



ST. LAWRENCE PARISH COUNCIL CO-OPTION POLICY

INTRODUCTION

This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of Councillors to St. Lawrence Parish Council. The co-option procedure is entirely managed by the Parish Council, and this policy will ensure that a fair and equitable process is carried out.

CO-OPTION

The co-option of a Parish Councillor occurs in two instances:

1. When an ordinary vacancy has arisen on the Parish Council after the ordinary elections held every four years;
2. When a casual vacancy has arisen on the Parish Council and no poll (by-election) has been called.

Ordinary vacancy

An ordinary vacancy occurs when there are insufficient candidates to fill all the seats on the Parish Council at the ordinary elections held every four years. Any candidates who were nominated are automatically elected to the Parish Council and any remaining vacancies are known as "ordinary vacancies". Provided there are enough Parish Councillors to constitute a quorum, the Parish Council is usually able to co-opt a volunteer to fill the vacancies. In some cases, the District Council (Maldon) may intervene and make an appointment or order an election to fill the vacancies.

Casual vacancy

A casual vacancy occurs when:

- A Councillor fails to make his declaration of acceptance of office at the proper time;
- A Councillor resigns;
- A Councillor dies;
- A Councillor becomes disqualified; or
- A Councillor fails for six (6) months to attend meetings of a Council committee or sub-committee.

The Parish Council must notify the District Council of a casual vacancy and then advertise the vacancy and give electors the opportunity to request an election. This occurs when ten (10) electors write to the District Council stating that an election is requested.

If a by-election is called, a polling station will be set up by Maldon District Council and the people of the Parish will be asked to go to the polls to vote for candidates who will have put themselves forward by way of a nomination paper. The Parish Council will pay the

costs of the election. The people of the Parish have fourteen days (not including weekends, bank holidays and other notable days), to claim the by-election, but the Electoral Services Office of Maldon District Council will advise the Clerk of the closing date. If more than one (1) candidate is then nominated a by-election takes place but if only one (1) candidate is put forward they are duly elected without a ballot.

If ten (10) residents do not request a ballot within fourteen (14) days of the vacancy notice being posted, as advised by the Electoral Services Office, the Parish Council is able to co-opt a volunteer.

CONFIRMATION OF CO-OPTION

On receipt of written confirmation from the Electoral Services Office that no by-election has been claimed, the casual vacancy can be filled by means of co-option. The Clerk will:

- Advertise the vacancy for four weeks or such other period as the Parish Council may agree on the Parish Council notice boards, Facebook and website.
- Advise Maldon District Council that the co-option policy has been instigated.

This procedure will also apply in the case of an ordinary vacancy where the Electoral Services Office has confirmed that there were insufficient nominations to fill all the seats but there are sufficient Parish Councillors elected to constitute a quorum.

Step 1 – Confirm that you are eligible to be a member of the Council

Step 2 – Make sure you understand what is involved

It is recommended (but not compulsory) that you read the National Association of Local Council's publication 'The Good Councillors Guide' which explains more about the roles and responsibilities of Councillors – electronic copies are available on request and printed copies are available for a small cost from the National Association of Local Councils. If you have any questions about the role, you can contact The Clerk to the Council or any serving Councillors who will be happy to answer your questions.

Step 3 – Make your application

Complete the application form and confirmation of eligibility form (Appendix a) taking note of the Person Specification (Appendix B)

Send your completed form to The Clerk to the Council (e-mail or post)

Step 4 – Parish Council Meeting – Co-Option

Following receipt of applications, the next suitable Parish Council meeting will have an agenda item

'To receive written applications for the office of Parish Councillor and to co-opt a candidate to fill the existing vacancy'.

Applications must be received by the Clerk to the Council at least 1 week before the meeting (you will be advised of the deadline as appropriate) and applications will be circulated to all parish Councillors by the Clerk prior to the Parish Council meeting. All documents will be treated by the Clerk and Councillors as strictly private and confidential.

Please note:

The Council may elect whom it pleases providing they are eligible to become a Councillor and if the applicant is not co-opted at the Parish Council meeting following the procedures outlined this will be the Council's final decision and the Council will be under no obligation to engage in any further discussion or correspondence on the matter.

Step 5 - Joining the Council

If present, a candidate who is co-opted will be invited to sign the Declaration of Acceptance of Office, which includes an undertaking to abide by the Council's Code of Conduct and may take office immediately.

Within 28 days of co-option the co-opted Councillor must complete a Notification of Disclosable Pecuniary and Other Interests which will be lodged with the Monitoring Officer at Maldon District Council, and which will be publicly displayed on MDC and the Parish Council website. Your contact telephone number and email address will also be publicly available.

ELIGIBILITY OF CANDIDATES

The Parish Council is able to consider any person to fill a vacancy provided that:

- he/she is 18 or over; and
- he/she is a British citizen, a qualifying commonwealth citizen or a citizen of any other member state of the European Union;

and at least one of the following apply:

- he/she is an elector for the Parish and continues to be an elector; or
- has resided in the Parish for the past twelve months or rented/tenanted land in the Parish; or
- has had his/her principal or only place of work in the Parish for the past twelve months; or
- has lived within three miles of the Parish for the past twelve months.

There are certain disqualifications for being a Parish Councillor, of which the main are (see s80 of the Local Government Act 1972):

- holding a paid office or employment under the Parish Council;
- 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 preceding five years; or
- being disqualified under any enactment relating to corrupt or illegal electoral practices.

APPLICATIONS

Candidates will be requested to:

- Submit information about themselves, by way of completing a short application form (a copy of the application form is attached as Appendix A);
- Confirm their eligibility for the position of Parish Councillor within the statutory rules, (a copy of the eligibility form is attached as Appendix B).

Following receipt of applications, the next suitable Parish Council meeting will have an Agenda item 'To receive written applications for the office of Parish Councillor and to co-opt a candidate to fill the existing vacancy'. Eligible candidates will be invited to attend the meeting.

Copies of the eligible candidates' applications will be circulated to all Parish Councillor by the Clerk at least three (3) clear days prior to the meeting of the full Parish Council, when the co-option will be considered.

All such documents will be treated by the Clerk and all Parish Councillor as strictly private and confidential.

AT THE CO-OPTION MEETING

At the co-option meeting, candidates will be given five minutes maximum to introduce themselves to the Parish Councillors, give information on their background and experience and explain why they wish to become a member of the Parish Council. The process will be carried out in the public session.

As soon as all candidates have finished giving their submissions, the Parish Council will proceed to a vote with each candidate being proposed and seconded by the Councillors in attendance (as defined in Standing Orders) and a vote by a show of hands (LGA 1972 Sch. 12. Para 13). A recorded vote may be requested so as to show whether each Councillor present and voting, gave his/her vote for or against that question.

In order for a candidate to be co-opted to the Parish 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. In the case of an equality of votes, the Chairman of the Meeting has a second, or casting, vote.

If present, a candidate who is co-opted will sign at the co-option meeting a Declaration of Acceptance of Office, including an undertaking to abide by the Parish Council's Code of Conduct, and may take office thereafter. If not present, a co-opted candidate will sign the Declaration of Acceptance of Office either before, or at, the next meeting of the Parish Council.

The Clerk will notify Maldon District Council Electoral Services Office of the co-option of the new Parish Councillor.

The co-opted Parish Councillor will complete a Notification of Disclosable Pecuniary and Other Interests form within 28 days of the co-option.

If insufficient candidates are co-opted, the process should continue, whereby the vacancies are again advertised.

APPENDIX A

ST. LAWRENCE PARISH COUNCIL CO-OPTION APPLICATION FORM

Name:				
Address:				
Telephone Number:				
Email Address:				
Are you 18 or over? Yes / No				
Please detail any experience you may have that is relevant to St. Lawrence Parish Council (if necessary, please continue on a separate sheet).				
How many Parish Council meetings have you attended	None	One	Two	More than 2
	Circle the appropriate box			

Is there any other information you would like to disclose regarding your application? (If necessary, please continue on a separate sheet).

Use of Personal Information

The Parish Council will use your information, including that which you provide on this application form, to assess your suitability to be a Parish Councillor.

Declaration and Consent

I have read the section entitled "Use of Personal Information" and by signing this form I consent to the use and disclosure of my information included on this application form.

I declare the information given on this form to be true and correct.

SIGNED

NAME

DATE

Please complete and return this form, together with the completed Co-option Eligibility Form to:

The Parish Clerk, St. Lawrence Parish Council, 7 Roach Vale, Colchester, Essex. CO4 3YN
Email: clerk@stlawrence-pc.gov.uk

APPENDIX B

St. Lawrence Parish COUNCIL CO-OPTION ELIGIBILITY FORM

1. In order to be eligible for co-option as a St. Lawrence Parish Councillor you must satisfy certain criteria. You must satisfy (a) and (b) below and at least one of the options (c) – (f). Please tick which apply to you:

- a. I am 18 years of age or over; and
- b. I am a British citizen or a citizen of the Commonwealth or a citizen of any other member state of the European Union; and
- c. I am registered as a local government elector for the parish; or
- d. 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 parish; or
- e. My principal or only place of work during those twelve months has been in the parish; or
- f. I have during the whole of those twelve months resided in the parish or within three (3) miles of it.

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being a Parish Councillor if he/she:

- a) Is employed by the parish council or holds paid office (other than chairman, vice-chairman or deputy chairman) under the parish council (including joint boards or committees);
- b) Is employed by an entity controlled by the Parish Council;
- c) Is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or a debt relief restrictions order or an interim debt relief restrictions order; or
- d) Has within five years before the day of co-option, or since his/her co-option, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- e) Is otherwise disqualified under Part III of the Representation of the People Act 1983 (relating to corrupt or illegal electoral practices and offences relating to donations) or the Audit Commission Act 1998.

Use of Personal Information

The Parish Council will use the information provided on this form to assess your eligibility to be a parish Councillor.

Declaration & Consent

I hereby confirm that I am eligible for the vacancy of St. Lawrence Parish Councillor and I am not disqualified under s80 of the Local Government Act 1972 from being a Parish Councillor and that the information given on this form is true and correct.

I have read the section entitled "Use of Personal Information" and by signing this form I consent to the use and disclosure of my information included in this form.

Signature..... Name.....

Date.....

