

APPENDIX A

Application for Co-option

Full name and title	
Home address	
Home telephone	
Mobile telephone	
Email address	

About You Please provide the Council with some background information about yourself (attach extra pages if required)

Reasons for Applying Please provide the council with your reasons for wanting to become a Parish Councillor (attach extra pages if required)

Signature

Please return your completed application and Eligibility Form (appendix B) to:
The Parish Clerk, Cottenham Parish Council, 250a High Street, Cottenham, Cambridge CB24 8RZ, or by email to clerk@cottenhampc.org.uk

Your application will be considered at a meeting of the Parish Council where a vote will be held to decide whether the Council agrees to co-opt you onto Cottenham Parish Council.

Information provided will be treated confidentially.

APPENDIX B

CO-OPTION ELIGIBILITY FORM

1. In order to be eligible for co-option as a Cottenham Parish Councillor you must:
- be a British subject, or a citizen of the Commonwealth or the European Union;
 - be 18 years of age or over; and
 - able to meet one of the following qualifications set out below.

Please circle which applies to you:

- a) I am registered as a local government elector for the parish; or
- b) 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 parish; or
- c) My principal or only place of work during those twelve months has been within the parish; or
- d) I have during the whole of those twelve months resided in the parish or within 3 miles of it

2. Please note that under Section 80 of the Local Government Act a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

- a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

- i. If the bankruptcy is annulled on the grounds that either person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- iii. If the person is discharged without such a certificate. In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively.

In iii, it ceases on the expiry of five years from the date of discharge.

Declaration

I.....hereby confirm that I am eligible for the vacancy of Cottenham Parish Councillor, and the information given on this form is true and accurate record.

Signature.....

APPENDIX C

CO-OPTED COUNCILLOR PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
Personal Attributes	Interested in local affairs and the local community	Able to bring a new skill, expertise or key local knowledge to the Council
Experience, Skills, Knowledge and Ability	<p>A good team player</p> <p>Ability to pick up and run with a variety of projects</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 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 Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities)</p> <p>Ability and willingness to undertake induction training and other relevant training</p> <p>Access to the internet and the ability to use email</p>	<p>Experience of working or being a member in a local authority or other public body</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>
Circumstances	Able and willing to attend meetings of the Council (or meetings of other local authorities and local bodies) some of which may be in the evening and at weekends	

PRIVACY NOTICE

APPLICANTS FOR CO-OPTION

In accordance with the requirements of GDPR the council is required to inform data subjects of what will be done with their personal information.

1. Personal Information

- 1.1 Applicants for co-option provide personal data, including names, addresses, telephone numbers and email.
- 1.2 The Parish Council may in addition use information from publicly available sources to further consider an applicant's suitability.

2. The Data Controller and Processor

- 2.1 Cottenham Parish Council is the Data Controller. It is contactable by writing to the Clerk at 250a High Street, Cottenham, Cambridge CB24 8RZ.
- 2.2 The information provided as part of the application process may be held in hard copy and / or computerised. The council has a Data Protection Policy.

3. Legal Basis for Processing Information

- 3.1 The information provided is used for the process of co-option.
- 3.2 Your information is processed under the following lawful categories
 - compliance with legal obligations - necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Parish Council - for the purposes of legitimate interests pursued by the council - your consent (this may be withdrawn at any time)

4. Who Accesses Information?

- 4.1 The Clerk and councillors will have access to the data.
- 4.2 Your personal information will be not shared or provided to any other third party other than where there is a related statutory or lawful requirement, or with your consent.

5. Retention

- 5.1 Information will be held for the duration of the co-option process.
- 5.2 If co-opted, certain personal information becomes a matter of public record, such as your name. Other personal information, such as contact details will be processed by the Parish Council in accordance with the council's General Privacy Notice, Councillor Privacy Notice and Data Protection Policy.

6. Your Rights

- 6.1 You have the following rights in relation to personal information held by the council:
 - the right to be informed – this privacy notice is part of your right to be informed
 - the right of access
 - the right to rectification
 - the right to erasure (Please note that we cannot delete information where there is a compelling reason to continue to process it e.g. we are required to have it by law or it is necessary for the exercise or defence of legal claims)
 - the right to restrict processing
 - the right to object based on grounds personal to your situation (this right is overridden where there are legitimate grounds for the continued processing)

(Note - the council does not process personal information based on automated decision making and profiling)

7. Complaints

- 7.1 Any individual who believes that the council has breached any of the requirements of data protection laws should raise the matter with the council through the Clerk at 250a High Street, Cottenham, Cambridge CB24 8RZ. Alternatively, a complaint can be made to the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.