

There are two ways that co-options can occur:
FEATHERSTONE PARISH COUNCIL

- There have been traditional candidates to fill all the available seats at an election.
 - A casual vacancy has arisen between elections, and there is no election to fill a by-election.
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Featherstone Parish Council Co-Option Policy

- Dates of the statutory criteria of eligibility, role within Featherstone Parish Council and The Good Candidates Guide should be displayed on the website or included in the candidate pack.
- Applications should be made in writing to the clerk with a completed form, the candidates should themselves and why they wish to become a candidate.
- Advise the role and any relevant local media platform, e.g. through social media (community newsletters, websites and notice boards). And work with community groups to advertise the vacancy. Guidance for application should be advertised.
- Following the deadline for receipt of applications, suitable candidates will be sought (this would be candidates that do not fulfil the statutory requirements) and if applicable, any shortlisting can be undertaken.

Featherstone Parish Council Co-Option Policy

1. There are two ways that co-options can occur:

- There have been insufficient candidates to fill all the available seats at an election.
- A casual vacancy has arisen between elections, and there is no demand to hold a by-election.

2. When co-opting, members should consider the following:

- The council should identify any shortfalls and imbalances in their membership. These might be based on gender, age, geographical coverage, within the parish, or other characteristics.
- Agree on a role description and person specification to target specific characteristics, skills, or group. Highlight the skills needed to be a good councillor: good communication skills, problem solving, analytical thinking and being a team player. However, the most important attribute is to care about the community and be willing to take an active role.
- Details of the statutory criteria of eligibility, role within Featherstone Parish Council and The Good Councillors Guide should be made available. This can be on the advert on the website or emailed out, upon request.
- Applications should be made in writing to the clerk with information from the candidates about themselves and why they wish to become a councillor.
- Advertise the role across relevant local media platforms, e.g. through social media, community newsletters, websites and notice boards. And work with community groups to advertise the vacancy. Deadlines for application should be advertised.
- Following the deadline for receipt of applications, ineligible candidates will be notified (this would be candidates that do not fulfil the statutory requirements), and if applicable, any shortlisting can be undertaken.

Featherstone Parish Council Co-Option Policy

- Candidates will be invited to attend a council meeting where they can have an informal chat with members afterwards.
- The Council may conduct interviews, whether conducted by the entire council or by a delegated group. However, the final decision will be made by the full council.
- Where there are more candidates than vacancies, a vote will take place. Voting can take place using show-of-hands or on paper by secret ballot with a clear majority, meaning that the chosen candidate must receive more votes than the other candidate's total vote.
- Following this decision, new councillor must sign a declaration of acceptance of office, and they can then join the council as a fully-fledged member. Within 28 days, the new councillor must complete a declaration of interest form which must be sent to and published by the council's monitoring officer. The council should also consider what induction, training, and other support should be given to the new councillor.

Lawrence Parish Council Co-Option Policy

This policy is subject to annual review and will be updated as necessary to reflect changes in legislation and best practice.

Updated May 2028

Review due May 2037

Changes to the policy may take place before review date, due to keeping in line with LawAct's guidelines.
Any change made new policies will be circulated to all members.

Review Date:	Review By:
May 2028	Town Meeting

Featherstone Parish Council Co-Option Policy

Updated: May 2026

Review due: May 2027

Changes to the policy may take place before review date due to keeping in line with Law/Acts guidelines.

Any changes made new policies will be circulated to all concerned.

Review Date:	Reviewed By:
27.05.2026	Town Meeting
	<i>M P Heasdale (Vice Chair)</i>