

Rackheath Parish Council

Co-option procedure for new Parish Councillors

Adopted by the Parish Council at the meeting of 15 June 2015

A vacancy for a Parish Councillor can occur through resignation (by written/email notification to the Chairman), death or failure to attend meetings without an acceptable reason.

Once a vacancy is established the Clerk should notify the Electoral Services Manager in Democratic Services at Broadland Council (currently Linda Mockford, Tel: 01603 430424, linda.mockford@broadland.gov.uk). She will issue a Notice of a Casual Vacancy, which the Clerk should display on the Parish noticeboards for 14 days.

If a request in writing to hold an election by a ballot signed by 10 electors is not received then the Parish Council is able to initiate the following co-option procedure to fill the vacancy;

- Following advertising, if deemed necessary, any interested applicants will be invited to the next Parish Council meeting to introduce themselves to the Council.
- The Council will appoint an interview panel of 2/3 Councillors who will carry out an interview and information session with each candidate to allow the candidate to ask any questions and inform them of what the role involves.
- Anyone joining the Parish Council should be aware of the amount of time and commitment needed for the role. Ideally all applicants should have email access and be willing to attend additional meetings to the monthly Council meeting.
- The interview panel will report back to the Council with a recommendation of the most suitable candidate. The Council will make their selection by a vote and inform the successful candidate so that they may join the Council ASAP.
- Feedback as to why the applicant was chosen and why another was not should always be given. Any applicant who is not successful should be informed about the right to apply again if another position becomes available.