

## Dronfield Town Council Co-option Policy

When a casual vacancy arises for a Councillor to Dronfield Town Council the procedure is to:

**Step 1.** Notify North East Derbyshire District Council of the vacancy

**Step 2.** Advertise the vacancy on the Council's notice board, website and in the local press.

**Step 3.** An election to fill the vacancy shall be held if within fourteen days (calculated as per Section 4 of the Act) after public notice of the vacancy has been given, notice in writing of a request for such an election has been given to the Returning Officer at North East Derbyshire District Council by ten persons who are registered as local government electors in the parish. (Local Elections [Parishes and Communities] Rules 2006).

**Step 4.** On receipt of notification by the Returning Officer that an election has not been called, to place a notice on the Council's notice boards, website and notify the local press requesting that applications to fill the vacancy be returned to the Town Council Office within four weeks from the date the notice is displayed on the Councils notice board. (Candidates will be requested to complete a short application form stating their reasons for wishing to join the Town Council and confirm their eligibility for the position of Councillor within the statutory rules.)

**Step 5.** Vacancy six months BEFORE Town Council Elections: Where a vacancy occurs within six months before the day on which a Councillor would regularly have retired at the next four yearly election, Parish Councils **may** co-opt to fill the vacancy. During that final six month period there will be no formal election to fill any vacancies.

**Step 6.** Following receipt of completed applications, eligible and suitable candidates will be selected for interview by a panel of Councillors.

**Step 7.** The successful candidate will be nominated for approval at the next Council meeting.

**Step 8.** The Clerk will advise the Returning Officer of the District Council of the names of anyone co-opted to the Council.

**Step 9.** Before the successful candidate can participate in Council business s/he must sign the Declaration of Acceptance of Office and deliver it to the Town Clerk.

**Step 10.** The Town Clerk should ensure that all new Councillors have read and understand the Code of Conduct adopted by the Council and will provide the new Councillors with a copy of the Standing Orders and Financial Regulations for Dronfield Town Council.

**Step 11.** All new Councillors **must**, within 28 days of appointment to office, **register their interests** with the District Council Monitoring Officer. Usually forms are supplied by the Monitoring Officers to the Town Clerk.