

Baildon Town Co-option Procedure

1. The Clerk will advertise the vacancy (or vacancies) on the Town Council noticeboard, website and via any other media as required giving details of the process.
2. Each applicant will be invited to complete a Legal Declaration of Qualification to hold Public Office as a Local Councillor.
3. Each applicant will be invited to provide a "CV" to include the reasons for interest in being a Town Councillor and what attributes they have to offer for the benefit of the community.
4. The Town Clerk will circulate (on a confidential basis), if possible, details of the application/applications to all the other Councillors prior to the next Parish Council meeting.
5. There will be a separate item on the Town Council meeting Agenda to deal with the application(s).
6. Each applicant will be invited to attend the Town Council meeting to present themselves to the Town Council. The Town Council will resolve to exclude members of the press and public under the Public Bodies (Admissions to Meetings) Act 1960 to enable it to interview/discuss the merits or otherwise of the applicants.
7. The Chair will ask each applicant (in the absence of the other candidate(s)) a number of set questions, previously agreed by the Town Council, in the presence of the other Councillors in private session. Depending on the answers given the councillors present may have additional supplementary questions which may be asked through the chair.
8. If an applicant does not present themselves to the Town Council meeting and they cannot provide a valid reason for not attending then Town Council may decide whether or not to appoint in these circumstances.
9. At the next suitable Town Council meeting a vote will take place in accordance with the adopted voting protocol (Standing order 9 applies). Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in her/his favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until an absolute majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercised by the Chair of the meeting.
10. The Chairman will declare the result.
11. The co-opted councillor(s) will only be allowed to take part in the council meeting once they have signed The Declaration of Acceptance of Office.

Baildon Town Council

LEGAL DECLARATION OF QUALIFICATION TO HOLD PUBLIC OFFICE AS A LOCAL COUNCILLOR

Where a Baildon Town Council is undertaking the process of co-option of a councillor to the authority, it is duty bound to ensure that the person(s) appointed are eligible to hold office as a local councillor. The qualifications and disqualifications are contained in the Local Government Act 1972, Sections 79 and 80.

Please complete the following declaration form and return it to the Clerk to the Council

.....

..... by (*insert date*).

Qualifications

Please indicate which qualifications are applicable to you:

You have the required citizenship (s.79 LGA 1972)

You are 18 years of age or over

and

At the date of application to the town council you are a local government elector for the parish of Baildon

or

At the date of application to the town council you have, during the whole of the twelve months preceding that day, occupied as owner or tenant of any land or other premises in the parish:

or

At the date of application to the town council you have, during the whole the twelve months preceding that day, had your principal or only place or work in the parish :

or

At the date of application to the town council you have, during the whole the twelve months preceding that day, resided in the parish or within three miles of it:

(**Please note** that you do not have to meet all of these qualifications. To be eligible you must be 18 or over and must also meet one of the other provisions. However, it would be helpful if you could indicate all of those which apply).

Disqualifications

You hold any paid office with the town council Yes No

You are the subject of a Bankruptcy Restrictions Order or Interim Order, or a Debt Relief Restrictions Order or an Interim Debt Relief Restrictions order under Schedule 4ZB of the Insolvency Act 1986.

Yes No

You have within five years prior to the day of your prospective appointment to the council been convicted in the United kingdom, the Channel Isles or the Isle of Man, of any offence *and* have had passed on you a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine.

Yes No

You are disqualified from being elected or from being a member of Baildon Town Council under Part III of the Representation of the People Act 1983 or under the Audit Commission Act 1998.

Yes No

(If you are subject to any of these disqualifications you will not be able to hold public office as a town councillor until the disqualification is no longer effective).

Baildon Town Council confirms that it is duty bound to treat this information as strictly confidential.

Signature of candidate

Printed name of candidate

Date

BAILDON TOWN COUNCIL

Co-option Application Form

Contact Details (Block Capitals please)

Name

Address

.....

Postcode

Email address

Home Tel. No.

Mobile Tel. No

<p>For verification by Town Clerk</p> <p>Electoral Roll No.</p>
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Are you 18 or over? YES/NO

If not resident in the Baildon Town Council area, the address (business or home) for qualification for eligibility

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N.B. Please attach a written summary covering your reasons for wishing to be a councillor; previous voluntary / community / council work; any other skills you can bring to the Council; your interests and recent career history.

Is there any other information you would like to disclose regarding your application?
(e.g. if you are related to an employee of the Council)

Signature **Date**

Please return your completed form, together with your written summary and the Co-option Eligibility Form to:

Town Clerk, Baildon Town Council, Hallcliffe, Baildon BD17 6ND

Or via email at Clerk@baildowntowncouncil.gov.uk