

## CO-OPTION OF A MEMBER OF COUNCIL

Based on the *“Good Practice for Selection of Candidates being co-opted to a local council”* Legal Briefing NALC July 2008, we should follow closely the guidance offered.

“NALC recommends that local councils always give public notice of vacancies because this makes the process of co-option open and transparent and should attract more potential candidates.”

“Following public notice of any vacancy, a local council may co-opt any person provided that person is qualified to be a councillor (S79 LGA 1972) and is not disqualified (S80 LGA 1972)”

“Once a local council is satisfied that a candidate is eligible to be co-opted, NALC recommends that a local council should employ a fair and transparent process to assess the suitability of any proposed candidate who wishes to be co-opted.”

Any vacancy will be advertised on our website and in the Town Crier, as well as by formal notices, for 28 days. The notice will include a closing date for expressions of interest.

Interested parties will then be sent our person specification (which may be role-specific) and asked to show how they meet that specification by written application of not more than 300 words. They will also be invited to discuss their application with the council in the selection process. This selection process will be strictly confidential and not open to public attendance. If the candidates do not meet the specification, we are not obliged to make an appointment and may re-advertise.

**The following person specification is adapted to our local needs in Wolsingham Parish, and we will use this (or a specific amended form) in selecting our new member.**

David Sugden  
20 May 2018

# **WOLSINGHAM PARISH COUNCIL**

## **Person Specification for Co-option as a Councillor**

### **Knowledge, Education, Professional Qualifications, Training**

#### **Essential:**

Sound knowledge and understanding of local affairs and the community of Wolsingham Parish.

Commitment to representative democracy in decision making.

Commitment to the Nolan Principles.

#### **Desirable;**

Knowledge of the processes and policies adopted by Wolsingham Parish Council.

Awareness of current legislation affecting Parish Councils.

### **Experience, Skills and Abilities**

#### **Essential;**

Established interest in local matters.

Good connection with local community groups and organisations.

Ability to communicate clearly and respectfully with various age-groups and needs.

Willingness to work collaboratively with the council's partners, voluntary groups and charities.

#### **Desirable;**

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.

### **Circumstances**

#### **Essential;**

Ability and willingness to attend meetings of the council in the evenings and weekends.

Flexible and adaptable in their work.

Respectful of and responsive to the opinions and views of the electorate.

#### **Desirable;**

Enthusiastic in their approach to developing community services and resources.

Reviewed and confirmed by Council 12 March 2024