

APPLICATION FOR CO-OPTION



Thank you for your interest in becoming a Town Councillor. Please complete all sections of this form to assist the Council in assessing your application.

If you would like any more information on this role before applying, please contact either the Town Clerk or Deputy Town Clerk for an informal discussion on 0118 969 0356.

Full Name and Title	
Home Address	
Home Telephone	
Mobile Telephone	
Email Address	

<p>About you: Within 500 words, please provide us with some background information about yourself and why you feel you are suitable for co-option as a Councillor.</p>

Reasons for applying:

Within 500 words, please explain your reasons for wanting to be co-opted as a Town Councillor.

Signature	
Date	

Your application also requires the signatures of 2 registered electors (known as a proposer and seconder) who reside within the parish of Woodley.

	Proposer	Secunder
Name		
Address		
Signature		

Please return your completed application to:

The Town Clerk, Woodley Town Council, The Oakwood Centre, Headley Road, Woodley, RG5 4JZ

Email: townclerk@woodley.gov.uk

Your application will be considered at the next available meeting of the Council, where a vote will be held to decide your co-option to Woodley Town Council.

Data Protection Statement: Any personal information provided on your application will remain private and confidential. Your name, along with information provided in the 'About You' and 'Reasons for applying' sections, will be shared as required amongst Councillors and during a public meeting for the purposes of undertaking the co-option process.

ELIGIBILITY

1. In order to be eligible for co-option as a Woodley Town Councillor, you must;
- Be at least 18 years old
 - Be a British subject, or a citizen of the Commonwealth or any member state of the European Union, and
 - Meet **at least one** of the following four qualifications: **(please tick which apply to you)**
- a) You are, and will continue to be, registered as a local government elector for the parish in which you wish to stand from the day of your nomination onwards.
- b) You have occupied as owner or tenant any land or other premises in the parish area during the whole of the 12 months before the day of your nomination and the day of co-option.
- c) Your main or only place of work during the 12 months prior to the day of your nomination and the day of co-option has been in the parish area.
- d) You have lived in the parish area or within three miles of it during the whole of the 12 months before the day of your nomination and the day of election.
2. Please note that 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 Local Council if he/she:
- a) Is employed by the parish/town council or holds a paid office under the council (including joint boards or committees).
 - b) Is the subject of a bankruptcy restrictions order or interim order.
 - c) Has been sentenced to a term of imprisonment of three months or more (including a suspended sentence), without the option of a fine, during the five years before polling day and the ordinary period allowed for making an appeal or application in respect of the conviction has passed.
 - d) Has been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal practices)
 - e) Is subject to the notification requirement of or under the Sexual Offences Act 2003.

Disqualification for bankruptcy ceases in the following circumstances: i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged; ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part; iii. If the person is discharged without such a certificate in i. and ii. above, the disqualification ceases on the date of the annulment and discharge respectively. In iii, it ceases on the expiry of five years from the date of discharge.

More information can be found from the Electoral Commission Guidance for Candidates available at www.electoralcommission.org.uk

DECLARATION

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

Signature:..... Date:

CO-OPTED COUNCILLOR PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
Personal Attributes	<ul style="list-style-type: none"> • Sound knowledge and understanding of local affairs and the local community • Solid interest in local matters 	
Experience, Skills, Knowledge and Ability	<ul style="list-style-type: none"> • A good team player • Ability and willingness to represent the Council and their community • Good interpersonal skills and able to contribute opinions at meetings whilst willing to see other views and accept majority decisions • Ability to communicate succinctly and clearly • Ability and willingness to work closely with other members and 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 • Background in Human Resources or financial management
Circumstances	<ul style="list-style-type: none"> • Ability and willingness to attend in person meetings of the Council in the evening and virtual meetings at other times. 	