



BLANDFORD FORUM TOWN COUNCIL

Person Specification

Town Councillor

Description of Office: There are four Town Councillor vacancies (one in Central Ward, one in Old Town Ward, one in Langton St Leonards Ward and one in Badbury Heights Ward)

We welcomed three new Councillors following the local elections held on Thursday 2nd May 2024. However, with seven Councillors retiring at that time, four vacancies remain on the Town Council. We are now in a position to advertise these vacancies through co-option.

If you would like to spare a few hours a week supporting and representing your community, please write to the Town Council by 12 Noon on **Friday 21st March 2025** explaining why you would like to be a Town Councillor and why you think you are suitable for the role. Please include any information you think the Councillors would be interested in, along with a copy of your CV. You will then be invited to a co-option meeting scheduled for 6pm on Monday 31st March 2025.

To ensure that councils consider for co-option only those candidates who are eligible to be councillors, Blandford Forum Town Council requires candidate(s) for co-option to declare or certify in writing that they:

- meet the criteria for eligibility, set out in [s. 79 of the 1972 Act](#), to be a member of the council and
- are not disqualified, pursuant to [s.80 of the 1972 Act](#) to be a member of the council.

Please could you therefore confirm in your application letter that you are eligible in accordance with the above regulations.

Please come along to one of our Town Council meetings in Woodhouse Gardens Pavilion starting at 7pm on 27th January 2025 and/or 17th February 2025 to find out how council meetings work.

To view the co-option policy, please see section 28 of the Town Council's [Standing Orders](#).

You can also discuss the role with Councillors and staff, and for more information on the role of a Town Councillor and the co-option process, please visit the website: <https://blandfordforum-tc.gov.uk/town-council/elections>

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COMPETENCY	ESSENTIAL	DESIRABLE
Relevant knowledge, Education & Training	<ul style="list-style-type: none"> • Sound knowledge and understanding of local affairs and the local community, including the wards in which there are vacancies that interest the prospective candidate. 	<ul style="list-style-type: none"> • Specific knowledge, training and/or experience that could contribute towards the role, although full training and induction will be provided.
Experience, skills, ability & knowledge	<ul style="list-style-type: none"> • Solid interest in local matters. • Good interpersonal skills. • Good reading and analytical skills. <p><u>Ability and willingness to:</u></p> <ul style="list-style-type: none"> • listen to residents • represent the Council and the community • communicate clearly • work closely with other members • maintain good working relationships with fellow Councillors and the council staff. • work with the council's partners (e.g. voluntary groups, other parish councils, principal authority, charities) • undertake relevant training 	<ul style="list-style-type: none"> • Basic knowledge of legal issues relating to town and parish councils or local authorities. <p><u>Experience of:</u></p> <ul style="list-style-type: none"> • working in another public body or not for profit organisation • working with voluntary and or local community/interest groups • delivering presentations • working with the media • financial control/budgeting
Other requirements	<ul style="list-style-type: none"> • Ability and willingness to attend meetings of the council (or represent the council at the meetings of the local authority and local groups/organisations) in the evenings and events in the evening and at weekends. • Flexible, enthusiastic and committed. 	<ul style="list-style-type: none"> • Knowledge of HR, procurement, contract management, financial control or risk management and compliance, public relations. • Event organisation.

Eligibility

Section 79 of the 1972 Act

Qualifications for election and holding office as member of local authority:

- (1) A person shall, unless disqualified by virtue of this Act or any other enactment, be qualified to be elected and to be a member of a local authority if he is a qualifying Commonwealth citizen or a citizen of the Republic of Ireland or a relevant citizen of the Union and on the relevant day he has attained the age of eighteen years and —
 - (a) on that day he is and thereafter he continues to be a local government elector for the area of the authority; or
 - (b) he has during the whole of the twelve months preceding that day occupied as owner or tenant any land or other premises in that area; or
 - (c) his principal or only place of work during that twelve months has been in that area; or
 - (d) he has during the whole of those twelve months resided in that area; or
 - (e) in the case of a member of a parish or community council he has during the whole of those twelve months resided either in the parish or community or within three miles of it.
- (2) In this section “relevant day”, in relation to any candidate, means —
 - (a) except in the case of an election not preceded by the nomination of candidates, the day on which he is nominated as a candidate and also, if there is a poll, the day of election; and
 - (b) in the said excepted case, the day of election.
- (2A) In this section the expression “citizen of the Union” shall be construed in accordance with Article 20(1) of the Treaty on the Functioning of the European Union, and “relevant citizen of the Union” means such a citizen who is not a qualifying Commonwealth citizen or a citizen of the Republic of Ireland.
- (2B) For the purposes of this section, a person is a qualifying Commonwealth citizen if he is a Commonwealth citizen who either —
 - (a) is not a person who requires leave under the Immigration Act 1971 to enter or remain in the United Kingdom, or
 - (b) is such a person but for the time being has (or is, by virtue of any enactment, to be treated as having) indefinite leave to remain within the meaning of that Act.
- (2C) But a person is not a qualifying Commonwealth citizen by virtue of subsection (2B)(a) if he does not require leave to enter or remain in the United Kingdom by virtue only of section 8 of the Immigration Act 1971 (exceptions to requirement for leave in special cases).
- (2D) For the purposes of this section, a person is a qualifying foreign citizen if the person—
 - (a) is not a Commonwealth citizen, a citizen of the Republic of Ireland or a relevant citizen of the Union, and
 - (b) either —

- (i) is not a person who requires leave under the Immigration Act 1971 to enter or remain in the United Kingdom, or
 - (ii) is such a person but for the time being has (or is, by virtue of any enactment, to be treated as having) indefinite leave to remain within the meaning of that Act.
- (2E) But a person is not a qualifying foreign citizen by virtue of subsection (2D)(b)(i) if the person does not require leave to enter or remain in the United Kingdom by virtue only of section 8 of the Immigration Act 1971 (exceptions to requirement for leave in special cases).

Section 80 of the 1972 Act

Disqualifications for election and holding office as member of a local authority in England

- (1) Subject to the provisions of section 81 below, a person shall be disqualified for being elected or being a member of a local authority in England... if he —
- (a) holds any paid office or employment (other than the office of chairman, vice-chairman, deputy chairman, presiding member or deputy presiding member or, in the case of a local authority which are operating executive arrangements which involve a leader and cabinet executive, the office of executive leader or member of the executive) appointments or elections to which are or may be made or confirmed by the local authority or any committee or sub-committee of the authority or by a joint committee or National Park authority on which the authority are represented or by any person holding any such office or employment; or
 - (b) is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order, or a debt relief restrictions order or interim debt relief restrictions order under Schedule 4ZB of the Insolvency Act 1986;
 - (c) S. 80(1)(c) repealed by Local Government Finance Act 1982 (c. 32, SIF 81:1), s. 38(5), Sch. 6 Pt. IV.
 - (d) has within five years before the day of election or since his election been convicted in the United Kingdom, the Channel Islands or the Isle of Man of any offence and has had passed on him a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine; or
 - (e) is disqualified for being a member of the relevant council under Part III of the Representation of the People Act 1983 or for being a charter trustee under the Audit Commission Act 1998, and in this paragraph “the relevant council” means the council of the county or district in which is comprised the area for which charter trustees are established by any statutory instrument made under Part II of the Local Government 1992.
- (2) Subject to the provisions of section 81 below, a paid officer of a local authority in England who is employed under the direction of —

- (a) a committee or sub-committee of the authority any member of which is appointed on the nomination of some other local authority; or
- (b) a joint board, joint authority economic prosperity board, combined authority, or joint committee on which the authority are represented and any member of which is so appointed;

shall be disqualified for being elected or being a member of that other local authority.

(2AA) A paid member of staff of the Greater London Authority who is employed under the direction of a joint committee the membership of which includes —

- (a) one or more persons appointed on the nomination of the Authority acting by the Mayor, and
- (b) one or more members of one or more London borough councils appointed to the committee on the nomination of those councils,

shall be disqualified for being elected or being a member of any of those London borough councils.

(2AB) S. 80(2AB) omitted (21.1.2021) by virtue of Local Government and Elections (Wales) Act 2021 (asc 1), s. 175(1)(e), Sch. 9 para. 14.

(2A) Subsection (2) above shall have effect as if the reference to a joint board included a reference to a National Park authority.

(2B) For the purposes of this section a local authority shall be treated as represented on a National Park authority if it is entitled to make any appointment of a local authority member of the National Park authority.

(3) Subsection (1)(a) shall have effect in relation to a teacher in a school maintained by the local authority who does not hold an employment falling within that provision as it has effect in relation to a teacher in such a school who holds such an employment.

(4) S. 80(4) repealed by Transport Act 1985 (c. 67, SIF 126), ss. 139(3), 140, Sch. 8.

(5) For the purposes of subsection (1)(d) above, the ordinary date on which the period allowed for making an appeal or application with respect to the conviction expires or, if such an appeal or application is made, the date on which the appeal or application is finally disposed of or abandoned or fails by reason of the non-prosecution thereof shall be deemed to be the date of the conviction.

(5A) See also section 81A (disqualification relating to sexual offences etc (England)).