

# Shevington Parish Council

## Procedure for the Appointment of New Co-opted Committee Members

### Introduction

Traditionally Co-opted Committee members of Shevington Parish Council are appointed to fulfil specific (mainly advisory) roles, e.g. in relation to Planning. In order to fulfil such a role the person appointed must have skills which fit the relevant criteria.

Co-opted Committee members are also appointed because they represent a group involved in a specific project in which the Council is a stakeholder, e.g. 'In Bloom'. In such instances it is the group that nominates one of its members to take up the role of Co-opted Committee member.

In addition the Council may create a position to which it may appoint any resident of the Parish who it deems to have skills which would benefit the local community.

In making appointments the Council must at all times work within the spirit of its Equal Opportunities Policy.

### Co-option Procedure

1. When a vacancy arises as a result of the resignation of an existing Co-opted Committee member the Full Council must decide whether it
  - (a) should fill the vacancy or
  - (b) reduce the number of Co-opted Committee members.
2. If the vacancy is for a Co-opted Committee member who represents a group involved in a specific project, the Council must contact the group and ask it to nominate another of its members for the role. The nominee is appointed at the next available Council meeting.
3. If the vacancy is for a Co-opted Committee member
  - (a) to fulfil a specific advisory role or
  - (b) who has skills that the Council deems would be of use to the local communitythe Council agree the criteria for the role and the vacancy is advertised. Anyone interested is asked to submit an application in writing to the Council via the Clerk by a deadline decided by the Council.
4. After the deadline the Council reviews any applications and decides whether it will interview the candidates and, if so, how many and which ones will be invited for interview. *(If there are no applicants, the Council must decide whether to re-advertise, offer the appointment to a known individual with appropriate criteria or defer/withdraw the appointment.)*

5. The Council agrees a date and time for the interviews, at which as many serving members as possible should be present.
6. The selected candidates are invited to attend for interview at times specified by the Council. (The interviews
7. Each candidate who has accepted the invitation is interviewed 'in camera'.
8. After the interviews the Council selects the most suitable candidate and all candidates are informed of the outcome in writing by the Clerk.
9. The successful candidate as appointed by the Full Council at its next available meeting.

### **Creation of a New Position**

1. If the Council create a new position for a Co-opted Committee member who represents a group involved in a specific project, then Step 2 above only applies.
2. If the Council create a new position for a Co-opted Committee member
  - (a) to fulfil a specific advisory role or
  - (b) who has skills that the Council deems would be of use to the local communitythe Council agree the criteria for the role and the vacancy is advertised. Anyone interested is asked to submit an application in writing to the Council via the Clerk by a deadline decided by the Council. Steps 4 to 9 then apply.

Signature: ..... Chairman