



Steeple Bumpstead Parish Council Co-Option Policy

On receipt of notice from Braintree District Council that the Parish Council can go ahead to co-opt for a vacancy, the Clerk is to advertise the vacancy for co-option and the Council is to fill the vacancy in a reasonable time by completing the following actions:

- The parish council is to advertise the vacancy for at least two weeks on the council noticeboard, Website and any other council media. Applicants are to contact the Clerk where possible or a Councillor expressing their interest to be co-opted.
- The applicant is to complete a form provided by the Clerk and the Clerk is to confirm eligibility.
- The Clerk is to advise the candidate of the role requirements and advise of procedure including acceptance of office declaration and declaration of Interests.
- If there is only one candidate they will be presented at a meeting and a resolution passed, by voting. (as below)
- If more than one candidate is applying for 1 councillor vacancy then the candidates will be invited to interview with the personnel working group. They will be asked a set list of questions and the three members of the personnel group will score their answers individually. Scores will be handed to the Clerk for review. The personnel group will put forward their preferred candidate at the next council meeting and the full council will vote on the co-option. The Council may choose to vote for an alternate candidate if they wish.

Voting on a co-option

A tie in votes may be settled by the Chairman's casting vote.

A vote shall be by show of hands, unless a paper ballot vote is requested before the co-option. Clerk to administer a paper vote. Candidates may be asked to briefly meet with the council along with other candidates or speak for 3 minutes at a council meeting and/or provide a short, written statement prior to the co-option vote.

Candidates do not have to attend the meeting at which the co-option is considered. If a candidate is not in attendance, then the council must also agree to the declaration of acceptance being signed later but before the next council meeting.

- Following the co-option, The Clerk will prepare and deliver (by email where possible) a Councillor welcome pack which includes the council's Code of Conduct, Standing Orders and Financial Regulations, previous meeting minutes and some forms for completion or links to such documents. A brief explanation of these may be necessary.
- The Clerk will advise the Elections Officer and Monitoring Officer at Braintree District Council and forward the candidate's acceptance of office declaration and interests forms on to be placed on their website [CMIS > Parish and Town Councils](#).