

Northborough Parish Council

Co-option Candidate's Qualification

Thank you for your interest in becoming a Parish Councillor. Please complete the form below to assist Councillors in making their decision.

I wish to be considered for co-option to the Council at the meeting on 2024.

Full Name / Title	
Home Address	
Postcode	
Telephone number	
Mobile number	
Email	

The following questions set out the legal qualifications for a Parish Councillor. Please answer carefully and indicate your status by deleting yes/no as appropriate in the right-hand column.

QUALIFICATIONS		
In order to be eligible for co-option as a Parish Councillor you must, on the 'relevant date' be:		
1	A British citizen, a Commonwealth citizen or a citizen of a European Union country, AND	YES / NO
2	Over 18 years old, AND	YES / NO
3	A registered elector of the parish, OR	YES / NO
4	During the whole of the 12 months before.....2024 have either:	
	a. Lived in the parish, or within three miles of its boundary, OR	YES / NO
	b. Occupied as owner or tenant of land in the parish, OR	YES / NO
	c. Have had your only or main place of work in the parish for at least the previous 12 months	YES / NO

DISQUALIFICATIONS		
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 is:		
1	An employee of the Council	YES / NO
2	The subject of a bankruptcy restriction order or interim order	YES / NO
3	Disqualified by order of a court from being a member of a local authority	YES / NO
4	Has within the last five years been convicted of an offence in the UK, the Channel Islands of the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	YES / NO

I hereby confirm that I am eligible for the vacancy of Northborough Parish Councillor, and the information given on this form is a true and accurate record.

Signed Date

Appendix: PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
Basic Requirements	• Ability and willingness to undertake New Councillor induction training at the earliest opportunity, and other training as required. • Ability and willingness to set up and use a Council specific email address (supplied by the Clerk) • Competency to communicate electronically • Ability and willingness to attend meetings of the Council (or meetings) at any time including evenings • Ability and willingness prepare for meetings of the Council, including reading the meeting papers and bringing a copy of the agenda	
Relevant knowledge, Education, Professional Qualifications and Training	• Sound knowledge and understanding of local affairs and the local community • Forward thinking • Can bring a new skill, expertise or key local knowledge to the Council.	• A levels/Degree level or • Specific Vocational training or • professional qualification (e.g. accountant, teacher, surveyor, architect).
Experience, Skills, Knowledge and Ability	• Ability and willingness to listen constructively • Ability to communicate succinctly and clearly • Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others' views and accept majority decisions. • A good team player • Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff. • A solid interest in local matters • Ability and willingness to contribute to a variety of Parish projects • Ability and willingness to represent the Council and the community • Ability and willingness to work with the Council's partners (e.g. voluntary groups, other Community Councils, principal authority, charities).	• 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 in financial control/budgeting • Experience of staff management • Experience of working or being a member in a local authority or other public body • Experience of working with voluntary and or local community / interest groups • Basic knowledge of legal issues relating to town and Community Councils or local authorities

Please briefly outline your reasons for wishing to become a Parish Councillor:

Please briefly outline any knowledge, skills and experience that you would bring to the Council:

Please email the completed Candidates Qualification form to the Clerk:

clerk@northborough-pc.gov.uk