

THORPE MARKET PARISH COUNCIL CO-OPTION PROCESS

If no by-election is called for a vacancy then Thorpe Market Parish Council will adopt these procedures to co-opt a new Councillor. These are based on fair procedures and give every candidate an equal opportunity of being co-opted.

A notice will be displayed on the Thorpe Market Parish Council noticeboard at the village green and website. At least 14 days notice will be given to notify the Clerk of an interest of being co-opted onto the Council.

A prospective candidate must write to the Clerk stating their interest in the vacancy. This information will be circulated to Council Members.

No applicant should submit any other paperwork supporting their application and they should not lobby any individual Councillor. A breach of this rule could result in the candidate being excluded from the list of candidates.

The Clerk will give the statutory notice of the co-option meeting to Council members and all prospective candidates.

Prior to the meeting the Councillors will be supplied with a list of agreed questions to ask candidates. They must not be shared with anyone outside of the Council as this may give a candidate an advantage over another and this is not permissible under the Nolan Principles of Public Life.

Each candidate will then be asked to attend an interview by the Clerk and the questions will be asked by each Councillor present. A score process will be utilised by each Member to determine the best response from each candidate.

The Clerk will correlate all the responses and present the information to the Council. The highest scoring candidate will be offered the position and be asked to attend the next meeting of the Parish Council to be co-opted.

IF there is only one applicant the above procedure can be adopted followed by the voting process.

Reviewed November 2020