

SECTION 1A - To be filled in by submitter of the Motion:

Report from	Deputy Clerk
On behalf of	Town Clerk/Council
Date	7th March 2025
For Meeting of Council/Committee	Full Council
Date of meeting	25th March 2025
Agenda item no.	267/24-25
Confidentiality	N/A
TITLE OF MOTION	CO-OPTION OF A TOWN COUNCILLOR
MOTION(S)	<p><i>Further to Full Council meeting 25th February 2025, item-: 232/24-25(2)</i></p> <ol style="list-style-type: none"> 1) To receive a report with information obtained from written applications received from prospective candidates for the office of Town Councillor (motion paper and report <u>attached</u>). 2) To receive presentations (max. 2 mins. each) from prospective candidates who are present at the meeting, setting out why they wish to join the Town Council and how they see themselves adding value to the Town Council's work with and for the community. <i>NB: All eligible candidates have been invited to join this meeting.</i> 3) To vote on co-option for Councillors, to fill the existing vacancy, in accordance with the <u>Town Council's Co-Option Policy</u>. <i>It is recommended that voting is carried out using ballot papers (at Chair's discretion).</i> 4) For the candidate voted in and, if present and having accepted the Council's position offer, to be invited by the Chair to join the remainder of the meeting as Town Councillor.
Background	There is 1 Councillor vacancy, following the Disqualification 1 x former Town Councillor and A resolution was passed at the Full Council meeting on 25th February 2025 (item 232/24-25), to fill the vacancy by co-option.
Issues/items for consideration by the Council	<p>Candidate information</p> <p>Please note that in the associated document the information about prospective candidates is listed;</p> <ul style="list-style-type: none"> • In the order the application forms were received; There are 4 prospective candidates; • With first surname and initial for first name only provided; no other personal information is given in this report; • The text supplied in column 'Profile' is what prospective candidates entered onto the application form in the main 'profile' box – this is where candidates were asked (in a maximum of 300 words) to describe; <ul style="list-style-type: none"> - The reason(s) why they would like to become a Councillor; - Details of any skills, knowledge, expertise or life experiences that they think would benefit the Town Council and the Northstowe community; and - An indication of the Council's Committees & Working Groups they may see themselves contributing to and/or any External Partnerships they would like to join, to represent the Town Council.
Recommendations	<p>For the Town Council;</p> <ol style="list-style-type: none"> 1) To receive a report with information obtained from written applications received from prospective candidates for the office of Town Councillor (motion paper and report <u>attached</u>). 2) To receive presentations (max. 2 mins. each) from prospective candidates who are present at the meeting, setting out why they wish to join the Town Council and how they see themselves adding value to the Town Council's work with and for the community. <i>NB: All eligible candidates have been invited to join this meeting.</i> 3) To vote on co-option for Councillors, to fill the existing vacancy, in accordance with the <u>Town Council's Co-Option Policy</u>. <i>It is recommended that voting is carried out using ballot papers (at Chair's discretion).</i> 4) For the candidate voted in and, if present and having accepted the Council's position offer, to be invited by the Chair to join the remainder of the meeting as Town Councillor.
Appendices	N/A
Documents:	Document with candidates' information has been put together, with their Personal Statements.

SECTION 1B - To be filled in by submitter of the Motion:

Input needed from Clerk?	N/A
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PLEASE NOTE: Agenda item requests: in order to be considered for inclusion on the agenda, motions with all associated papers *must* be received by the Clerk in a final format at least 7 clear daysⁱ before the meeting at which you would like your item to be considered – if any input is required from the Clerk please provide sufficient additional time for the Clerk to schedule in for any feedback and/or additional research that may be required.

SECTION 2 - To be filled in by the Clerk:

Meets/links with Council objectives:	An Effective Council	√
Staffing Implications: ⁱⁱ	Time needed to induct new Councillors into the work of the Council.	←
Volunteer need implications:	N/A	
Equalities & Human Rights ⁱⁱⁱ	There are no equalities and human rights issues Details, where relevant: N/A	
Crime and Disorder ^{iv}	Crime and disorder have been considered Details, where relevant: N/A	
Biodiversity ^v	There are no (negative) biodiversity implications Details, where relevant: N/A	
Sustainability	Is in line with the Council's Plastic-Free Pledge - N/A	
Financial ^{vi}	There are no financial implications at this stage - N/A	
	There will be financial implications; Details: New Councillors to go on 'New Councillor training'	←
	There is provision within the budget Budget heading & details: Adequate budget under 'Training – Councillors budget is still available (currently £800 unused).	←
	Decisions may give rise to additional expenditure; Details: N/A	
	Decisions may have potential for income generation; Details: N/A	
Other Resource implications (besides finance):	Details: N/A	
Health and Safety implications ^{vii}	Details: N/A	
Legal	Power under which the spend can be actioned: ^{viii} GPC	
	GDPR - Data Privacy Impact Assessment: ^{ix} Details, where relevant: Details as to which personal information of prospective candidates is shared in public domain is set out in the Council's Co-option policy.	
	Other considerations: N/A	
Risk Management	Material risks ^x exist and these are considered and being assessed: Details: N/A	
Other Considerations:	N/A	

ⁱ Northstowe Town Council's [Standing Order 9 b,d](#).

ⁱⁱ The Council has a legal duty to ensure it looks after employees' health and wellbeing (the Health and Safety at Work etc act 1974).

ⁱⁱⁱ The key legislation regarding unlawful discrimination is the Equality Act 2010, which amongst other requires the Council to monitor for compliance with the Equality Duty.

^{iv} The Council has a legal duty to act with due regards to crime and disorder in the area (Crime and Disorder Act 1998, s17).

^v The Council has a legal duty to have regard to conserving biodiversity (Natural Environment and Rural Communities Act 2006, s40).

^{vi} It is the RFO's duty to manage financial risks on behalf of the Council, as described in the Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015, reg 4.

^{vii} See also Town Council's [Health and Safety Policy](#).

^{viii} See here for an [Overview of relevant discretionary powers](#) beyond the General Power of Competence.

^{ix} See also the Town Council's [Data Protection Policy](#).

^x See Town Council's [Risk Management Plan](#).