



## COUNCILLOR CO-OPTION APPLICATION FORM

### General Data Protection Regulations

Information from this form will be processed in accordance with GDPR. This form is divided into three sections:

- Part 1 (**BLUE**) of this form will solely be used for Community Council administrative purposes and will not be made public.
- Part 2 (**GREEN**) of this form will form part of a public agenda.

Should you have any concern about the information required, please contact the Clerk. A list of skills useful in the role of Community Councillor, and a quick guide to the co-option process, can both be found at the end of this form. **RED** boxes MUST be filled in please.

PART 1			
<b>Contact Information</b>			
<b>Title:</b>		<b>Full Name:</b>	
<b>Address:</b>			
<b>Telephone:</b>		<b>Date of Birth:</b>	
<b>Mobile:</b>		<b>Email Address:</b>	
<b>Qualification for co-option</b>			
<b>Do you confirm that you are at least 18 years of age and either a British Citizen, eligible Commonwealth Citizen or citizen of any member state of the European Union or a qualifying foreign citizen?</b>			
	<b>Yes</b>	<b>No</b>	
<b>Please confirm which of the following apply</b> (please tick all that apply)			✓
1.1	I am a registered local government elector for Gresford Community Council.		
1.2	I have occupied as owner/tenant land or other premises within Gresford Community Council during the whole of the past 12 months.		
1.3	My main or only place of work during the past 12 months has been in the Gresford Community Council area.		
1.4	I have lived in the Gresford Community Council area, or within three miles of it, during the whole of the past 12 months.		
<b>Please confirm if any of the following apply to you</b> (tick all that apply)			✓
You are subject to a bankruptcy restrictions order or interim order.			
You have been sentenced to a term of imprisonment of three months or more (including suspended sentences) without the option of a fine, during the previous five years.			
You have been disqualified under the <i>Representation of the People Act 1983</i> for corrupt or illegal election practices within the previous five years.			
You are disqualified by order of a court from being a member of a local authority.			

**If you are relying on a qualifying address other than your home address (1.2 or 1.3 above) please state the qualifying address:**

You should sign and date this form in the presence of a witness, who must also sign and date this form.

**Signed by witness:**

**Print witness's name:**

**Date of signing:**

**DECLARATION**

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

**Signed\***

**Print:**

**Date:**

\*By signing this form you consent to the use and disclosure of the information included therein. An electronic signature will be accepted.

**PART 2**

**Full name:**

**Committees**

**If you are co-opted, which committees do you think you might like to serve on?**

*Please see the Council's website for information about our committees. This can be found on [www.gresfordcommunitycouncil.gov.uk/your-council/committee-meetings](http://www.gresfordcommunitycouncil.gov.uk/your-council/committee-meetings)*

	(Please tick all that apply)	<input checked="" type="checkbox"/>
Cemetery Committee		<input type="checkbox"/>
General Amenities Committee		<input type="checkbox"/>
Finance Committee		<input type="checkbox"/>
Lighting Committee		<input type="checkbox"/>

Please answer the questions below. Please use **400 words or fewer** for each answer. The list of Councillor skills, below, may be of help in completing this section.

**1. Why do you want to be a Community Councillor? What you would hope to achieve?**

**2. Please set out what skills, experience and knowledge you feel you will bring to the Council.**

**3. What are your main areas of interest which are relevant to the Community Council?**

**4. Please set out any further information you feel that supports your application (*For example, your career or current job, involvement with community organisations, etc.*)**

**Upon completion, please submit this application Form to the Clerk:**

**[clerk@gresfordcommunitycouncil.gov.uk](mailto:clerk@gresfordcommunitycouncil.gov.uk) OR, if you are making a hard copy application, please post to: Chair of the Staffing Sub-Committee, c/o Riversdale, Pant Lane, Gresford, LL12 8EU.**

## COMMUNITY COUNCILLOR – GUIDE TO USEFUL SKILLS

COMPETENCY	VERY IMPORTANT	DESIRABLE
<b>Relevant knowledge, education, professional qualifications and training</b>	<ul style="list-style-type: none"> <li>▪ Sound knowledge and understanding of local affairs and the local community.</li> <li>▪ Solid interest in local matters.</li> </ul>	
<b>Experience, skills, knowledge and abilities</b>	<ul style="list-style-type: none"> <li>▪ Ability and willingness to represent the Council and their community.</li> <li>▪ Good interpersonal skills.</li> <li>▪ Ability to communicate clearly both orally and in writing.</li> <li>▪ Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.</li> <li>▪ Good reading and analytic skills.</li> <li>▪ Ability and willingness to work with the council's partners (eg. Voluntary groups, other community councils, principal authority, charities).</li> <li>▪ Ability and willingness to undertake relevant training.</li> <li>▪ Ability to work under pressure.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of HR, procurement, contract management, financial control or risk management and compliance, public relations.</li> <li>▪ Experience of working in another public body or not for profit organisation.</li> <li>▪ Experience of working with voluntary and or local community/interest groups.</li> <li>▪ Basic knowledge of legal issues relating to community councils or local authorities.</li> <li>▪ Experience of delivering presentations.</li> <li>▪ Experience of working with the media.</li> <li>▪ Experience in financial control/budgeting.</li> <li>▪ Experience of staff management.</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>▪ Ability and willingness to attend meetings of the council (or the meetings of other local authorities and local bodies) in the evening and events in the evening and at weekends.</li> <li>▪ Flexible.</li> <li>▪ Enthusiastic.</li> </ul>	

## THE CO-OPTION PROCESS – A QUICK GUIDE FOR CANDIDATES

1. When a casual vacancy arises, or where there has been an uncontested election and not all seats are filled during an ordinary election, the Community Council will advertise its vacancies on its website and noticeboards.
2. The Council will consider applications from all *eligible* candidates (see blue section of the application form).
3. Candidates will be required to complete the application form above.
4. All forms must be submitted to the Clerk by the advertised closing date.
5. All applications received will be considered at the next suitable Community Council meeting; there will be an agenda item to consider applications for the office of Community Councillor.
6. Eligible candidates will be invited to attend the meeting.
7. Relevant sections of the application forms will be attached to a report for the Councillors to consider.
8. Candidates choosing to attend will be given three minutes maximum to introduce themselves to the Community Councillors, give information on their background and experience and explain why they wish to become a member of the Council. This will be held in the public session.
9. When all candidates have given their submissions, the Community Council will proceed to a vote, with each candidate being proposed and seconded by the Councillors in attendance.
10. Councillors will have one vote per vacancy. If a candidate is specifically known to a Councillor – for example, is a relative or employee of a Councillor - that Councillor should declare a prejudicial interest and withdraw from the meeting while that candidate is being considered.
11. The Council may, sometimes, wish to indicate that people with specific skills and expertise (e.g. accountancy, HR, planning) are particularly welcome to apply; however, people without these specific skills are still eligible and welcome to apply. In cases where there are more candidates than vacancies the Council will need to fairly consider who to co-opt and such skills and expertise may be taken into account according to the Council's particular needs.
12. Where the number of candidates is fewer than, or equal to, the number of vacancies, the candidates shall be appointed to the council if they meet the eligibility criteria and they are not disqualified.
13. If there is more than one vacancy, and the number of candidates equals the number of vacancies, all the vacancies may be filled by a single composite resolution. However, if the number of candidates exceeds the number of vacancies each vacancy must be filled by a separate vote or series of votes.
14. In this situation, in order for a candidate to be co-opted to the Community Council it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates, and there is no candidate with an overall majority in the first round of voting, the candidate with the lowest number of votes will drop out of the process. In the event of a tie between two candidates for one vacancy, the Chair of the Council will exercise their casting vote.
15. Further rounds of voting will then take place, with the process repeated until a candidate has an absolute majority.
16. If physically present, a candidate who is co-opted will sign at the co-option meeting a Declaration of Acceptance of Office, including an undertaking to abide by the Council's Code of Conduct, and may take office immediately thereafter. If not present, or present electronically, a co-opted candidate will sign the declaration of Acceptance of Office either before or at the next meeting of the Council.
17. The Clerk will notify Wrexham County Borough Council Electoral Services of the co-option of

the new Community Councillor.

18. The new Councillor(s) will also complete a Declaration of Interests form which the Clerk will submit to the WCBC Monitoring Officer within 28 days of the co-option.

**Adopted by GCC Full Council 12th May 2022**