



# Ashbourne Town Council

## Co-Option Policy

**Reviewed April 2023**

The Co-Option Policy was reviewed by

Ashbourne Town Council on .....

Signed .....(Mayor)



## ASHBOURNE TOWN COUNCIL

### CO-OPTION POLICY

#### Introduction

When a vacancy arises on the Council there is a statutory procedure that has to be put in place, formal notification is given and if ten local government electors from the ward where the vacancy is request in writing for an election then one will take place, however if no such request is made the vacancy will be filled by co-option by the Parish Council. The application will be advertised on the Town Council website, notice board and social media pages.

#### Procedure for Town Councillor

1. Each candidate is to complete the application form for Town Councillor.
2. The Town Clerk has to be satisfied that the candidate meets the national criteria as identified on the application form.
3. If there is one candidate Members can co-opt the candidate into the vacant position on the relevant ward on the next Full Council meeting. Members do not have to co-opt the candidate.
4. If there is more than one candidate for the vacancy (vacancies) on the ward the candidate(s) will be invited to an interview with all Councillors that have served a minimum of six months who will then make a decision at the next scheduled Full Council Meeting.
5. The applicant will only be asked questions by one Member of the Council.

**Note:** If any Members are a close associate with any of the candidates, then they must declare it and not be involved in the selection process.

- The person(s) elected must make a declaration of acceptance of office before the first meeting of Ashbourne Town Council following their election in the presence of a member of Ashbourne Town Council or the Proper Officer of the Council. The person elected to fill the vacancy signs the declaration and this is then retained in the parish records. Once the person elected has signed the Declaration of Office, they are able to attend the next Committee or Full Council meeting (which ever comes first).

**ASHBOURNE TOWN COUNCIL**  
**APPLICATION FORM – TOWN COUNCILLOR**

<b>Personal Details</b>	
<b>Name</b>	
<b>Address</b>	
<b>Telephone (Home)</b>	
<b>Telephone (Work)</b>	
<b>Telephone (Mobile)</b>	
<b>Email</b>	

<b>Qualification Criteria</b>	<b>Yes/No</b>
Are you a British subject; a citizen of the Commonwealth or a citizen of any Member of the state of the European Union?	
Are you 18 years of age or over?	
Are you a local government elector for the council area for which you want to stand?	
Have you during the last 12 months prior to the date of your nomination and the date of the election occupied as owner or tenant any land or other premises in the council area?	
In the last 12 months prior to the date of your nomination and the date of the election had your principal or only place of work in the council area?	
In the last 12 months prior to the date of your nomination and the date of the election have you lived in the Council area or within a 3-mile radius of it? (In the case of a sitting member of a parish or community council you can also satisfy the criteria to be elected if you have lived in the council area or within a 3-mile radius of it for the whole of the 12 months preceding)	
Are you subject of a bankruptcy restriction order or interim order?	
Have you within five years before the day of the election, been convicted in the United Kingdom of any offence and have had a sentence of imprisonment (whether suspended or not) for a period of over three months without the option of a fine?	
Do you work for the council you want to become a councillor for ?	

<b>Your commitment to the Town Council</b>	<b>Yes/No</b>
<p>Applicants are advised that the Town Council host a number of events throughout the year including Fireworks, Christmas Light Switch-on, the Lantern Spectacular, Civic Service, Church Services and Remembrance Parade.</p> <p>They also have held events to celebrate Royal Occasions such as the Platinum Jubilee and Coronation.</p> <p>These events are usually held in the evening and or at the weekend, including Bank Holidays.</p> <p>The majority of the organising of the events is done by the office staff; however, Councillors will be required to attend and support events, either assisting with the set-up, logistics or marshalling.</p> <p>Can you confirm that you will also be able to commit to this as well as attending Council and Committee meetings.</p>	
<b>What experience can you bring to the Council</b>	