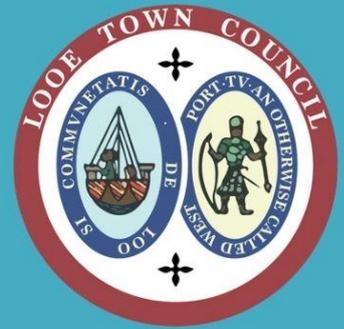


LOOE TOWN COUNCIL

K O N S E L T R E L O G H



Councillor Co-Option Policy

Re-Adopted 24th May 2022

Next Review due:
23rd May 2023



Looe Town Council

Councillor Co-option Policy



1. Elections to Councillorship of the Town Council are held every four years.
2. In the event of fewer candidates standing for election than there are seats available, then those candidates validly nominated will be elected unopposed and the remaining seats will be filled by co-option at the earliest opportunity and within 35 working days following the fourth day after the election.
3. Publicity posters advertising the vacancy/vacancies will be displayed on Council notice boards and on the Council website.
4. The notice of co-option will be put onto the Looe Town social media channels.
5. Councillors may point out the vacancies and the process to any qualifying candidate(s).
6. Candidates found to be offering inducements of any kind will be disqualified.
7. All candidates will be expected to put their request for consideration in writing, using the standard form below, obtained from the Town Clerk, or Deputising person, or from the website, along with the following additional information where applicable: - reason for wishing to be Councillor, previous community/Council work, and other skills that will be appropriate to the Council. It will be a condition of Councillorship that a means of contact by telephone and/or e-mail will be public information. Looe Town Council is a paper lite Council so candidates should have the ability to access papers and correspondence electronically.
8. The completed co-option request forms will be circulated to **all** Council Councillors in advance of the co-option meeting.
9. Councillors will be asked who would like to serve on the co-option meeting. Although all Councillors can take part in the co-option, the panel would typically consist of the Mayor, Deputy Mayor and chairs of the Standing Committees of the Council.
10. At the meeting, each candidate will be asked in turn a series of questions. All candidates will be asked the same questions.
11. Each candidate will be scored by Councillors based on the candidate's answers to the questions and on their suitability against the person specification.
12. Discussion will ensue with the highest and lowest score for each candidate eliminated.
13. A resolution may be put at this stage that the vote be taken.

14. If any of the candidates do not meet the required standard, then Councillors do not need to co-opt. Councillors may defer a vote whilst further enquiries are made.
15. A vote will then be taken either by a show of hands or by a signed ballot, whichever is requested by a majority of Councillors; all candidates will be considered.
16. If there are more applicants than seats, then the applicant with the least number of votes cast will be deleted and the vote taken again and again etc. until the number of candidates equals the number of vacancies.
17. Candidates will be furnished with a full agenda of the meeting at which they are to be considered for selection, plus a copy of the Councillors' Code of Conduct and Standing Orders of the Council. The successful candidates will arrange to sign their Declaration of Acceptance of Office and can then act as Councillors. They are to be reminded that their entry to the Councillors' Register of Interests must be filled in within 28 days and a copy passed on to Cornwall Council's Monitoring Officer. Subsequent to the meeting, a copy of the Freedom of Information Act publication list and a copy of the Financial Regulations will be issued to the newly co-opted member(s).
18. There will be opportunities for training during the subsequent term of office.

COMPETENCY ESSENTIAL	ESSENTIAL	DESIRABLE
Personal Attributes	<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.
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 Councillors and to maintain good working relationships with all Councillors and staff. • Ability and willingness to work with the Council's partners (e.g. voluntary groups, other parish Councils, town organisations, 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) at any time and events in the evening and at weekends.	
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Expression of Interest in becoming a Councillor for Looe Town Council

Name:	Address:
Please state which of the qualifying criteria* applies to you:	Contact details: Email: Telephone: Mobile:
Why would you like to become a Councillor for Looe Town Council?	
What skills and experience could you bring to the Town Council?	

What opportunities do you see for Looe?
Please state if there is anything you would like the Council to know which could potentially embarrass or bring the Council into disrepute.

*The Town Council may co-opt as a member any person who is legally qualified to hold such office, and who is willing to serve, provided he or she satisfies at least one of the following qualification categories:

Candidates must be qualified to stand for election. The Local Government Act 1972, Section 79, sets out the qualifications for standing as a candidate and the grounds for disqualification of a candidate.

On the day of nomination and the day of poll, you must:

- be at least 18 years old
- be a British citizen, an eligible Commonwealth citizen or a citizen of any other member state of the European Union, and
- meet at least one of the following four qualifications:
 - a) Your name must appear on the register of local government electors for the parish/community at the time of your nomination and throughout your term of office should you be elected.

b) You have occupied any land or other premises as owner or tenant in the parish/community during 12 months before the day of your nomination and the day of election.

c) Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the parish/community area. You do not have to have paid employment to qualify, as long as your main or only place of work is in the parish/community area. For example, Councillors who's main or only job is being a Councillor would be able to use this qualification, if their Council office is within the parish/community.

d) You have lived in the parish/community area or within three miles of it during 12 months before the day of your nomination and the day of election.

You may be disqualified as a candidate if:

- You are employed by the Parish/Community Council or hold a paid office under the Parish/Community Council (including joint boards or committees).
- You have been declared bankrupt in the last five years and has not repaid your debts.
- You have been convicted of a criminal offence and sentenced to at least three months imprisonment (including any suspended sentence) within the previous five years.
- You are disqualified due to corrupt practices under the Representation of the People Act 1983 or the Audit Commission Act.

For more information relating to these qualifications, please see the Electoral Commission's Guidance.

The closing date for this vacancy is _____.

Successful applicants will then be invited for interview.

GDPR Permission

Your privacy is very important to us and we take measures to ensure your personal information is properly protected and secured. We will never send any unsolicited message asking you to provide any password, financial detail or other sensitive information by mail, email or through a link. We take appropriate measures to safeguard the information we hold from unauthorised access, improper use or unlawful loss or disclosure. Correspondence and Documents are kept in a secure environment. Electronic databases are stored in secure, password protected locations accessible only by authorised users. Office Use Personal Computers, Laptops and Tablets are encrypted and are protected by security software.

Re-Adopted by Looe Town Council on 24th May 2022