**CO-OPTION CRITERIA**

**Name of Local Council**: **WADEBRIDGE TOWN COUNCIL**

**Description of Office:** Wadebridge Town Councillor

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| **COMPETENCY** | **ESSENTIAL** | **DESIRABLE** |
| ***Relevant knowledge, Education, Professional Qualifications & Training*** | * Sound knowledge and understanding of local affairs and the local community.
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| ***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
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| ***Other requirements*** | * 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.
* Flexible
* Enthusiastic
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**CO-OPTION ELIGIBILITY FORM**

* Are you a British subject, citizen of the Commonwealth or citizen of the European Union? **YES/NO**
* On the ‘relevant date’ (i.e. the day on which you are nominated or if there is a poll the day of the election) are you 18 years of age or over? **YES/NO**

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| ***PLEASE TICK THOSE BELOW WHICH APPLY TO YOU***1. I am registered as a local government elector for the town of Wadebridge; or
2. 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 town of Wadebridge; or
3. My principal or only place of work has, during the whole twelve months preceding my co-option, been in the town of Wadebridge; or
4. I have during the whole of twelve months preceding my co-option lived in the town of Wadebridge or within 3 miles of it.
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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 specific criteria are not met:

a) Are you an employee of Wadebridge Town Council?  **YES/NO**

b) Are you the subject of a bankruptcy restrictions order or interim order?  **YES/NO**

c) Have you within the last five years been convicted of an offence in the UK, Channel Islands or 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**

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

 **YES/NO**

**DECLARATION**

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

**Signed: ……………………………………**

**Print: ……….…………………………..**

**Date: ……………………………………**

**CO-OPTION APPLICATION FORM**

|  |  |
| --- | --- |
| **NAME** |  |
| **ADDRESS** |  |
| **TELEPHONE NUMBER** |  |
| **EMAIL ADDRESS** |  |
| **Please tell us something about what experience you can bring to Wadebridge Town Council, for example; previous local government experience, work in the voluntary or charitable sector, business or trade union experience *(please continue on an additional page if required).*** |
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| **Please tell us something about skills you can bring to the Council, for example; professional qualifications, financial or project management expertise *(please continue on an additional page if required).*** |
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| **Please explain why you are interested in becoming a Town councillor** |
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| **Please include any other information you would like to add in support of your application? *(please continue on an additional page if required)***  |
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| **Are there any questions you would like to ask the Town Council?** |
|  |

**Signed: ……………………………………**

**Print: ……….……………………………**

**Date: ……………………………………**