

Mary Tavy Parish Council Councillor Co-option Policy

1. Principles of Co-option

The Parish Council is committed to a process which is fair, open and transparent and complies with the Equalities Act 2010, in which the successful candidate is selected upon merit.

2. Notification

Upon receipt of written notification from the electoral officer at West Devon Borough Council that a casual vacancy may be filled by co-option, the Parish Clerk will publish the vacancy within 21 days of receipt of the written notification.

3. The Co-option Notice

The co-option notice / advert will include the following details:

- The method by which applications can be made
- The closing date for all applications
- A contact point to obtain more information (ordinarily this will be the Parish Clerk)
- How to find further information either electronically or in paper format

4. Promotion of the vacancy

To support an open and transparent process, the Parish Council will publicise the opportunity as widely as possible within the parish, using a range of media.

- The co-option notice will be placed on all noticeboards
- An advert will be posted on the Parish Council facebook page and the Council's website and its widespread sharing will be encouraged
- Interested individuals will be provided with an application form, a copy of this policy, background information on the Council and the Role of a Councillor.
- Councillors are encouraged to share information about the vacancy.

5. Eligibility

Eligibility is determined primarily by the Local Government Act 1972. Details of eligibility will be provided on the advert and assessed by application form. The Parish Clerk will be responsible for determining eligibility based upon the information provided.

6. Applications

- Individuals will be given at least 14 days' notice to make an application to the Council.
- Other than the completed application form, applicants should not submit any other supporting paperwork and they should not lobby any individual Councillor. Equally, elected Councillors should not coerce individuals to make application. A breach of this rule could result in the candidate being excluded.
- The precise dates and times for submission will be included in the application pack. As far as possible the deadline shall be at least 7 days prior to the Full Council meeting at which a decision is due to be made.
- Late applications will not be accepted.

- Copies of the applicants' application forms will be circulated to all Councillors by the Clerk, along with the summons to attend the next Full Council meeting following the application deadline.
- Applications will be considered as confidential papers as they will likely contain personal information relating to the candidate. The sharing of personal information must always be in accordance with data protection legislation and council policies.

7. Decision Making Process

- All eligible candidates will be invited to attend the Full Council meeting at which co options will be considered.
- If candidates are unable to attend this meeting, their application will still be considered in their absence (unless it is withdrawn).
- No alternative date or time for a meeting will be arranged.
- The co-option process will be determined in a public session of Council and a specific agenda item will be set aside for applicants to make a brief, verbal presentation to Council in support of their application.
- A maximum of three minutes will be allowed per candidate.
- Members may ask questions of the candidates following their presentations.
- Following the conclusion of all presentations, there will be no discussion of the presentations and the Council will proceed to voting.
- All voting will be by a show of hands in accordance with adopted Standing Orders.
- The initial vote will be to decide whether to proceed with co-option
- Should the Council resolve that there are suitable candidates and to proceed, the Council will vote for individual candidates in alphabetical order.
- If there is more than one vacancy, this question shall be asked after each round of voting
- Councillors are still bound to declare an interest if they related to or have a close relationship to an individual candidate and must withdraw from the meeting for any vote relating to that candidate.
- A successful candidate must have received an absolute majority vote by those Councillors present
- If there are more than two candidates for one vacancy and not one of them at the first count receives a majority over the aggregate votes given to the rest, the Chairman must strike off the candidate with the least number of votes and the remainder must then be put to the vote again until an absolute majority is achieved.
- In accordance with Standing Orders, the Chairman may exercise his/her right to use a casting vote
- If there is more than one vacancy and the number of candidates equals the number of vacancies, all the vacancies may be filled by a single composite resolution, but if the number of candidates exceeds the number of vacancies each vacancy must be filled by a separate vote or series of votes
- The Council is not obliged to fill all or any vacancies, but will take steps to advertise for further co-option
- Successfully co-opted candidates become Councillors in their own right, with immediate effect (subject to the signing of the declaration of acceptance of office)
- The co-opted members will be asked to sign a Declaration of Acceptance of Office before or at the first meeting of the Parish Council after their election and to agree to be bound by the Council's adopted Code of Conduct. They may then take their seat at Council and will have the ability to be appointed to committees and or become a representative to local organisations.
- Any newly co-opted members will be provided with a welcome pack and invited to attend an induction and training session with the Parish Clerk and/or other officers/councillors. This should take place where possible before the next Full

Council meeting. in addition to attending induction training, members will be encouraged to attend more specific training as appropriate provided by DALC/NALC.

Mary Tavy Parish Council



Parish Councillor Application Form

Name	
Address	
Postcode	
Phone No	
Email	
Date	

Qualifications for Candidature

To be qualified to be elected a member of the Parish Council a person must be a British or Commonwealth citizen, citizen of the Republic of Ireland, or European Union citizen, who has attained the age of 18 years of age and is:

- registered as a local government elector for the parish;
- and/or who has during the whole of the twelve months preceding the appointment occupied as owner or tenant any land or other premises in the parish;
- and/or his/her principal or only place of work during that twelve months has been in the parish; and/or
- has during those twelve months resided in the parish or within 4.8 kilometres (3 miles) of it.

Candidates are advised to confirm as many of the relevant qualifications as apply.

There are certain disqualifications for election, of which the main (S.80 of the Local Government Act 1972) are:

- holding a paid office under the 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.

**Please tell us why would you like to be a Parish Councillor for Mary Tavy?
(max 300 words)**

Please detail any experience you feel is relevant e.g. volunteering; community projects; community interest etc

Deadline: 12 noon date as required
Please return completed forms to:
Mary Tavy Parish Council
Email: clerk@marytavyparishcouncil.gov.uk

Privacy Statement

Mary Tavy Parish Council is a data controller under data protection legislation. That means that we are responsible for deciding how we hold and use the personal information collected about you.

Mary Tavy Parish Council is committed to protecting the privacy and security of your personal information. We are required under the data protection legislation to notify you of the information contained in this privacy notice. This privacy notice describes how we collect and use personal information about you during and after your application to obtain employment with us, in accordance with the General Data Protection Regulations (GDPR).

This notice does not form part of any contract of employment or other contract to provide services. We may update this notice from time to time. It is important that you read this notice so that you are aware and understand how we are using your personal information.

What personal data do we collect?

We collect, store and use the following categories of personal information from you:

- Personal contact details such as name, title, addresses, telephone numbers, place of employment and personal email addresses
- Date of birth
- Gender
- National Insurance number
- Copy of driving licence or passport

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Where applicable or if consent is given, equality and diversity monitoring information, for example, information about your ethnic origin, sexual orientation and religion or belief
- Where applicable, information about criminal convictions and offences

We do not need your consent if we use special categories of your personal information in accordance with our written policy to carry out our legal obligations

How we collect personal information:

We typically collect personal information about you as a prospective Candidate through the application and appointment process

How we may use your personal data?

We will only use your personal information where we are permitted to do so by law. This includes:

- Where we need to comply with a legal obligation to confirm your legal right to stand and be appointed as a parish councillor.

We may use your personal information in the following circumstances:

- Making a decision about your eligibility to be appointed by
- Determining your connection to the parish through employment and or address records
- Checking for any relevant criminal convictions or any bankruptcy proceedings
- Checking you are legally entitled to live and work in the UK
- Complying with health and safety obligations and assessing whether we need to make any reasonable adjustments to enable you to carry out your duties
- Equal opportunities monitoring

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

How we use particularly sensitive personal information

“Special categories” of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We may process special categories of personal information in the following circumstances:

- In limited circumstances, with your explicit written consent
- Where we need to carry out our legal obligations
- Where it is needed in the public interest, such as for equal opportunities monitoring
- Where it is needed to assess your capacity on health grounds, subject to appropriate confidentiality safeguards