

### **What is a councillor?**

Councillors are elected to represent an individual geographical unit on the council, known as a ward or - mainly in smaller parishes - the entire parish. They are generally elected by the public every four years.

### **What do councillors do?**

Councillors have 3 main components to their work.

1. *Decision making* - Through meetings and attending committees with other elected members, councillors decide which activities to support, where money should be spent, what services should be delivered and what policies should be implemented.

2. *Monitoring* - Councillors make sure that their decisions lead to efficient and effective services by keeping an eye on how well things are working.

3. *Getting involved locally* - As local representatives, councillors have responsibilities towards their residents. These responsibilities and duties often depend on what the councillor wants to achieve and how much time is available, and may include:

- Going to meetings of local organisations.
- Going to meetings of bodies affecting the wider community.
- Taking up issues on behalf of members of the public.

## **CO-OPTED COUNCILLOR PERSON SPECIFICATION**

### Personal Attributes

- Sound knowledge and understanding of local affairs and the local community.
- Can bring a new skill, expertise or key local knowledge to the Council.

### Experience, Skills, Knowledge and Ability

- Ability to listen constructively
- A good team player
- Solid interest in local matters
- Ability and willingness to represent the Council and the 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 Community Councils, principal authority, charities).
- Ability and willingness to undertake induction training and other relevant training.
- Experience of working with voluntary and or local community / interest groups

### 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 on occasion at weekends.

**APPLICATION FORM FOR THE ROLE OF PARISH COUNCILLOR  
ON PAULTON PARISH COUNCIL**

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

Please note that your phone number and email address will be made public via notice boards and website.

**LEGAL QUALIFICATIONS FOR BEING A COUNCILLOR**

**QUALIFICATIONS**

*(To qualify 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

*(To qualify you must be able to answer 'Yes' to at least one of the questions below)*

Are you on the electoral register for the ward of Paulton?	Yes / No
Have you lived either in the ward of Paulton, or within three miles of its boundary, for at least a year?	Yes / No
Have you been the owner or tenant of land in the ward of Paulton for at least a year?	Yes / No
Have you had your only or main place of work in the ward of Paulton for at least a year?	Yes / No

**DISQUALIFICATIONS**

*(You must be able to answer No to all of 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
You have been convicted for the failure to register or declare disclosable interest under the Localism Act 2011 (England)	Yes/No

Please briefly outline of why you are interested in being a councillor.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise.

Signed.....

Date: .....