

Councillor Co-Option Information Pack

Council Roles

What is the role of a Parish Councillor?

The main role of a Parish Councillor is to represent the views of all residents within the parish and to listen to, and understand, the views and needs of different groups in the community. There is a responsibility to be well informed, especially about diverse local views. Councillors cannot assume that they represent the interests of electors without consulting them.

Parish Councillors are elected representatives (they are neither volunteers nor employees) and serve for a 4-year term unless co-opted or elected in a by-election when they serve until the next election. They must apply the law and comply with the Code of Conduct and other adopted policies of the council. Councillors are required to act in an ethical way and to declare an interest when necessary.

Councillors contribute to the work of the council by suggesting ideas, influencing policy and strategy, engaging in constructive debate and by responding to the needs and views of the community. Councillors comment on proposals to ensure the best outcome and vote to enable the council to make decisions.

Individual Parish Councillors cannot make decisions on behalf of the council, but they can actively lead and engage with local projects.

The Parish Council needs a wide range of skills and experience to work as a team. Councillors from different backgrounds better represent the whole community and possess different enthusiasms, skills, attitudes and interests.

What is the role of the Parish Clerk?

The role of the Parish Clerk is to ensure that the council conducts its business properly and to provide independent, objective and professional advice and support. They are under a statutory duty to carry out all the functions, and to serve or issue all the notifications required by the law of a Local Authority's Proper Officer.

The Parish Clerk is an employee of the Parish Council. They are not an elected officer and can only make decisions which the Parish Council's elected Members delegate to them. Typically, these responsibilities are set out in the Parish Clerk's contract of employment and include most day-to-day administrative functions.

What is the role of the Parish Council Chairman?

The Parish Council Chairman is elected by the other councillors and is typically elected for a period of a year.

The Chairman will often represent the council at community events and is responsible for chairing the meetings of the council, ensuring good order, and using their casting vote in the event of a tie on any matter requiring a council decision.

Beyond this, the Chairman has no other authority and cannot act independently on behalf of the council.

Co-Option Eligibility Form

In order to be eligible for co-option as a Hunts Grove Parish Councillor you must satisfy both of the following criteria:

- a) **YES / NO** Are you a British citizen, Commonwealth citizen, a citizen of the Republic of Ireland, a qualifying EU citizen or an EU citizen with retained right
- b) **YES / NO** On the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) are you 18 years of age or over?

You must also meet one or more of the following criteria:

- c) **YES / NO** I am registered as a local government elector for the Parish of Hunts Grove.
- d) **YES / NO** I have occupied as owner or tenant any land or other premises in the Parish during the whole twelve months preceding my co-option
- e) **YES / NO** I have, during the whole of the twelve months preceding my co-option, lived in the Parish of Hunts Grove or within 3 miles of it.
- f) **YES / NO** My principle or only place of work has, during the whole twelve months preceding my co-option, been in the Parish of Hunts Grove.

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 a Local Council if specific criteria are not met:

- a) **YES / NO** Are you an employee of Hunts Grove Parish Council?
- b) **YES / NO** Are you the subject of a bankruptcy restrictions order or interim order?
- c) **YES / NO** Have you within the last five years been convicted of an offence in the UK, Channel Islands or Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?
- d) **YES / NO** Are you disqualified by order of a court from being a member of a local authority?
- e) **YES / NO** Are you otherwise disqualified from serving as a Local Councillor?

Use of Personal Information

The Parish Council will use the information provided on this form to assess your eligibility to be a Parish Councillor. All personal information shall be treated confidentially according to our Privacy Policy.

Declaration of Consent

I _____ hereby confirm that I am eligible for the vacancy of Hunts Grove Parish Councillor, and the information provided on this form is a true and accurate record.

Signed: _____

Print: _____

Date: _____

Co-Option Application Form

NAME: _____

ADDRESS: _____

EMAIL: _____

PHONE: _____

Important: The questions on this application form are your opportunity to bring to councillors' attention any experience, skills, and motivations that you feel will benefit the Council, and therefore our village. If you would prefer a call with an existing Councillor to capture this information, please just tick the box below.

I PREFER A CALL

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For any question, please feel free to continue on an additional page if required.

1. Please tell us something about what experience you can bring to Hunts Grove Parish Council, for example, previous local government experience, work in the voluntary or charitable sector, business, schools, or trade union experience.

2. Please tell us something about skills you can bring to the Council, for example, professional qualifications, financial or project management expertise, community engagement etc.
3. Please tell us what attracts you to the role of Parish Councillor.
4. Some people join a Parish Council as they want to work with a team on general matters to improve the village. Others have a particular interest they would like to develop or see achieved for the community. Is there a particular issue, project, or responsibility you would like to pursue with the Council?
5. Please include any other information you would like to add in support of your application.
6. Are there any questions you would like to ask the Parish Council prior to the meeting to consider applicants?

Signed: _____

Print: _____

Date: _____

Please complete Appendix 2 and 3 and email to clerk@huntsgrove-pc.gov.uk or by post to
Hunts Grove Parish Council, PO Box 2287, Gloucester, GL3 9HA

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