**Please read the Councillor Person Specification and**

**Complete 2 forms below**

**Send to Staplefordabbottsparishcouncil@gmail.com**

**Appendix C ~ Councillor Person Specification**

|  |  |  |
| --- | --- | --- |
| **COMPETENCY** | **ESSENTIAL** | **DESIRABLE** |
| **Relevant knowledge, Education, Professional Qualifications & Training** | * Sound knowledge and understanding of local affairs and the local community.
* Other requirements as appropriate
 | * levels/Degree level and or
* Specific Vocational training or professional qualification (e.g. accountant, teacher, surveyor, architect) may be specified.
 |
| **Experience, Skills, Knowledge and Ability** | * Solid interest in local matters.
* Ability and willingness to represent the Council and their community.
* Good interpersonal skills.
* Ability to communicate clearly both orally and in writing.
* Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.
* Good reading and analytic skills.
* Ability and willingness to work with the council’s partners (e.g. voluntary groups, other parish councils, principal authority, charities).
* Ability and willingness to undertake relevant training.
* Ability to work under pressure.
 | * Knowledge of HR, procurement, contract management, financial control or risk management and compliance, public relations
* Experience of working in another public body or not for profit organisation
* Experience of working with voluntary and or local community/ interest groups.
* Basic knowledge of legal issues relating to town and parish councils or local authorities.
* Experience of delivering presentations.
* Experience of working with the media.
* Experience in financial control/budgeting
* Experience of staff management
 |
| **Other requirements** | * Ability and willingness to attend meetings of the council (or meetings of other local authorities and local bodies) in the evening and events in the evening and at weekends.
* Flexible
* Enthusiastic
 |  |

**Appendix A ~ Co-option Application Form**

|  |  |
| --- | --- |
|  Name:  |  |
| Address:  |  |
| Telephone Number:  |  |
| Email Address:  |  |
| Please detail any experience you may have that is relevant to Stapleford Abbotts Parish Council. You may want to refer to the Person Specification Appendix C to this policyPlease continue onto a separate sheet if needed, or expand the box as you continue to write electronically.**Note that this section will be made public if you are co-opted to the Parish Council.** |
|  |
| **Use of Personal Information** This information will be kept private and confidential.The Parish Council will use your information, including that which you provide on this application form, to assess your suitability to be a parish councillor. |
| **Declaration & Consent** I have read the section entitled “Use of Personal Information” and by signing this form I consent to the use and disclosure of my information included in this application form.  I declare the information given on this form to be true and correct. **Signed**……………………………………..……. **Name**……….……..……………………………… **Date**…………………………………………..….. |

**Appendix B ~ Co-option Eligibility Form**

In order to be eligible for co-option as a Parish Councillor you must satisfy certain criteria by Law. You must satisfy (a) and (b) below and at least one of the options (c) – (f).

Please indicate which apply to you:

|  |  |
| --- | --- |
| a. I am 18 years of age or over; and  |  |
| b. I am a British citizen or a citizen of the Commonwealth or a citizen of any other member state of the European Union; and  |  |
| c. I am registered as a local government elector for the parish; or  |  |
| d. 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  |  |
| e. My principal or only place of work during those twelve months has been in the parish; or  |  |
| f. I have during the whole of those twelve months resided in the parish or within 3 miles of it.  |  |
|  |
| **Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being a parish councillor if he/she:**  |
| a) Is employed by the parish council or holds paid office (other than chairman, vice- chairman or deputy chairman) under the parish council (including joint boards or committees); b) Is employed by an entity controlled by the parish council; c) Is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or a debt relief restrictions order or an interim debt relief restrictions order; or d) Has within five years before the day of co-option, or since his/her co-option, 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; ore) Is otherwise disqualified under Part III of the Representation of the People Act 1983 (relating to corrupt or illegal electoral practices and offences relating to donations) or the Audit Commission Act 1998. |
| **Declaration & Consent**  I……………………………………………………………………. hereby confirm that I am eligible for the vacancy of Parish Councillor and I am not disqualified under s80 of the Local Government Act 1972 from being a parish councillor and that the information given on this form is true and correct.  Signature…………………………………………..… Name…………..……………………………………… Date……………………………………..…………… |