



**Kewstoke Parish Council**

**“Here to protect the Rural Character and Environment of the Village  
and to promote Kewstoke as a pleasant place to live”**

## **KEWSTOKE PARISH COUNCIL**

### **Co-option Policy for Ordinary and Casual Vacancies**

**KPC025**

There are no statutory arrangements in place to co-opt to fill a vacancy and therefore Kewstoke Parish Council (Council) has elected to adopt the following process in order to be fully transparent.

Where an ordinary vacancy/vacancies occur the following will apply:

1. The vacancy/vacancies notice will be advertised as follows:
  - i. On the Parish Council notice board.
  - ii. On the Parish Council website.
  - iii. Link on the Kewstoke face book page to vacancy details on Web Site
2. The notice will have a closing date of 30 Calendar days for receiving applications.
3. If no applications are received by the closing date the Parish Council will consider if further advertising of the Vacancy will take place.
4. When an application/applications are received by the closing date the following will apply:
  - i. Each applicant will be provided with a copy of this Standing Order procedure.
  - ii. Each applicant will be invited to complete a Legal Declaration of Qualification to hold Public Office as a Local Councillor.

- iii. Each applicant will be invited to provide a letter or “CV” to include the reasons for interest in being a Parish Councillor and what attributes they have to offer for the benefit of the community.
5. If items (ii) and (iii) are not completed by an applicant then they will not be considered for the vacancy/vacancies.
6. The Parish Clerk will circulate details of the application/applications to all the other Councillors prior to the next Parish Council meeting.
7. Each applicant will be invited to attend an interview and present themselves to an interview panel comprising of Parish Councillors and to allow the Councillors present to ask them questions.
8. If an applicant does not present themselves for an interview and they cannot provide a valid reason for not attending then they will not be considered for the vacancy/vacancies.
9. A vote will take place in accordance with accepted voting protocol . An absolute majority of the votes cast is required. The Chairman of the interview panel will declare the result.
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10. The Parish Clerk will notify all Parish Council Councillors of the voting count and the result of the selection process as soon as possible afterwards.
11. The result will be recorded in the Minutes of the next Parish Council meeting
12. No feedback will be given to any applicant in respect of the Parish Council discussions that took place unless agreed by the Parish Council.
13. The successful applicant/applicants will be provided with the following:
  - i. A copy of the Parish Councils Standing Orders.
  - ii. A copy of the Parish Councils Financial Regulations.
  - iii. Details of a “Model Councillor Code of Conduct.”
  - iv. A copy of the map showing the Parish boundary.
  - v. Details of an online link to the “Good Councillors Guide”.
14. The successful applicant/applicants will comply with the following:
  - i. To sign a Declaration of Acceptance of office form.
  - ii. To complete a Declaration of Interest form and submit this to the Parish Clerk
  - iii. To use a Parish Council email address.
  - iv. To provide a photograph and resume for the Parish Council website.
15. The successful applicant/applicants will be encouraged to participate in a new Councillors” training course.

16.If for any reason an applicant/applicants are not selected then the vacancy/vacancies can be considered to be re-advertised in accordance with this procedure.

Adopted 06/11/2023