



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 20th June at midday.

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	<p>Ability to listen constructively</p> <p>A good team player</p> <p>Ability to pick up and run with a variety of projects</p> <p>Solid interest in local matters</p> <p>Ability and willingness to represent the Council and their community</p> <p>Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others' views and accept majority decisions</p> <p>Ability to communicate succinctly and clearly</p> <p>Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff</p> <p>Ability and willingness to work with the Council's partners (e.g. voluntary groups, other parish councils, principal authority, charities, etc)</p> <p>Ability and willingness to undertake induction training and other relevant training</p> <p>Good reading and analytic skills</p>	<p>Knowledge of HR, procurement, contract management, financial control or risk management and compliance, public relations</p> <p>Experience of working in another public body or not for profit organisation</p> <p>Experience of working with voluntary and or local community/ interest groups.</p> <p>Basic knowledge of legal issues relating to town and parish councils or local authorities.</p> <p>Experience of delivering presentations.</p> <p>Experience of working with the media.</p> <p>Experience in financial control/budgeting</p> <p>Experience of staff management</p>
Other requirements	<p>Computer literate/email</p> <p>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.</p> <p>Flexible</p> <p>Enthusiastic</p>	