

**APPENDIX 1 to
ANNEX B to
IPC Standing Orders**

CO-OPTED COUNCILLOR PERSONAL SPECIFICATION

Essential/Desirable Competencies

1. Personal Attributes:
 - a. Sound knowledge and understanding of local affairs and the local community.
 - b. Forward thinking
 - c. Can bring a new skill, expertise or key local knowledge to the council.
2. Experience, Skills, Knowledge and Ability:
 - a. Ability to listen constructively.
 - b. A good team player.
 - c. Ability to pick up and run with a variety of projects.
 - d. Solid interest in local matters.
 - e. Ability and willingness to represent the council and their community.
 - f. Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions.
 - g. Ability to communicate succinctly and clearly.
 - h. Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.
 - i. Ability and willingness to work with the council's partners (e.g. voluntary groups, other councils, principal authority, charities).
 - j. Ability and willingness to undertake induction training and other relevant training.
 - k. Experience of working or being a member in a local authority or other public body.
 - l. Experience of working with voluntary and or local community/interest groups.

m. Basic knowledge of legal issues relating to town and parish councils or local authorities.

n. Experience of delivering presentations.

3. Circumstances:

a. Ability and willingness to attend meetings of the parish council or meetings of other local authorities and local bodies at any time and events in the evening and at weekends.