**SOUTHREPPS PARISH COUNCIL**

**CO-OPTION PROCESS**

If no by-election is called for a vacancy then Southrepps 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 Southrepps Parish Council noticeboards 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 and attend meetings for 6 months to ensure that they understand the role. All information will be circulated to Council Members for their consideration.

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 co-option 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 may be adopted followed by the voting process. It is the decision of the Council to determine if the 6 month’s attendance is required only if the numbers of Councillors are not adequate for the Council to undertake its duties and functions in an efficient and effective manner.

August 2021

**THE NOLAN PRINCIPLES OF PUBLIC LIFE**

**1. Selflessness**

Holders of public office should act solely in terms of the public interest.

**2. Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**3. Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**4. Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**5. Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**6. Honesty**

Holders of public office should be truthful.

**7. Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.