

Outline Process for Co-Option of New Councillors

Date: 30th August 2024

In the absence of a Recruitment or Co-Option Policy for Councillor vacancies, the following process will be adopted and shared with candidates to aid clarity and fairness. A policy will be included in the work currently ongoing by the Clerk and Chairman to review the state of our Policy Framework.

Advertisement

If a Councillor seat becomes available and all statutory requirements are met, at the discretion of the Chair or the Proper Officer, an advertisement of the vacancy to the public will be placed on relevant job boards, PC Website, Our Social Media channel(s) and the village Notice Board(s). The closing date will be made clear, but may close early depending on the volume of applicants.

Screening

Applications that meet the eligibility criteria will be screened by the Clerk and presented to the Chair & Vice Chair. The Chair and Vice Chair will select candidates for interview. No more than five candidates will be invited at a time for interview, per available seat.

Selection Panel & Interview

The Staffing Committee will agree a Selection Panel for interviews, consisting of The Chair & two other Committee members. The panel of three will conduct an interview at a given place and time, sometimes remotely, and will decide by majority who is successful at this stage. The Chair will retain a casting vote in event of any split decision. This decision is not conducted in public and will not be made available given then sensitivity of privacy in employment matters.

The Selection Panel, may if it chooses, make a recommendation to Full Council, although this will not be the status quo.

Final Decision

Per available seat, no more than two successful candidates will then be put forward to the Full Council at the next available meeting. The Council will then vote on which of the presented candidates it wishes to Co-Opt to the vacant Councillor seat. The Parish Council Standing Orders will preside in these matters.

If the Selection Panel cannot present any suitable candidates to Full Council, or Full Council cannot approve any candidate or recommendation, then the Selection Panel will instruct the Clerk/Proper Officer to readvertise the vacancy.

Appendix 1 – Application Form

Application to be Co-Opted as a Councillor for Silverstone Parish Council

The details you provide will be used by the Selection Panel in drawing up the short list of candidates.

Your name:	
Occupation:	
Your address:	
Your telephone number:	
Your e-mail address:	
Your date of birth:	
Statement of interest (please explain the reasons why you wish to become a Councillor)	
Previous experience (please provide details of any experience, knowledge or interest which you think may be beneficial to your application):	
Memberships (include membership of any social or community organisation, such as a local authority, committee, charity or any other organisation):	
Please read and understand the Eligibility Criteria in Appendix 2. Contact the Clerk if you are unsure about anything.	<input type="checkbox"/> I do meet the criteria to become a Parish Councillor
	<input type="checkbox"/> I do not meet one or more of the criteria to become a Councillor
Date:	
Signed (I declare that all the information in the above form is	

true and correct and I am not disqualified from becoming a Councillor):	
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Appendix 2 – Eligibility Criteria

We need people from all backgrounds and experiences who reflect the communities they serve to put themselves forward for Election/Co-Option. You don't need any experience or special qualifications. Your life experience, everyday skills, passion and commitment to people and communities are vital, and it's important that councils reflect the local population.

Please read the full eligibility criteria from the Electoral Commission. If you are in any doubt about whether you are eligible to stand as a councillor, you should contact the Clerk of the Parish Council, the Electoral Services or Democratic Services team at West Northamptonshire Council or the Electoral Commission for advice.

Your name:		
I am: (You must be able to tick both boxes in this section)		✓
	Over 18 years old.	
	A British citizen, an eligible Commonwealth citizen, a qualifying EU citizen or an EU citizen with retained rights.	
I am: (You must be able to tick at least one of the boxes in this section)		
	And will continue to be, registered as a local government elector for the parish.	
	The owner or tenant of any land or other premises in the parish during the whole of the past 12 months.	
	Working and my main or only place of work during the past 12 months has been in the parish.	
	Residing in the parish or within three miles of it and have been during the whole of the past 12 months.	
I am not: (You must be able to tick all the boxes in this section)		
	Employed by the Council (now or in the past 12 months)	
	Subject of a bankruptcy restrictions order or interim order.	
	In receipt of a sentence to a term of imprisonment of three months or more (including a suspended sentence), without the option of a fine, during the past five years.	
	Disqualified under the Representation of the People Act 1983 from holding public office.	
	Signed:	
	Date:	