

Petrockstowe Parish Council

Co-Option Policy adopted on 16th May 2023. To be reviewed in May 2028

Casual Vacancies (sec 89(3) Local Government Act 1972 Act)

Co-option process

1.1 Where a casual vacancy arises the Clerk will advertise the vacancy on the Council notice board and web site. The vacancy may also be advertised in the Petrockstowe News. There will be a minimum of 21 day deadline.

1.2 Candidates must contact the Clerk and will be invited to complete an application form, which will be circulated to all Councillors.

1.3 Candidates will then be invited to attend the next full meeting of the Council, following the application deadline.

1.4 All Parish Councillors will receive copies of the candidate applications along with the summons to attend the next full Council Meeting following the application deadline.

1.5 There will be an agenda item set aside for questions to be asked of the candidates and for candidates to have the opportunity to ask questions of the members.

The decision will be based solely on the candidates' suitability for the appointment. No questions will be asked, or consideration given, to the candidate's: Age, Race, Sex, and sexual orientation, Disabilities, Creed, Marital status and family, or Political affiliation.

1.6 To be appointed to the council any applicant must secure an absolute majority in a ballot at a full council meeting. The process shall be that the person with the least votes gets taken off the list and a fresh vote is taken until an overall majority is reached. In the event of a tie the Chairman shall have the casting vote.

If a further casual vacancy arises within three months after co-option, those who were unsuccessful can request that their application is resubmitted, this does not affect their rights to submit a completely new application.

1.7 The successful candidate(s) to be declared Co-opted Councillors in their own right with immediate effect once they have signed their Declaration of Acceptance of Office, and are no different from any other member.

1.8 Within 28 days of becoming a councillor, a Co-opted Councillor must complete the Register of Member's Interest, to be sent to the Monitoring Officer at Torrington District Council.