



# Bournheath Parish Council

## Procedure for co-option of a new Councillor

1. In the event of a resignation or another reason for creation of a vacancy the clerk will immediately contact the District Council electoral registration office on the effective date of the vacancy and request the initiation of the advertising of the notice of vacancy.
2. If this advertisement does not initiate the 10 signatures of electors in the period of time required by legislation (at present 14 working days) then proceed to the co-option process step 3, otherwise the election process will be followed.
3. Publicity posters advertising the vacancy will be advertised within 21 days of being advised by the Returning Officer that there has been no call for a by-election.
4. The co-option notice will include the final date for acceptance of requests for consideration (35 days after the date of notice) and the number of vacancies
5. The notice will be placed on the parish council's website and notice boards.
6. The co-option process etc will be put into the village newsletter when possible.
7. Members may point out the vacancies and the process to any qualifying candidate(s).
8. Candidates found to be offering inducements of any kind will be disqualified.
9. All candidates will be expected to put their request for consideration in writing with the following additional information: - reason for wishing to be councillor, previous community/council work, and other skills they can bring to the council. It will be a condition of membership that a means of contact by telephone and/or e-mail will be public information. Application forms will be available from the Clerk and via the website.
10. Discussion with a view to co-option will take place in council session without intervention from the candidates or public
11. The council is not obliged to co-opt any candidate but will provide reasons for such a decision.
12. A vote will be taken either by a show of hands or by signed ballot, whichever is requested by a majority of members; all candidates will be considered.
13. The applicant with the least number of votes cast will be ruled out and the vote taken again and again etc. until the number of candidates equals the number of vacancies.
14. Candidates will be furnished, either as paper copy or e-mail, with a full agenda of the meeting at which they are to be considered for selection with the Members' Code of Conduct and Standing Orders of the council. The successful candidates will immediately sign their Declaration of Acceptance of Office and can then act as councillors. They are to be reminded that their Register of Interest must be filled in within 28 days and passed on to the District Council's monitoring officer. Subsequent to the meeting a copy of the Induction Folder will be issued to the newly co-opted member(s) and arrangements will be made for induction training.



Address for correspondence is:  
Grange Cottage, Birmingham Road  
Hopwood, Birmingham B48 7AJ

Tel: 07594 024625  
e-mail: [clerk@bournheath-pc.gov.uk](mailto:clerk@bournheath-pc.gov.uk)

### **Co-option Supporting Information**

There are no formal qualifications needed to become a Councillor. However, as the Parish Council is a statutory body, to stand validly nominated you must fulfil the following:

You must be:

- 18 years of age or over at the date of nomination;
- a Commonwealth citizen, a citizen of the Republic of Ireland or a citizen of another Member State of the European Community and
- a local government elector within the parish or;
- have worked in the parish for the last 12 months, or;
- have lived in the parish, or within three miles of it, for the last 12 months, or;
- owned land/property in the parish area for the last 12 months.

You cannot stand if :

- You are disqualified from being elected by reason of any disqualification set out in section 80 of the Local Government Act 1972 or section 79 of the Local Government Act 2000.

The Parish Council's Members' Code of Conduct relates to the standards required of members of the Council; it is a county-wide code and a copy is available on the parish council's website. An outline of the Ten General Principles of Public Life is shown below.

If your application to be co-opted is successful you will be required to complete the Register of Interests, (copies of these forms are available on the website). The completed form is retained by the Monitoring Officer at Bromsgrove District Council and published online; there is a link to it from the parish council's website.

As a councillor you will be expected to attend all scheduled meetings; Bournheath Parish Council meets ten times per year, usually on the last Tuesday of each month excepting August and December. Councillor induction training will be available.

More information about the parish council can be found on the website at:

[www.bournheath-pc.gov.uk](http://www.bournheath-pc.gov.uk)

A copy of the application form is attached at the end of this document.

For any further information please do not hesitate to contact:

- the Clerk to the Council, Gill Lungley on 07594 024625 or
- the Chairman Cllr Karen May on 07818 085140.

## THE TEN GENERAL PRINCIPLES OF PUBLIC LIFE

*The following is a list of principles, which the Secretary of State has ordered should govern the conduct of Members. The Code of Conduct is consistent with these principles.*

### ***Selflessness***

1. Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

### ***Honesty and Integrity***

2. Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

### ***Objectivity***

3. Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

### ***Accountability***

4. Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

### ***Openness***

5. Members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

### ***Personal Judgement***

6. Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

### ***Respect for Others***

7. Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers, and its other employees.

### ***Duty to Uphold the Law***

8. Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

### ***Stewardship***

9. Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

### ***Leadership***

10. Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

# Bournheath Parish Council

## Co-option to the Parish Council

There is currently 1 vacant seat on the Parish Council. As you have expressed an interest in being co-opted as a Member please complete this form and return to: **Clerk to the Council, Grange Cottage, Birmingham Road, Hopwood, Birmingham B48 7AJ**, or by e-mail to [clerk@bournheath-pc.gov.uk](mailto:clerk@bournheath-pc.gov.uk) with a covering letter detailing how your experience and skills will be of benefit to the Parish Council.

NAME : (Mr/Mrs/Other).....

ADDRESS: .....

.....

Telephone: (Day) ..... (Evening) .....(Other).....

### Qualifications:

You must be able to answer "YES" to at least one of the following four questions.

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|---|----------|
| 1. Are you registered as a Local Government Elector at the above address? | YES / NO |
| 2. Do you reside in the Civil Parish of Bournheath, or within 3 miles?    | YES / NO |
| 3. Do you occupy land or premises in the Civil Parish of Bournheath?      | YES / NO |
| 4. Is your main place of work within the Civil Parish of Bournheath?      | YES / NO |

### Disqualifications:

If you answer "YES" to any of the following six questions then it is likely that it will not be possible to co-opt you to the Parish Council. All information will be treated in the strictest confidence.

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| 1. Do you now hold, or have you in the last 12 months held, any paid office or any other position of profit with this Council?         | YES / NO |
| 2. Have you ever been surcharged by the District Auditor for £500 or more?   | YES / NO |
| 3. Have you ever been disqualified by a Court from holding Public Office?  | YES / NO |
| 4. Have you ever been declared bankrupt?   | YES / NO |
| 5. Have you ever been convicted of any offence where the sentence of imprisonment was more than 3 months (even if sentence suspended)? | YES / NO |
| 6. Have you ever been found guilty of corrupt or illegal practices under Election Laws?  | YES / NO |

Signed ..... Date .....