

COLLINGHAM WITH LINTON PARISH COUNCIL

Co-Option Policy

Adapted from the YLCA template dated 28th March 2024

Version: 1.0 FINAL 1st July 2025

This Co-Option Policy was reviewed and adopted by the council at its meeting held on 1st July 2025

Signed : *Marianne Moses* Marianne Moses Chairman Date : 01/07/2025

1.0 Purpose

This policy outlines the procedure to be followed by Collingham with Linton Parish Council when a casual vacancy arises by virtue of a Councillor resignation, disqualification, or death.

The Electoral Services Department at the Principal Authority will be informed of the vacancy as soon as practicable after it arises. The Council will follow the relevant legislation to allow ten electors to claim a by-election.

2.0 Process

Assuming there is no call for a by-election the Council will fill the vacancy by co-option:

1. A notice will be erected in a conspicuous place in the parish inviting people who are interested in being a Councillor to write to the Council. The notice advertising the vacancy may contain a closing date for receipt of applications.

2. Upon receipt, the Clerk on behalf of the Council will check (as far as reasonably possible) that candidates are eligible in accordance with the Local Government Act 1972, section 79 using the Council's adopted co-option eligibility checklist.

3. Following receipt of applications, the next suitable Council meeting will have an agenda item 'To receive written applications for the office of Parish Councillor and to co-opt a candidate to fill the existing vacancy'.

4. The Council will request all those submitting an application to attend a Council meeting and provide a short five minute presentation as to their suitability as a Councillor, prior to resolving to co-opt the most suitable candidate.

The Council is aware of the need for confidentiality in part of the co-option process:

- i. Where candidates speak to the meeting is not prejudicial to the public interest, however where the Council is discussing the merits of candidates, this could be prejudicial and so for this part of the process, the Council will exclude members of the press and public (Public Bodies (Admission to Meetings) Act 1960).
 - ii. Following this in private conversation the meeting will re-open and Councillors will vote in the normal way with a proposer, seconder, and vote by show of hands.
 - iii. Where the Council has more than two applicants for one vacancy it shall ensure that the successful applicant receives an absolute majority of the votes cast. The difference is that the person elected receives more votes than the others added together.
 - iv. Where there is one candidate for one seat or any situation where the number of candidates is equal to the seats available, the Council must appoint the candidates as long as they are qualified to hold public office under Section 79 of the Local Government Act 1972 and are not disqualified as summarised at point 3.
6. The successful candidate will sign a Declaration of Acceptance of Office before they can act as a Councillor and will receive the Council's adopted Councillor induction pack.