

CO-OPTED COUNCILLOR PERSON SPECIFICATION AND EXPRESSION OF INTEREST FORM

The following qualities are advantageous for a Parish Councillor to have or be prepared to gain:

Personal Attributes

- Sound knowledge and understanding of local affairs and the local community
- Forward thinking
- Can bring a new skill, expertise or key local knowledge to the Council particularly in relation to knowledge of the National Park Authority, Forestry Commission, Verderers of the New Forest, and the history of the New Forest.

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. New Forest National Park Authority, the Forestry Commission, the Verderers of the New Forest, sport organisers, charities and other voluntary groups, other Parish Councils, New Forest District Council, Hampshire County Council
- Ability and willingness to undertake induction training and other relevant training.
- Experience of working or being a member in a local authority or other public body
- Experience of working with voluntary and or local community / interest groups
- Basic knowledge of legal issues relating to parish councils or local authorities
- Experience of delivering presentations

Circumstances

- Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends.

**EXPRESSION OF INTEREST FORM FOR
NOMINATION AS A PARISH
COUNCILLOR BY CO-OPTION
ON BROCKENHURST PARISH COUNCIL
(BROCKENHURST WARD/WOOTTON WARD)**

NOTE:

| | |
|-------------------------------|--|
| Full name | |
| Home address Inc. Postcode | |
| Telephone number | |
| Mobile number | |
| Email | |

THIS IS NOT A SELF NOMINATION FORM - SEE NOTE 1 IN THE COUNCIL'S POLICY ON CO-OPTION. COMPLETING THIS FORM IS OPTIONAL BUT SUPPLYING ITS DETAILS WILL HELP THE PARISH CLERK TO CONFIRM THAT YOU ARE ELIGIBLE TO BE CO-OPTED, AND PARISH COUNCILLORS IN DECIDING WHETHER OR NOT TO NOMINATE YOU.

It is also a condition that Councillors are bound by the code of Conduct for Brockenhurst Parish Councillors (a copy of which will be supplied on request) and that the Register of Interests Form is completed within 28 days of acceptance of office.

LEGAL REQUIREMENTS FOR BEING A PARISH COUNCILLOR

(You must be able to answer 'Yes' to both of the questions below)

| | |
|---|----------|
| Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country? | Yes / No |
| Are you 18 or over? | Yes / No |

(You must be able to answer 'Yes' to at least one of the questions below)

| | |
|--|----------|
| Are you on the electoral register for elections to Brockenhurst Parish Council? | Yes / No |
| Have you lived in the area covered by Brockenhurst Parish Council, or within three miles of its boundaries, for at least a year? | Yes / No |
| Have you been the owner or tenant of land in the area covered by Brockenhurst Parish Council for at least a year? | Yes / No |
| Have you had your only or main place of work in the area covered by Brockenhurst Parish Council for at least a year? | Yes / No |

NOT ELIGIBLE FOR CO-OPTION AS A PARISH COUNCILLOR

(You must be able to answer No to all the questions below to be eligible to serve as a councillor)

| | |
|---|----------|
| Are you the subject of a bankruptcy restrictions order or interim order? | Yes / No |
| Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the 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 |
| Are you disqualified by order of a court from being a member of a local authority? | Yes / No |

PERSONAL STATEMENT IN SUPPORT OF CO-OPTION

(In not more than 1500 words please set out how you fulfil the competences set out in the person specification (attached))

APPENDIX D

Co-Option Procedure in detail

Procedure description:

Casual Vacancy not within 6 months before the next quadrennial Parish Elections

1. As soon as the vacancy is notified, the Clerk must:
 1. complete the Notice of Casual Vacancy in the form set out in Appendix A.
 2. Arrange for copies of that notice to be put on the usual places around the parish such as notice boards and the website and may use appropriate media to bring the vacancy to the attention of electors.;
 3. Send a copy to the Returning Officer (so that the date of any bye-election may be calculated);
2. The Clerk should check after the appropriate notice period with the Returning Officer as to whether or not a poll has been claimed by 10 or more electors and:
 1. Where a bye- election is called, this stops any co-option occurring for that vacancy for the remainder of the life of that Council and this is the case even if no candidates are nominated for the bye-election. The Clerk should therefore closely monitor the position on nominees and, if it appears likely that no candidate is forthcoming, the Clerk should liaise with the Chair of the Council to ensure that at least one eligible person is nominated.
 2. If no election is to take place then the Clerk shall arrange to put up a Notice of Vacancy in the form of Appendix B in the usual places within the Parish.
 3. The Council co-opts as soon as reasonably practicable following the appropriate procedure outlined in paragraph 13.

Casual vacancy within 6 months before the next quadrennial Parish elections

3. At the next appropriate full Council meeting after the vacancy occurs, the Council shall decide whether or not to seek to co-opt to fill the vacancy.
4. Where the Council decides to co-opt the procedure set out from paragraph 13 shall apply.

Election vacancy

5. This paragraph only covers the situation where at the parish election a quorum of councillors has been elected. If this has not occurred, the Clerk must contact the Returning Officer at New Forest District Council for advice on the next steps. Assuming that a quorum exists the Clerk should:
 1. Arrange to put up a Notice of Vacancy in the usual places within the Parish following the form in Appendix B which must not suggest (as it is not the case) that a bye-election can be called for;
 2. Seek to ensure that any co-option takes place within 35 days of the parish election which resulted in the vacancy, not counting Christmas Eve, Christmas Day, Maundy Thursday, Good Friday, bank holidays, any day appointed for public thanksgiving, Saturday or Sunday. Failure to co-opt within this time could mean the New Forest District Council taking action to appoint a councillor or other steps.

Prior to the co-opting council meeting

6. These paragraphs apply generally to co-option.
 1. The Clerk should issue to possible candidates for co-option the Person specification and Expression of Interest form set out in Appendix C and invite them to complete it to assist the Council in deciding on the most suitable candidate(s) (for co-option);
 2. Upon receipt of any Expression of Interest form the Clerk should check whether or not the candidate fulfils the legal requirements (sections 79 and 80 Local Government Act 1972) for being a Councillor and should inform any potential candidate if they do not do so. Where a potential candidate does not qualify, his or her name must not be put forward at the Council Meeting;
 3. The Clerk shall circulate any Expression of Interest Form of a Candidate who is eligible to all Councillors.
 4. Where a Candidate is unknown to some or all of the Councillors, that Candidate may be invited to meet Councillors before the Council Meeting. At any such meeting the candidate may be asked about the contents of his or her Expression of Interest form where one has been completed or where one has not been supplied similar questions may be asked, so as to enable Councillors to form a view as to suitability for public office.

Procedure at the Council meeting

7. The same procedure applies whether the vacancy is a casual or election vacancy.
8. The procedure to be followed is:
 1. The procedure must take place in open Council;
 2. The clerk will confirm that all candidates have submitted their expression of interest form and meet the requirements to be eligible to be co-opted.
 3. The only persons who can nominate, second or vote for a candidate for co-option are Councillors present at the Council Meeting. The use of proxy votes is not permitted.
 4. A candidate may be present in the public gallery and will be invited to speak for a maximum of three minutes to elaborate on their submission and to allow members to ask any questions. When all the nominees have spoken the Chairman shall seek proposers and seconders for each nomination (whether or not they have spoken) and the vote will follow.
 5. Each Councillor may either nominate or second one person per vacant seat, but shall not be obliged to nominate or second any candidate.
 6. In deciding whether or not to nominate or second the nomination of a candidate, a Councillor must not:
 1. nominate or second a candidate who in their opinion is not suitable;
 2. nominate a person who is not known personally to them (and in this context "known" should be taken as including any candidate who has met Councillors to discuss his or her Expressions of Interest Form or equivalent)
 7. Once nominations are complete, the Clerk confirms that the nomination procedure has been fully completed.
 8. Once the Clerk has confirmed the legalities prior to voting and the Chairman shall sort the names of the candidates into alphabetical order of surname and shall list the names publicly together with the names of their nominees and secondees.

9. There must always be a vote even if there is only one nominee for a seat or an equal number of nominations per vacant seat (eg three nominations only for three vacant seats). An unopposed nomination is not an election. Councillors must always have a vote to decide for or against.
10. Each Councillor has one vote per round of voting for each vacant Ward seat.
11. The specimen Ballot paper set out in Appendix E may be used as adapted for the number of seats and voting councillors.
12. Any Ballot paper, once completed by a Councillor, must be signed by her or him and folded and handed to the Clerk. Ballot papers are public documents and any person may ask to inspect them. They should therefore be kept as part of the Council's archive for the remainder of that Council.
13. The Clerk will tally the votes before handing the result to the Chairman to announce. A member of the public shall be invited to scrutinise the votes if possible. The specimen nomination, secondment and voting record form in Appendix F may be used to record the nomination and secondment of each candidate and the votes in each round of voting for record purposes.
14. The actual voting process that is to be applied to the appropriate circumstance is shown in the tables below:

One Ward seat - one candidate

1. The Clerk shall prepare Ballot papers with the sole name.
2. After voting if an equal number of votes have been cast for and against the candidate, the decision will be made by the drawing of lots by a member of the public (if present) or the youngest Councillor. The winning candidate will be declared co-opted;

One Ward seat - two candidates

1. The Clerk shall prepare Ballot papers with both candidates' names.
2. After voting if a candidate has received an absolute majority of the votes cast, that candidate will be declared co-opted;
3. Where both candidates receive an equal number of votes, the decision will be made by the drawing of lots by a member of the public (if present) or the youngest Councillor. The winning candidate will be declared co-opted.

One Ward seat - three or more candidates.

1. The Clerk shall prepare Ballot papers with all candidates' names.
2. After voting if a candidate has received an absolute majority of the votes cast, that candidate will be declared co-opted;
3. Where no candidate has received an absolute majority of the votes cast in the first vote, a further round of voting must be held. All candidates' names go forward to this round except the one with the fewest votes in the previous round.
4. The Clerk shall prepare a further ballot paper accordingly. If in this round of voting one candidate obtains an absolute majority, she or he will be declared co-opted. If there are only two candidates and each obtains the same number of votes, the decision will be made by the drawing of lots by a member of the public or by the youngest Councillor. The successful candidate will be declared co-opted. If there are at this stage three or more candidates, the voting rounds continue on the same procedure until either an absolute majority is obtained or where there are just two names remaining with equal number of votes, the drawing of lots by a member of the public (if present) or the youngest Councillor decides the outcome.
5. Where in any round, other than in a round in which there are only two candidates, all candidates or if two candidates receive an equality of the fewest votes, that round is repeated once. If after that repetition there is still an equality of votes, or of the fewest votes, one candidate is eliminated by the drawing of lots by a member of the public (if present) or the youngest Councillor decides the outcome. The next round of voting then proceeds.

Two or more Ward Seats - multiple candidates

1. Each seat must be voted on in turn ie there cannot be a composite list of candidates for all seats.
2. So each seat must be the subject of separate nomination and secondment and voting as if it were a one ward seat vacancy as above with either two or three or more candidates
3. A candidate who is not successful in the election for one seat may still be nominated or seconded for a subsequent seat.

After the Council co-option meeting

After the council meeting the Clerk must then:

15. notify the Electoral Returning Officer at New Forest District Council of the new Councillor appointment(s),
16. initiate completion of 'acceptance of office' declaration and 'registration of members' interests' by the successful candidate,
17. summon the newly co-opted councillor(s) to the next Council meeting, and
18. Provide to each newly co-opted Councillor a copy of the Code of Conduct for Councillors and Standing Orders of Brockenhurst Parish Council

APPENDIX E

SPECIMEN BALLOT PAPER COMPENDIUM

NOTE: THIS BALLOT PAPER COMPENDIUM IS FOR FOUR VACANT SEATS WITH MULTIPLE CANDIDATES AND SEVEN VOTING COUNCILLORS - IT SHOULD BE ADAPTED FOR DIFFERENT CIRCUMSTANCES AS APPROPRIATE

Ballot Paper
Co-option 18/2/2025
Vacancy One/Round 2
Councillor Alan Bartlett

CHOOSE ONE:
Michael Croker
Jonathan Doughty
Sam Haynes

Ballot Paper
Co-option 18/2/2025
Vacancy One/Round 2
Councillor Michael Harris

CHOOSE ONE:
Michael Croker
Jonathan Doughty
Sam Haynes

Ballot Paper
Co-option 18/2/2025
Vacancy One/Round 2
Councillor Peter Hollins

CHOOSE ONE:
Michael Croker
Jonathan Doughty
Sam Haynes

Ballot Paper
Co-option 18/2/2025
Vacancy One/Round 2
Councillor Russell Horne

CHOOSE ONE:
Michael Croker
Jonathan Doughty
Sam Haynes

Ballot Paper
Co-option 18/2/2025
Vacancy One/Round 2
Councillor John Korbey

CHOOSE ONE:
Michael Croker
Jonathan Doughty
Sam Haynes

Ballot Paper
Co-option 18/2/2025
Vacancy One/Round 2
Councillor Paul Pearse

CHOOSE ONE:
Michael Croker
Jonathan Doughty
Sam Haynes

Ballot Paper
Co-option 18/2/2024
Vacancy One/Round 2
Councillor Kevin Whittle

CHOOSE ONE:

Michael Croker
Jonathan Doughty
Sam Haynes

Ballot Paper
Co-option 18/2/2024
Vacancy One/Round 2
Councillor Richard Wolstenholme

CHOOSE ONE:

Michael Croker
Jonathan Doughty
Sam Haynes

Ballot Paper
Co-option 18/2/2024
Vacancy One/Round 2
Councillor John Wingham

CHOOSE ONE:

Michael Croker
Jonathan Doughty
Sam Haynes

Ballot Paper
Co-option 18/2/2024
Vacancy One/Round 2
Councillor

CHOOSE ONE:

Michael Croker
Jonathan Doughty
Sam Haynes

CHOOSE ONE:
Michael Croker
Jonathan Doughty
Sam Haynes

CHOOSE ONE:
Michael Croker
Jonathan Doughty
Sam Haynes

Ballot Paper
Co-option -/-/20--
Vacancy One/Round 2
Councillor A

Ballot Paper
Co-option -/-/20--
Vacancy One/Round 2
Councillor B

Ballot Paper
Co-option -/-/20--
Vacancy One/Round 2
Councillor C

Ballot Paper
Co-option -/-/20--
Vacancy One/Round 2
Councillor D

Ballot Paper
Co-option -/-/20--
Vacancy One/Round 2
Councillor E

Ballot Paper
Co-option -/-/20--
Vacancy One/Round 2
Councillor F

Ballot Paper
Co-option -/-/20--
Vacancy One/Round 2
Councillor G

Ballot Paper
Co-option -/-/20--
Vacancy One/Round 2

Ballot Paper
Co-option -/-/20--
Vacancy One/Round 3
Councillor A

Ballot Paper
Co-option -/-/20--
Vacancy One/Round 3
Councillor B

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Vacancy One/Round 3
Councillor C

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Vacancy One/Round 3
Councillor D

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Vacancy One/Round 3
Councillor E

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Vacancy One/Round 3
Councillor F

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Vacancy One/Round 3
Councillor G

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Vacancy One/Round 3

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Vacancy Two/Round 1
Councillor A

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Vacancy Two/Round 1
Councillor B

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Vacancy Two/Round 1
Councillor C

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Vacancy Two/Round 1
Councillor D

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Vacancy Two/Round 2
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Councillor B

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Vacancy Two/Round 2
Councillor D

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Vacancy Two/Round 2
Councillor G

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Vacancy Two/Round 2

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Vacancy Two/Round 3
Councillor A

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Vacancy Two/Round 3
Councillor B

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Vacancy Two/Round 3
Councillor C

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Vacancy Two/Round 3
Councillor D

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Councillor E

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Councillor F

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Vacancy Two/Round 3
Councillor G

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Vacancy Two/Round 3

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Vacancy Three/Round 1
Councillor A

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Vacancy Three/Round 1
Councillor B

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Councillor C

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Councillor A

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Councillor A

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Councillor A

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Councillor F

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Councillor G

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Vacancy Four/Round 3

APPENDIX F

RECORD OF NOMINATION AND SECONDMENT AND VOTING.

co-option --/-/20—

Vacancy **One**

| Name of Candidate | Proposed by | Seconded by | Votes Round 1 | Votes Round 2 | Votes Round 3 | Co-opted |
|-------------------|-------------|-------------|---------------|---------------|---------------|----------|
| Michael Croker | | | | | | |
| Jonathan Doughty | | | | | | |
| Sam Haynes | | | | | | |