

# MELBOURN PARISH COUNCIL

Doc. No. 3.04  
Version 1  
Review Date: Jan. 2018

Name : \_\_\_\_\_

| Experience and skills : Parish Councillors                                 | Level of experience / skill (rate on scale of 1 (none) to 5 (extensive)) |   |   |   |   |
|----------------------------------------------------------------------------|--------------------------------------------------------------------------|---|---|---|---|
|                                                                            | 1                                                                        | 2 | 3 | 4 | 5 |
| <b>Understanding and/or experience of ...</b>                              |                                                                          |   |   |   |   |
| Parish Council                                                             |                                                                          |   |   |   |   |
| Local government                                                           |                                                                          |   |   |   |   |
| Civil service                                                              |                                                                          |   |   |   |   |
|                                                                            |                                                                          |   |   |   |   |
| <b>Professional skills</b>                                                 |                                                                          |   |   |   |   |
| Experience of chairing board / committee meetings                          |                                                                          |   |   |   |   |
| Experience of professional leadership                                      |                                                                          |   |   |   |   |
| Financial planning / management                                            |                                                                          |   |   |   |   |
| Mediation                                                                  |                                                                          |   |   |   |   |
| IT                                                                         |                                                                          |   |   |   |   |
| Strategic planning                                                         |                                                                          |   |   |   |   |
| Training Received (please give brief details of specific area of training) |                                                                          |   |   |   |   |
|                                                                            |                                                                          |   |   |   |   |
| <b>Skills that may be useful on Parish Council Committees</b>              |                                                                          |   |   |   |   |
| Financial planning / management                                            |                                                                          |   |   |   |   |
| Procurement / tenders                                                      |                                                                          |   |   |   |   |
| Health and Safety                                                          |                                                                          |   |   |   |   |
| Insurance                                                                  |                                                                          |   |   |   |   |
| Pensions                                                                   |                                                                          |   |   |   |   |
| HR                                                                         |                                                                          |   |   |   |   |
| Legal [please give brief details of specific area of expertise]            |                                                                          |   |   |   |   |
|                                                                            |                                                                          |   |   |   |   |
| Premises and facilities management                                         |                                                                          |   |   |   |   |
|                                                                            |                                                                          |   |   |   |   |
| <b>Please give brief details of particular local interest / knowledge</b>  |                                                                          |   |   |   |   |
| <u>Planning</u>                                                            |                                                                          |   |   |   |   |
|                                                                            |                                                                          |   |   |   |   |
| <u>Youth work</u>                                                          |                                                                          |   |   |   |   |
|                                                                            |                                                                          |   |   |   |   |
| <u>Conservation</u>                                                        |                                                                          |   |   |   |   |
|                                                                            |                                                                          |   |   |   |   |
| <u>Volunteering</u>                                                        |                                                                          |   |   |   |   |
|                                                                            |                                                                          |   |   |   |   |

# MELBOURN PARISH COUNCIL

Doc. No. 3.04

Version 1

Review Date: Jan. 2018

Please give details of any particular area/s of the Parish Council where you feel you would benefit from additional support or training

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|

There are seven Nolan principles that apply to the conduct of people in public life. Please give details that demonstrate when you have applied these principles in your work or other relevant examples:

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

# MELBOURN PARISH COUNCIL

Doc. No. 3.04  
Version 1  
Review Date: Jan. 2018

Name : \_\_\_\_\_

## LEGAL QUALIFICATIONS FOR BEING A PARISH COUNCILLOR

(To qualify you must be able to answer 'Yes' to both of the questions below to serve as a councillor)

|                                                                                             |          |
|---------------------------------------------------------------------------------------------|----------|
| 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 to serve as a councillor)

|                                                 |          |
|-------------------------------------------------|----------|
| Are you on the electoral register for Melbourn? | Yes / No |
|-------------------------------------------------|----------|

|                                                                                                              |          |
|--------------------------------------------------------------------------------------------------------------|----------|
| Have you lived either in the Parish of Melbourn, 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 Parish of Melbourn for at least a year? | Yes / No |
|------------------------------------------------------------------------------------------|----------|

|                                                                                             |          |
|---------------------------------------------------------------------------------------------|----------|
| Have you had your only or main place of work in the Parish of Melbourn for at least a year? | Yes / No |
|---------------------------------------------------------------------------------------------|----------|

## DISQUALIFICATIONS

(To qualify you must be able to answer 'No' to all of the questions below 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 |
|------------------------------------------------------------------------------------|----------|