



Co-option to Charlbury Town Council

Parish and Town Councils are permitted to exercise the power to co-opt a person onto the Council to fill an ordinary or casual vacancy. Charlbury Town council invites applications from candidates who satisfy (i) the eligibility criteria for being a councillor and (ii) the competencies listed in a person specification, agreed by the council.

If you would like to apply for co-option, please send an expression of interest to include the information listed below to the clerk at clerk@charlbury-tc.gov.uk by Friday 10th May.

Information to include in the expression of interest:

i. Eligibility to stand as a councillor (a person is eligible to be co-opted provided the person is qualified to be a councillor pursuant to s. 79 of the 1972 Act and is not disqualified pursuant to s.80 of the 1972 Act.) To be a councillor you need to be:

- British or a citizen of the Commonwealth. You may also be eligible as a citizen of the European Union, however the criteria has changed now that the UK has left the European Union. Please check on the [**gov.uk website for advice about EU citizens' voting and candidacy rights**](#) in local elections.
- At least 18 years old.
- Registered to vote in the area or have lived, worked, or owned property there for at least 12 months before an election.

You can't be a councillor if you:

- Work for the council you want to be a councillor for, you can work for another local authority as long as you are not in a political restricted post.
- Are the subject of a bankruptcy restrictions order or interim order.
- Have been sentenced to prison for three months or more (including suspended sentences) during the five years before election day.
- Have been convicted of a corrupt or illegal practice by an election court.
- Are subject to any relevant notification requirements, or a relevant order, in respect of a sexual offence.

ii. Reason(s) for wishing to be a councillor

iii. Previous community/council work

iv. Other skills you can bring to the council (see competencies below)

Please note it is a condition of a Councillor that a means of contact by telephone and/or e-mail will be public information.



Role of Town Councillor

COMPETENCY	ESSENTIAL	DESIRABLE
Relevant knowledge, education, professional qualifications & training	Sound knowledge and understanding of local affairs and the local community.	A levels Degree Vocational training Professional qualification (e.g. accountant, teacher, surveyor)
Experience, Skills, Knowledge and Ability	Ability to listen constructively A good team player Ability to pick up and run with a variety of projects Solid interest in local matters Ability and willingness to represent the Council and their community Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others' views and accept majority decisions Ability to communicate succinctly and clearly Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff Ability and willingness to work with the Council's partners (e.g. voluntary groups, other parish councils, principal authority, charities, etc) Ability and willingness to undertake induction training and other relevant training Good reading and analytic skills	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
Other requirements	Computer literate/email 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	