

# **NORMANBY BY SPITAL PARISH COUNCIL**

## **Co-option Policy and Procedure**

There are two types of vacancies:

### **Casual**

This occurs during the four year term when a Councillor resigns, dies or becomes disqualified.

S87(2) of the Local Government Act 1972 requires a local authority (Parish Council) to give public notice of casual vacancies to ensure transparency and attract more candidates.

The process of giving ten electors the opportunity to call a by-election is only relevant for casual vacancies, not ordinary vacancies.

### **Ordinary**

This occurs as a result of insufficient nominations for the seats available at the time of election. Any such vacancy/vacancies should be advertised within 35 days of the election or later if still unfilled.

In these circumstances a person can be co-opted to fill a vacancy/vacancies at the discretion of the local authority (Parish Council).

The nomination qualifications required of an applicant for either an ordinary or casual vacancy are the same in accordance with S79 of the Local Government Act 1972.

### **The Co-option Process for Ordinary and Casual Vacancies**

(For casual vacancies this process will apply when a by-election has been advertised but not claimed)

There are no statutory arrangements in place to co-opt to fill a vacancy and therefore Normanby by Spital Parish Council has decided to adopt the following process in order to be fully transparent and ensure all applicants can be considered which meet statutory eligibility criteria and able to offer suitable skills, knowledge, experience and motivation to fulfil the role of Parish Councillor.

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. On Normanby by Spital Parish Council facebook page or similar social media (where available).
2. The notice will have a closing date of 14 days for receiving applications.
3. If no applications are received the notice will be advertised again with a new 14 days closing date.
4. This will continue until such time as an application/applications are received.
5. 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 (as shown in Appendix B).
  - iii. Each applicant will be invited to provide a "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. Appendix A template can be provided by the Parish Clerk to assist with this.
6. If items (ii) and (iii) are not completed by an applicant then they will not be considered for the vacancy/vacancies.

7. The Parish Clerk will circulate details of the application/applications to all the other Councillors prior to the next Parish Council meeting. These are strictly private and confidential and should be handled carefully at all times.
8. There will be a separate item on the Parish Council meeting Agenda to deal with the application/applications for Co-options.
9. Each applicant will be invited to attend the Parish Council meeting to present themselves to the Parish Council and to allow the Councillors present to ask them questions in the open meeting.
10. If an applicant does not present themselves to the Parish Council meeting and they cannot provide a valid reason for not attending then they will not be considered for the vacancy/vacancies.
11. The Parish Council will resolve to exclude members of the press and public under the Local Government Act Schedule 12A and the Public Bodies (Admissions to Meetings) Act 1960 to enable it to discuss the merits or otherwise of the applicants.
12. The Parish Council meeting will then re-convene as an open meeting and a vote will take place for applicant(s) in alphabetical order if more than one. Each applicant must have a proposer and a seconder. An absolute majority vote is required for each candidate from all members present and entitled to vote. If there are no more than two candidates for one vacancy and no one of them at the first count receives a majority, the candidate with the least number of votes will be eliminated and the remainder must be put to the vote again until an absolute majority is obtained (LGA 1972 Sch. 12. Para 39). One person will be chosen for each vacancy. No proxy votes are allowed.
13. The Chairman will declare the result.
14. The result will be recorded in the Minutes of the Parish Council meeting.
15. 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.
16. No feedback will be given to any applicant in respect of the Parish Council discussions that took place in the closed part of the meeting unless agreed by the Parish Council.
17. The successful applicant/applicants will be provided with the following:
  - i. A copy of the Parish Council's Standing Orders.
  - ii. A copy of the Parish Council's Financial Regulations.
  - iii. A copy of the Parish Council's Code of Conduct.
  - iv. A copy of the Good Councillors Guide.
18. 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 Interests form and submit this to the Parish Clerk who will submit to the Monitoring Officer at East Lindsey District Council within 28 days.
19. The successful applicant/applicants will be encouraged to undertake training courses paid for by the Parish Council and provided by Lincolnshire Association of Local Councils (LALC).
20. If for any reason an applicant/applicants are not selected then the vacancy/vacancies will be re-advertised in accordance with this procedure.



## Appendix B

<b>Eligibility to be a Parish Councillor</b>	
<b>Full name and Title</b>	
It is a condition of being a Parish Councillor that your name will be made public via notice boards and the parish council website. You may need to disclose your phone and email address to deal with parish council matters. Do you agree to this? <span style="float: right;">Yes / No</span>	
Are you a British, Commonwealth or other European Union Citizen and not require leave to enter or remain in the United Kingdom or have indefinite leave to remain? <span style="float: right;">Yes / No</span>	
Are you aged over 18? <span style="float: right;">Yes / No</span>	
<i>To qualify you must be able to answer 'Yes' to at least one of the questions below</i>	
a) Are you on the electoral register for Normanby by Spital? <span style="float: right;">Yes / No</span>	
b) Have you lived either in Normanby by Spital or within 3 miles of its boundary, for at least a year? <span style="float: right;">Yes / No</span>	
c) Have you been the owner or tenant of land in Normanby by Spital for at least a year? <span style="float: right;">Yes / No</span>	
d) Have you had your only or main place of work in Normanby by Spital for at least a year? <span style="float: right;">Yes / No</span>	
<i>You must be able to answer No to all of the questions below to be eligible to serve as a councillor.</i>	
i) Are you the subject of a bankruptcy restrictions order or interim order? <span style="float: right;">Yes / No</span>	
ii) Have you within the last five years been convicted of an offence in the UK, the Channel Islands or Isle of Man and has been sentenced (whether suspended or not) to imprisonment for three months or more without the option of a fine? <span style="float: right;">Yes / No</span>	
iii) Are you disqualified by order of a court from being a member of a local authority? <span style="float: right;">Yes / No</span>	
<b>Signature</b>	
<b>Date</b>	

When completed return this form to the Parish Clerk - [nbyspc@gmail.com](mailto:nbyspc@gmail.com)

Signed.....Cllr Firth.....

Date.....5 September 2022.....

Review Date .....When required.....

**This policy is uncontrolled when printed or downloaded**

Document Control			
Version	Author	Date	Changes