

Piddle Valley Group Parish Council

Co-option Policy

The co-option of a Parish Councillor occurs when a casual vacancy has arisen on the Parish Council and no poll (by-election) has been called.

To ensure that a fair and transparent process is undertaken, the procedure below will be followed by Piddle Valley Parish Council (PVPC):

1. On receipt, of written confirmation, from the Electoral Service of the District Council, the casual vacancy can be filled by means of co-option, in this instance the Clerk will:
 - a. Advertise the vacancy for 4 weeks on the council notice boards and website, and place an advertisement in the village magazine if timings allow.
 - b. Advise the council that the co-option policy has been instigated by sending a communication to all councillors.
2. Applicants for co-option will be asked to:
 - a. Provide information about themselves by way of completing a short application form to include the support of 2 registered voters from the relevant parish. [A copy of the application form is attached.]
 - b. Confirm their eligibility for the position of Councillor within the statutory rules. [A copy of the Eligibility Form is attached.]
3. Copies of the application forms will be circulated to all councillors by the Clerk, at least seven days prior to the meeting of the full council where the co-option will be considered. All such documents will be treated by the Clerk and councillors as strictly private and confidential. Following the meeting where applications are discussed, the copies sent to councillors are to be destroyed immediately.
4. Voting will be according to the statutory requirements, in that, a successful candidate must have received an absolute majority vote of those present and voting. If there are more than two candidates for one vacancy and no one, at the first count, receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to the vote again; this process must, if necessary, be repeated until an absolute majority is obtained. Councillors shall vote by secret ballot. In the case of an equality of votes, the Chairman of the meeting has a second or casting vote.
5. After the vote has been concluded, the Chairman will declare the successful candidate duly elected.

6. On accepting the office as councillor you will be asked to complete a Declaration of Acceptance of Office. When you sign the Declaration you will undertake to observe the Code of Conduct adopted by the Council. You cannot participate as a Councillor (including participating in any meetings of the Council, its committees, sub committees or as a representative on an outside body) until you have signed a Declaration of Acceptance of Office. The relevant form will be available at the next Council meeting for you to sign in the presence of the Clerk.

Co-option Application Form

Candidate's Details		
Candidate's surname		Mr/Mrs/Miss/ Ms/Dr/Other
Forenames in full		
Address		
Telephone / Mobile		
Parish applying to represent		
Are you 18 or older?		

Proposer Details			
	Signature	Print name	Address
Proposer			
Seconder			

Please detail any experience you have that may be relevant to Piddle Valley Parish Council. (If necessary please continue on a separate sheet of paper)

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

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Signed..... Dated.....

Please return your completed form, together with the Co-option Eligibility Form to: Mrs S Paulley, 3
Ash Hill, Stratton, Dorchester, DT2 9RS
01305 757307
email: piddlevalley@dorset-aptc.gov.uk

Co-option Eligibility Form

1. In order to be eligible for co-option as a Piddle Valley Parish Councillor You must be a British, European Union or a qualifying Commonwealth citizen who does not require leave to enter or remain in the United Kingdom or have indefinite leave to remain. A person is a qualifying EU citizen if they are a citizen of a country with which the UK has a bilateral Voting and Candidacy Rights (VCR) treaty and are resident in the UK with any form of leave to remain, or do not require such leave. A person is an EU citizen with retained rights if they are a citizen of a country with which the UK does not have a bilateral Voting and Candidacy Rights (VCR) treaty but they have been legally resident in the UK since before the UK left the EU on 31/12/2020 (the Implementation Period Completion Date – IPCD). You must also be 18 years of age or over on the "relevant date", that being the day on which you are nominated, or if there is a poll, then the day of the election. You must declare that you meet at least one of the listed qualification(s) and **should cross through any that do not apply..**

Please cross through which of the following four points do not apply to you.

- a. I am registered as a local government elector for the parish; or
- b. 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
- c. My principal or only place of work during those twelve months has been within the parish; or
- d. I have, during the whole twelve months, resided in the parish, or within 3 miles of it.

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 a Local Council if he/she:

- a. Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- b. Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c. Has within five years before the day of election, or since his/her election, 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
- d. Is otherwise disqualified under Part III of the Representation of the People Act 1983 for corrupt or illegal practices.

This 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.

I (INSERT NAME)..... hereby confirm,
that I am eligible to apply for the vacancy of Piddle Valley Parish Councillor, and that the information
given on this form is a true and accurate record.

Signed..... Dated