Email Address:	

Please tell us something about what experience you can bring to Brixham Town Council, for example; previous local government experience, work in the voluntary or charitable sector, business experience (please continue on an additional page if required).

Please tell us something about skills you can bring to the Council, for example; professional qualifications, financial or project management expertise (please continue on an additional page if required).

Please explain why you are interested in becoming a Town Councillor

**Please include any other information you would like to add in support of your application
(please continue on an additional page if required)**

Are there any questions you would like to ask the Town Council?

Signed:

Print:

Date: