

# BINGLEY TOWN COUNCIL



Bingley Town Council, Myrtle Place, Bingley, BD16 2LF

## **Appointment of Non-Councillors to Committees Policy**

**Date of review: 28<sup>th</sup> May 2024**

**Next review date: May 2027**

### **Background**

Bingley Town Council is keen to involve non-councillors in some of its committees, sub-committees and working groups. The Council recognises that non-councillors may have enthusiasm and/or experience for particular projects or areas of council work, or may represent sections of the wider parish.

### **Disqualification to be a non-councillor on a Council committee, sub-committee or working group**

A non-councillor cannot sit on a committee if any of the following criteria apply:

1. That the person holds any paid office or employment to which appointed by the Council or any committee or joint committee of the Council or by a paid officer of the Council, or by any joint committee on which the Council is represented.
2. That the person is the subject of bankruptcy restriction order or interim bankruptcy order.
3. That the person has within the last 5 years before today (28<sup>th</sup> May 2024) been convicted in the UK, Channel Islands or Isle of Man of any offence and has passed on them a sentence of imprisonment of at least three months
4. That the person has been found guilty of corrupt or illegal practices or has been responsible for incurring unlawful expenditure and the court orders their disqualification.

### **Promoting vacancies for non-councillors**

Any vacancy on a Council sub-committee or working group will be promoted on the Town Council website, the monthly mailing and through its social media channels. A deadline will be given for interested applicants to submit their application. Applications will be made on the form at Appendix A below.

## Appendix A

### Application to be a non-councillor on a Bingley Town Council group

Thank you for your interest in becoming a non-councillor on the Town Council (name of group).

Please complete the attached form and return it with as much information as possible by (date).

Appointments to this sub-committee/working group will be made at the ..... meeting being held on..... The Council will vote on whether to appoint candidates to the group.

Full name	
Address	
Home Tel no.	
Mobile Tel no.	
Email address	
Please give details of the skills, qualities and experience to you could bring to the group	
I wish to be considered for a vacancy on the (name of group) and meet the criteria. Please tick.	

I confirm that my personal details can be used for the purposes of the group that I have applied to be a member of (this means that your e-mail address will be used for communication by the Town Council).

Signed.....

\* A non-councillor cannot sit on the working group if any of the following criteria apply:

1. That the person holds any paid office or employment to which appointed by the council or any committee or joint committee of the council or by a paid officer of the council, or by any joint committee on which the council is represented.
2. That the person is the subject of bankruptcy restriction order or interim bankruptcy order.
3. That the person has within the last 5 years been convicted in the UK, Channel Islands or Isle of Man of any offence and has passed on them a sentence of imprisonment of at least three months.

4. That the person has been found guilty of corrupt or illegal practises or has been responsible for incurring unlawful expenditure and the court orders their disqualification.

**I confirm that none of these criteria apply**

**Signed**.....

**Date** .....

Once appointed, successful candidates will be given a copy of the Town Council Code of Conduct and Standing Orders and will be asked to complete the attached declaration:

**Membership of Bingley Town Council's (name of group)**

**Name** .....

I confirm that I accept a place on Bingley Town Council's (name of group)

**Signed** .....

**Date** .....

I confirm that I have read Bingley Town Council's Code of Conduct and Standing Orders. I agree to abide by them, on a voluntary basis, whilst I am a member of the (name of group)

**Signed** .....