

BECOMING A PARISH COUNCILLOR FOR CADDINGTON PARISH COUNCIL

HEADING	EXPLANATION	SECTION CONTENT
Aims	To ensure that anyone who wishes to become a Parish Councillor for Caddington Parish Council understands the role and responsibilities of taking on this position.	<p>Caddington Parish Council aims to attract a diverse section of the community to become Parish Councillors.</p> <p>To ensure that our practices reflect good practice and are free from bias and discrimination.</p> <p>Caddington Parish Council recognises that it is unlawful to discriminate against a candidate for the role of Parish Councillor because of their age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, marriage or civil partnership, pregnancy or maternity in any part of the process to become a Councillor</p>
Requirements to become a Councillor	<p>This section outlines the requirements to become a Councillor.</p> <p>This section also specifies what else needs to be considered prior to recruiting new Councillors.</p> <ol style="list-style-type: none"> 1. Budget available (i.e. for advertising) 2. Advertising media to be used 3. How prospective Councillors should apply 4. The Parish Council are not obliged to accept nominations 	<p>Requirements:-</p> <ul style="list-style-type: none"> • Must be a British Citizen, or a citizen of the Commonwealth or the European Union • Must be 18 or over • Have resided or worked in the area for the previous 6 months • are not the subject of a bankruptcy restriction order or interim order • not have been convicted of a relevant offence for the previous 5 years with a prison sentence of 3 months or more (whether suspended or not) • you are not already employed by Caddington Parish Council • desirable to be computer literate • Have access to a computer • Must have access to email and competent • Disclose any business or financial interests

<p>Conduct and Interests</p>	<p>As a Councillor you are expected to portray certain behaviours. The seven NOLAN principles apply to the conduct of people in public life.</p>	<ul style="list-style-type: none"> • Selflessness: you should act in the public interest • Integrity: you should not put yourself under any obligations to others, allow them improperly to influence you or seek benefit for yourself, family, friends or close associates • Objectivity: you should act impartially, fairly and on merit • Accountability: you should be prepared to submit to public scrutiny necessary to ensure accountability • Openness: you should be open and transparent in your actions and decisions unless there are clear and lawful reasons for non-disclosure • Honesty: you should always be truthful • Leadership: as a councillor, you should promote, support and exhibit high standards of conduct and be willing to challenge poor behaviour.
<p>Training/Induction</p>	<p>All new councillors are obliged to attend training run by BATPC, CBC, NALC and other organisations as appropriate.</p>	<ul style="list-style-type: none"> • Attend “New Councillor induction training” as soon as practicable after being elected • Be willing to attend other training as appropriate • Be willing to travel to attend training courses
<p>Meetings/Working parties/Committees/events</p>	<p>Caddington Parish Council hold a monthly meeting on the second Monday of each month, except August. These are usually held in the Heathfield Centre, and normally start at 7.30 p.m.</p> <p>There are working parties and committees which Parish Councillors are invited to be a member of relevant to their strengths and expertise.</p>	<ul style="list-style-type: none"> • All Parish Councillors are expected to attend as many monthly meetings as possible • Parish Councillors are expected to be prepared to speak at meetings • Be happy to make decisions which may not always be a popular one • Willing to join a committee or working party. These meetings are in addition to normal monthly Parish Council meetings • Parish Councillors are expected to follow procedures for submitting agenda items and reports, including ensuring submissions meet deadlines are met and set submission forms/formats are used

		<ul style="list-style-type: none"> • Attend council run events • Be committed to read and review all information sent to Councillors between meetings so that they are fully equipped to give considered opinions, make relevant comments and ask questions. • Be prepared to contribute to the monthly meetings and other meetings which has a positive effect on the community • Give informed opinions not personal ones
Areas of Responsibility	Caddington Parish Council expect Parish Councillors to undertake areas of responsibility such as parks, highways, Christmas lighting, CCTV etc.	<ul style="list-style-type: none"> • Be prepared to be responsible for an area • Produce a report for discussion when required at Parish Council meetings • Carry out inspections on a regular basis
Resignation	It is understood that circumstances may prevail that a Councillor believes may affect their ability to continue as a Parish Councillor and therefore may need to resign.	<ul style="list-style-type: none"> • Resignations must be in writing to the Chairman with a copy to the Parish Clerk • Prior to resigning it is recommended that the Councillor has a discussion with the Chairman to debate whether there are any other options available.