



Name of Policy: **Co-Option Procedure**

Date of Inception: **05 July 2017**

This is a Policy or Procedure document of Newquay Town Council and as such must be fully adhered to by both councillors and employees.

Current Status			
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Responsible Officer	Town Clerk	Minute Reference	113/17 (E)(i)(1)
Oversight Committee	Finance & Policy	Review Date	05.07.2018

Version History			
Date	Version	Author/Editor	Comments
07.09.2016	1.0	Town Clerk	Adopted

Review Record				
Date	Type of Review Conducted	Stage Completed	Summary of Actions Taken or Decisions Made	Completed By
20.06.2017	Full	Yes	Updated to give authority to advertise following an election	Town Clerk

Contents

1.0	Policy Background.....	3
	Overall Process	3
2.0	Stage 1 – Advertising and Promoting.....	3
3.0	Stage 2 – Processing and Invitation	3
4.0	Stage 3 – Presentation and Logistics	3
5.0	Stage 4 – Selection Process	4
6.0	Alternative Formats	4
7.0	Freedom of Information.....	5

1.0 Policy Background

- 1.1 This policy document sets out the Council's Co-Option Procedure.

Overall Process

2.0 Stage 1 – Advertising and Promoting

- 2.1 The vacancies are advertised locally and interested parties are invited to complete a short application form outlining why they would like to be a Town Councillor and what they can bring to the role.
- 2.2 If vacancies exist following an election, the Town Clerk will advertise those vacancies immediately, so any potential candidates apply and attend the first full council meeting after the election. Once co-opted, this will ensure minimal absence from town council meetings and will ensure their involvement in committee selection from the outset.

3.0 Stage 2 – Processing and Invitation

- 3.1 The fully completed application forms are processed and applicants are invited to the next Full Council meeting to perform a presentation to members. In-complete application forms will be rejected by the Town Clerk.

4.0 Stage 3 – Presentation and Logistics

- 4.1 The vacancy is placed as the last item on the Agenda of the Full Council meeting (before Exempt business).
- 4.1.1 This serves two purposes, it prevents the newly co-opted member from trying to vote during the meeting (before they have signed their acceptance of Office and completed their register of interests) and also allows that applicant to see how a meeting operates and gives them the opportunity to change their mind if they feel the role is not for them.
- 4.2 When members get to the item on the agenda, the following process needs to be followed with no significant changes.

5.0 Stage 4 – Selection Process

Once reaching the item on the agenda

- 5.1 Invite applicants to speak for up to 3 minutes on who they are and why they would like to be a councillor.
- 5.2 Proceed to the co-option process (Councils normally co-opt by a written ballot.)
 - 5.2.1 Each member has a piece of paper with his own name on and he then votes for his preferred candidate.
 - 5.2.2 The ballots are counted by the Town Clerk, (who may be assisted by another officer) and the Town Clerk will advise the result not the individual votes.
 - 5.2.3 To be co-opted, a candidate needs to receive an overall majority. If you have three or more candidates you will need to repeat the ballot, losing the candidate who received the lowest number of votes until you have a clear majority.
 - 5.2.4 If the result is tied, the process should be repeated at least once more before the Chairman exercises his casting vote (again by written ballot).

NOTE: The qualifications for being a councillor are clearly defined in the Local Government Act 1972. Provided that a candidate meets these requirements the council should consider any application on its merits.

6.0 Alternative Formats

- 6.1 Disability Discrimination Act 1995 – copies of this document in large print (A3 Format) or larger font size can be made available for those with sight impairment on request from the Council Office or by telephoning 01637 878388 or e-mailing the Town Clerk's Office.

7.0 Freedom of Information

- 7.1 In accordance with the Freedom of Information Act 2000, this Document will be posted on the Council's Website www.newquaycouncil.co.uk.

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