

Hales & Heckingham Parish Council (HHPC)

CO-OPTION PROCESS OF A MEMBER TO THE COUNCIL

Councillor vacancies will be advertised via the Council website:

- www.halesandheckingham-pc.gov.uk, and the Council facebook site:
- www.facebook.com/HHPC2020, and in
- Chet Contact Magazine.

Eligibility is simply based on being:

- British or a citizen of the Commonwealth or European Union.
- 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.

For more information see: www.local.gov.uk/be-councillor/becoming-councillor

If you are interested, please write to the Parish Clerk at: clerk@halesandheckingham-pc.gov.uk

The Clerk will respond with more information and direct you to the procedural documents on the Council's website. In particular, the Standing Orders, Code of Conduct for Councillors and Financial Regulations; all key documents that govern a council's day-to-day work and which councillors must have read and be familiar with. The Clerk will also recommend that you attend the next Council meeting/s, and you will be encouraged to talk directly with any of the Councillors to get an idea of what is involved.

If you then wish to progress your candidacy, you will be asked to attend the following Council meeting and give an introduction about yourself, your motivation for being a councillor and an indication of the area/s of work or project/s the Council engages in, that you would be more interested in supporting.

[Normally there is limited attendance by the public, and the above would be informal. It is in essence a '*who are you, what experience and / or interests do you have, and are you aware of the scope of the Council's work and of what you are signing up to?*']

Following your / the candidate's introduction and any general questions from the Council, the full Council will vote on the application for co-option to the Council. For you / the candidate to be co-opted, the vote by the Council (required by law) must have a majority vote.

Please note, anyone co-opted to HHPC will be required to attend training on '*Being an Effective Councillor*'. This is paid for by the Council and is normally via Zoom with other new councillors. It helps to give a new councillor a sound overview of the work of a council and a councillor's remit.

We look forward to hearing from you.