

## **Vacancies and the Co-option Process**

The Council is permitted to fill this vacancy by co-option

- Prospective candidates are asked to write to, or e-mail the Clerk to the Council at [enquiries@oakhtowncouncil.gov.uk](mailto:enquiries@oakhtowncouncil.gov.uk) explaining why they wish to be co-opted with any other details that the applicant thinks appropriate. This application may also include a CV but please note that this is not a mandatory requirement and the choice of whether to include a CV is entirely down to the person applying. References are not required. This information will be copied to all members of the Council.
- Candidates may then invited to discuss their application with members of the Council. A decision will then be made at the next scheduled Council meeting on whether a particular candidate is to be co-opted. In order that prospective candidates do not have to wait too long, a private meeting may take place shortly before a Council meeting.
- Prospective candidates are not permitted to attempt to canvass members of the Council with regard to their application. Members will report any such attempt to the Chairman who will then instruct the Clerk to write to the candidate stating that they will no longer be considered. However, please note that this does not prevent them from discussing the role of a Councillor with an existing member.
- There are also criteria that must be satisfied before a member of the public can be co-opted which are detailed below

### **CRITERIA FOR CO-OPTION**

**Candidates must be at least 18 years old on the day they sign their Declaration of Acceptance of Office.**

**In addition the candidate must be a British citizen, a qualifying Commonwealth citizen or a citizen of any other member state of the European Union.**

**Candidates for co-option must also meet at least one of the following criteria:**

- a) The person must be a registered elector for the parish or ward.**
- b) The person must have lived in the parish for the whole of the preceding 12 months or within 3 miles of the parish boundary**
- c) The person must have occupied land in the parish either as a tenant or owner for the whole of the preceding 12 months**
- d) The person must have had their principal place of work in the parish for the whole of the preceding 12 months.**
- e) The person should also not be disqualified for election under Section 80 of the Local Government Act 1972. Broadly, this relates to holding a paid office under the Town Council, i.e. the Clerk cannot be a Councillor, bankruptcy, having been sentenced and served a term of imprisonment of not less than 3 months without the option of a fine during the 5 years preceding the co-option, or being disqualified under any other enactment.**

All those applying for co-option will be required to sign the document below stating that they are eligible to be co-opted.

## **STATEMENT OF PERSON APPLYING TO BE CO-OPTED TO OAKHAM TOWN COUNCIL**

### **Criteria for eligibility to be co-opted**

- Candidates must be at least 18 years old on the day they sign their Declaration of Acceptance of Office
- The candidate must be a British citizen, a qualifying Commonwealth citizen or a citizen of any other member state of the European Union.
- Candidates for co-option must also meet at least **one** of the following criteria:
  - a) The person must be a registered elector for the parish or ward.
  - b) The person must have lived in the parish for the whole of the preceding 12 months or within 3 miles of the parish boundary
  - c) The person must have occupied land in the parish either as a tenant or owner for the whole of the preceding 12 months
  - d) The person must have had their principal place of work in the parish for the whole of the preceding 12 months.

### **In accordance with the Local Government Act 1972 Section 80 a person is disqualified from being co-opted as a councillor if he or she:**

- Holds any paid employment (other than the office of chairman, vice chairman or deputy chairman) to which he or she has been appointed by the council or any committee or sub-committee of the council, or by a paid officer of the council or by any joint committee on which the council is represented
- Is the subject of a bankruptcy restrictions order or interim order (section 267(1) of the Enterprise Act 2002)
- Has within five years of the date of co-option been convicted of any offence and has had passed on them a sentence of imprisonment of at least three months (whether suspended or not) without the option of a fine
- Is disqualified from holding the office of councillor under any other enactment

**I confirm that I have read the above and confirm that I am eligible to be co-opted as a member of Oakham Town Council**

Signed: .....

Name: .....

Date: .....