

**Meopham Parish Council  
Administration and Resources Standing Committee**

**Co-option of a councillor to fill a casual vacancy on the Parish Council**

The committee is asked to recommend the following actions to Full Council for ratification.

(1) It is proposed that the terms of reference of the Personnel Committee be extended to include overseeing the process of co-opting a councillor to fill a casual vacancy, whenever required, leading up to the recommendation of an appropriate co-option to Full Council for approval. Specific responsibilities of the committee shall include drawing up a shortlist and serving as the interview panel.

(2) It is proposed that the following is adopted as the Council's policy for co-option of a councillor to fill a casual vacancy on the Parish Council.

(a) The Personnel Committee is responsible for overseeing all stages of the process of co-opting a councillor whenever required to fill a casual vacancy, leading up to the recommendation of an appropriate co-option to Full Council for approval. The Committee will also serve as the interview panel. It is not essential for all the members of the committee to attend the panel but at least three must do so for it to be quorate.

(b) The co-option process shall follow the steps shown in the table below. A timescale is also shown as a model which the committee is recommended to use.

Clerk to place an advertisement on parish notice boards, on the MPC website and on Facebook	As soon as possible after notification by GBC (say Monday of Week 1)
Closing date for applications	Friday of Week 4
Clerk to circulate applications to all Personnel Committee members	Monday of Week 5
Committee members to confer (either face-to-face or by email) and agree a shortlist of no more than four applicants	By Thursday of Week 6
Committee chairman to notify Clerk of shortlist	By Friday of Week 6
Clerk to invite shortlisted applicants for interview and notify unsuccessful applicants	Monday of Week 7
Interviews (Clerk or Clerical Assistant to service)	Morning of Tuesday of Week 9 at the Windmill Chamber
Extra-ordinary meeting of Full Council to ratify recommendation from interview panel	Preferably the evening of Tuesday of Week 9

(c) The advertisement for a co-opted councillor shall include

- a statement of the method of application required (email or letter)
- the closing date for applications
- the principal responsibilities of councillors and how to obtain further information
- the interview date and place
- the information required from applicants:
  - basic information including name, address, telephone number, email address etc.
  - a short curriculum vitae
  - a statement of why the applicant wishes to join Meopham Parish Council and the skills and/or experience that he/she can bring to the council.

Approved by Full Council 19/07/16