

WALTON COMMUNITY COUNCIL
CO-OPTION OF A PARISH COUNCILLOR – THE PROCESS

- Notices of vacancy to be filled by co-option are posted on all notice-boards, inviting anyone interested to complete an application form giving reasons why they would like to be co-opted onto the Council. [Applicants should be discouraged from any personal lobbying of members or officer of the Council].
- The vacancy notice will have a CLOSURE DATE to be determined by the Council.
- The Council may appoint an interview Panel.
- At the next Full Council meeting after the closure date, the Parish Manager will report on any applications received.
- The Council will decide an interview date.
- Interviews are carried out by Full Council (or appointed Interview Panel) at a date determined by Full Council.
- All candidates are invited to an individual interview slot.
- At the interview:
 - Each applicant will be given up to 10 minutes to introduce and to speak about themselves following which there will be a Q&A session by the Councillors.
 - There will be opportunity for the applicant to ask questions of the Council. [The Council reserves the right to ask specific questions of the applicant leading on from the applicant's personal summary or question answers].
- Evaluation will be based on a scoring system.
- The successful candidate will be the candidate with highest evaluation score.
- The Parish Manager will inform all candidates of the outcome of the interviews and ask the successful applicant(s) if they still wish to become a councillor.
- The successful candidate must be officially appointed at the Full Council meeting following the interviews, where the person must make and sign their declaration of acceptance of office. This must be carried out in the presence of the Proper Officer of the Council or a councillor. The declaration is then retained in the parish records.
- The newly co-opted Parish Councillor must complete a register of interests which will be open for public inspection on the Milton Keynes Council and Walton Community Council websites.

February 2017