



**Barnard Castle
Town Council**

Town Councillor Vacancy

East Ward, Barnard Castle Town Council

Call for those wishing to be considered for co-option

There is a vacancy for a town councillor to represent the East Ward on the town council. Barnard Castle Town Council wishes to invite expressions of interest from suitably qualified electors to be considered for co-option to this vacant seat.

To be qualified, you must live within the parish of Barnard Castle, or within three miles of the parish boundary, or be 'employed' within the town. If you require more information on the qualifying criteria, please contact the office on the details below.

To express an interest, please provide your name, address, a statement of your suitability, based on the attached specification and demonstrating that you qualify by residency or by another criterion to serve on the town council, on no more than one side of A4. You may also want to consult a copy of the NALC publication 'The good councillor's guide' (available on the town council website), which provides a clear overview of the legal framework for the town council and the role of councillors.

Anyone submitting a statement will be invited to attend the council meeting at **6pm on 25 March 2024**. Each will be offered two minutes to state their suitability, in turn. Members will then be offered an opportunity to question the candidates together. A vote will be taken by secret ballot of the Members at the meeting.

If you are interested in putting your name forward, please contact the Town Council office:

Barnard Castle Town Council

Address: Woodleigh, Flatts Road, Barnard Castle, DL12 8AA

Web: www.barnardcastletowncouncil.gov.uk

Email: clerk@barnardcastletowncouncil.gov.uk

Phone: 01833 690970

Applications should be forwarded to this address by noon on Friday 9 February 2024.

The following are the criteria on which a person's suitability for co-option will be considered;

ESSENTIAL	ADDED VALUE
Relevant Knowledge, Education, Professional Qualifications & Training	
<p>Sound knowledge and understanding of local affairs and the local community.</p> <p>Commitment to legal framework and principles of local democracy.</p>	<p>A levels/Degree level and or</p> <p>Specific Vocational training or professional qualification (e.g. accountant, teacher, surveyor, architect).</p>
Experience, Skills, Knowledge and Ability	
<p>Solid interest in local matters.</p> <p>Ability and willingness to represent the council and their community.</p> <p>Good interpersonal skills.</p> <p>Ability to communicate clearly both orally and in writing.</p> <p>Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.</p> <p>Good reading and analytical skills.</p> <p>Ability and willingness to work with the council's partners (e.g. voluntary groups, other parish councils, Durham County Council, charities).</p> <p>Ability and willingness to undertake relevant training.</p> <p>Ability to work under pressure</p>	<p>Knowledge of HR, procurement, contract management, financial control or risk management and compliance, public relations</p> <p>Experience of working in another public body or not for profit organisation</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> <p>Experience of working with the media.</p> <p>Experience in financial control/budgeting</p> <p>Experience of staff management</p>
Other requirements	
<p>Flexibility</p> <p>Enthusiasm</p> <p>Ability and willingness to attend meetings of the council (or the meetings of other local authorities and local bodies) in the evening and events in the evening and at weekends. (The basic commitment to meetings is to attend three, 2-hour meetings during each eight-week cycle)</p> <p>Meets the qualifying requirements of s.79 of the Local Government Act 1972</p>	

(Based on the NALC recommended specification)