

## **Kentisbeare Parish Council**

The Co-option of a Parish Councillor occurs when a casual vacancy has arisen on the Council and no poll (by-election) has been called.

To ensure that a fair and transparent process is undertaken the following procedure will be followed by Kentisbeare Parish Council:

- 1) On confirmation from the Electoral Services Office at Mid Devon District Council that the casual vacancy can be filled by means of Co-option, the Parish Clerk will:
  - a) advertise the vacancy on the Council notice boards and website and reference will have been made to the vacancy within the Minutes.
  - b) advise the Council that the Co-option Policy has been instigated at a council meeting or by sending an e-mail to all Councillors.
- 2) Applicants for co-option will be asked to:
  - a) submit information about themselves, by way of completing a short application form.
  - b) confirm their eligibility for the position of Councillor within the statutory rules, by completing an Eligibility Form
- 3) Copies of the applicant's application form will be circulated to all Councillors by the Clerk at least seven days prior to the meeting of the full Council, when co-option will be considered.
- 4) Applicants will be required to attend a Parish Council meeting prior to the meeting of the Full Council, when co-option will be considered. At the meeting, in a closed session applicants will be invited to say something about themselves and Councillors have the opportunity to ask questions of the candidates. At the discretion of the Chairman, each candidate will be allocated a maximum of five minutes.
- 5) In a closed session of the Parish Council without the candidate or members of the public present, members will consider the candidates. No notes of this discussion will be recorded by the Clerk. Following the discussion the candidates and members of the public are invited back in.
- 6) The Chairman will then place the names of the candidates in alphabetical order and proceed to vote. Voting will be according to the statutory requirements, in that, a successful candidate must have received an absolute majority vote of those present and voting.
- 7) Councillors shall vote by a paper ballot, to be coordinated by the Proper Officer. In the case of an equality of votes, the Chairman of the meeting has a second or casting vote.
- 8) Should no single candidate receive a majority on the first vote, the candidate with the lowest number of votes is eliminated. Voting will then take place for the remaining candidates until one person receives an absolute majority.
- 9) After the vote has been concluded, the Chairman will declare the successful candidate duly elected.
- 10) If there is more than one vacancy, each vacancy will be considered separately.

**KENTISBEARE PARISH COUNCIL**  
**Questionnaire for those interested in being co-opted as Parish Councillors**

Full name:	
Home address	
	Postcode
Telephone number	
Alternative telephone number	
Email	

**PLEASE ANSWER THE YES/NO QUESTIONS CAREFULLY AS THEY SET OUT THE LEGAL QUALIFICATIONS FOR BEING A PARISH COUNCILLOR**

**QUALIFICATIONS**

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?

YES

NO

Are you aged 18 or over?

YES

NO

**(YOU ONLY NEED ONE OF THE FOLLOWING FOUR QUALIFICATIONS BUT PLEASE SAY YES TO ALL THAT APPLY)**

Are you on the electoral register for the Parish of Kentisbeare?

YES

NO

Have you lived either in the Parish of Kentisbeare, or within three miles of its boundary, for at least a year?

YES

NO

Have you been the owner or tenant of land in the Parish of Kentisbeare for at least a year?

YES

NO

Have you had your only or main place of work in the Parish of Kentisbeare for at least a year?

YES

NO

**DISQUALIFICATIONS**

Are you an employee of Kentisbeare Parish Council?

YES

NO

Are you the subject of a bankruptcy restrictions order or interim order?

YES

NO

Have you within the last five years been convicted of an offence in the UK, the Channel islands or 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

Are you disqualified by order of a court from being a member of a local authority?

YES

NO

**PLEASE TELL US A BIT ABOUT YOURSELF AND WHAT YOU MAY BRING TO THE COUNCIL**

Please write a few lines about yourself and perhaps tell us why you would like to become a Parish Councillor. It would also be helpful if you could tell us something about what experience and skills you might bring to the Council (*continue on the next page if you wish*).

Parish Council Co-option Policy

Are there any questions you would like to ask us? Please contact the Clerk in the first instance, alternatively please list any queries below:

**Notes:** *This questionnaire will be circulated to members of the Parish Council prior to the meeting where co-option is being considered.*

*This questionnaire forms part of the co-option policy and privacy notice as supplied to you by Kentisbeare Parish Council and by completing and submitting this form you acknowledge receipt.*

Print name .....

Dated .....

## **KENTISBEARE PARISH COUNCIL**

### **Councillor Co-option Privacy Notice**

Here at Kentisbeare Parish Council (the Data Controller) we take privacy seriously and will only use your personal information for purposes relating to your application for co-option with us.

#### **Information Held About you**

As part of you wishing to be considered for co-option on to Kentisbeare Parish Council it is necessary for us to collect and hold personal information about you. This information will include:-

- Your name, address, telephone number and other contact information that allows us to meet our organisational and statutory obligations;

#### **Who is processing my data?**

All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice Kentisbeare Parish Council.

#### **How will we use the Information we hold about you?**

We will collect information about you:-

- To comply with our legal obligations;
- To ensure that the information we hold about you is kept up to date;
- To inform residents of their elected representatives;
- Civic and other duties;
- To provide Member support.

#### **What is the legal basis for us to process your data?**

The legal basis for processing the data is necessary for compliance with a legal obligation.

#### **Who we will share your information with if you are co-opted:**

We may share your information with partner organisations, including:-

- Local residents;
- Our employees, agents, professional advisors and other local authorities;
- Other third party contractors who provide services to us;
- Where we are under a legal obligation to do so, for example where we are required to share information under statute, to prevent fraud and other criminal offences or because of a Court Order for example HMRC or the Police.

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

#### **How Long do we Keep your Records**

We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept for six years after stepping down from the Council except that which is required for public record, which will be held indefinitely. All information will be held securely and destroyed under confidential conditions.

If you are not co-opted on to the Council the information outlined in this privacy notice will be kept for

six months from the date of the meeting the Council considers filling the vacancy by co-option.

**Your rights**

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

**Providing Accurate Information**

It is important that we hold accurate and up to date information about you in order to assess your needs and delivery the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

**Further information**

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>