

LUBBESTHORPE PARISH COUNCIL

Co-option Policy

ADOPTED September 2022

September 2022	Issued (Rev 1)	Issued
Date	Issue	Changes

When a Casual Vacancy occurs there is a procedure to be followed for advertising this vacancy. A notice will be put up on noticeboards and electors are invited to write to Blaby District Council if they would like an election to be called. A total of 10 electors need to have written to the District Council within the statutory time frame of 14 days not including Saturday, Sunday, Christmas Eve, Christmas Day, Maunday Thursday, Good Friday a bank holiday and any day of public thanksgiving or mourning for an election to be called.

The District Council informs the Parish Council if there has been a call for an election and if not the PC is free to Co-opt to fill the Casual Vacancy by co-option as soon as is practicable.

An exception to this policy will be within the 6 months period prior to an election when the Parish Council may choose to Co-opt if they wish to do so.

This policy sets out the format that will be followed:

1. Council will be notified that the Parish Council are free to Co-opt.
2. The Council will be notified at which meeting the decision for Co-option will be made. This will be carried out as soon as is practicable, normally within 3 meetings, although the time-scale may vary according to meeting schedules, candidates numbers, etc.
3. Notices will be put up on the notice boards and on the Parish Council website to inform people who may wish to apply. The deadline for applications will appear on the notice.
4. A prospective Councillor will be asked to submit a written personal statement which will include:
 - Information about themselves
 - Why they are interested in becoming a Parish Councillor
 - How they can contribute to the work of the Parish Council.
 - Written confirmation that they are qualified to become a parish councillor, as below:
 - a) Over 18 years of age
 - b) A British or Commonwealth Citizen or citizen of the European Union and either;
 - c) An elector
 - d) Or resided in the locality or within three miles of it or occupied as an owner or tenant land or premises therein or has his principal place of work there.
 - Written confirmation that they are not disqualified from becoming a parish councillor on any of the following grounds:
 - a) Holds a paid office with the Council (within 1 year)
 - b) Subject to bankruptcy regulations
 - c) Within 5 years has a custodial sentence
 - d) Convicted of corrupt or illegal practices
 - e) Convicted for failure to register or declare disclosable interest, Localism Act 2011

5. If no candidates come forward a second round of advertising will commence following the original deadline set by Council for nominations for co-option.
6. Written personal statement must be received by the date stated on the vacancy notice. Personal Statements will be circulated to councillors.
7. Perspective candidates will be invited to the relevant meeting and be allowed to speak to the meeting to introduce themselves and add any further information they consider to be helpful (up to a maximum of 5 minutes). The councillors will be allowed to ask the candidates a maximum of 2 relevant questions. It will not be a condition of selection for a candidate to attend or speak at the meeting.
8. Council will consider the matter in open session and voting will be by a show of hands unless a secret ballot is requested.
9. To ensure that the secret ballot is transparent each ballot paper will be read out and noted in the minutes.
10. In order to be co-opted a successful candidate must receive an absolute majority of those present and voting.
11. A successful candidate may take their seat immediately after voting and sign the 'declaration of acceptance of office'. The 'declaration of interests' must be completed within 28 days of being selected.