

# Co-option Policy

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| Policy Number: RTC 38                  | Issue Number: 01  |
| Issue Date: June 15 <sup>th</sup> 2021 | Review Date: 11 <sup>th</sup> May 2022                      |
| Originator: L McCormick                | Agreed: RTC Full Council Meeting June 15 <sup>th</sup> 2021 |

## Background

Ripley Town Council has adopted this Co-option Policy to provide a sound structure to the way it conducts its business

## Policy

# Ripley Town Council Co-option Policy

## Co-option procedure

Policy setting out the procedure for the co-option of a new Councillor

Town Councils are permitted to exercise the power to co-opt a person onto the Council to fill a casual vacancy when the requirements to hold the election have not been met.

If no request for an election is received by Amber Valley Borough Council by the date on the Notice of Vacancy, they will advise the Town Council that it may co-opt to the vacancy. Co-option is a process by which the Town Council selects a new Councillor.

## Procedure

1. The vacancy is advertised on the Town Council notice boards and website. The Council invites interested candidates to complete the application form and send it to the Town Clerk by a specified date. If there is more than 1 candidate, the members would have to consider and vote for each applicant. If only 1 candidate applies, the Full Council must still consider whether or not to co-opt that person.
2. All Members of the Town Council are invited to attend the interview at which the candidates are invited to say something about themselves and Councillors have the opportunity to ask questions of the candidates. Each candidate will be allotted a maximum of 10 minutes.
3. At the start of the next Full Town Council Meeting, Councillors a vote will be

held by a paper ballot. Following the completion of the voting the candidates will be informed of the result of the vote.

4. If the successful candidate is present, the Declaration of Office must be signed, before he/she can take office. If they are not present, arrangements to sign Declaration of Office either before or at the start of the following meeting.
  
5. The Town Clerk will inform the Monitoring Officer and Elections Officer the details of the successful candidate. The successful candidate will receive a copy of your Standing Orders, Financial Regulations, a copy of the Good Councillors Guide and any useful information such as a list of all the members' names, addresses and telephone numbers.

## Application to become a Town Councillor

|                                 |  |
|---------------------------------|--|
| <b>SURNAME (block capitals)</b> | <b>FIRST NAME (S)</b>  |
| <b>HOME ADDRESS</b>             | <b>HOME TELEPHONE NO:</b><br><br><b>MOBILE TELEPHONE NO:</b><br><br><b>OFFICE TELEPHONE NO:</b><br><br><b>EMAIL ADDRESS:</b> |

**Please list any particular skills, knowledge and expertise that you feel you possess that will be useful in the role as a Town Councillor:**

**Are you willing to be considered to serve as a Town Council representative on**

outside bodies? (Please tick)

YES      NO

Are you willing to be elected on to any sub-committees/working groups that may be set up from time to time? (Please tick)

YES      NO

Please explain why you wish to become a Town Councillor

Are you prepared to undertake Town Councillor training within Derbyshire (Please tick)

YES      NO

Eligibility for office as a Town Councillor

Must be over 18 years of age **Yes / No**

Must be a British citizen or a citizen **Yes / No**

Must be on the Town electoral roll on the day of co-option and thereafter, **Yes / No**  
or

Have occupied as owner or tenant any land or other premises in the **Yes / No**  
Town during the whole of the 12 months preceding the day of co-  
option, or

- Have had your principal or only place of work in the area during **Yes / No**  
the whole of the 12 months preceding the day of co-option, or

- Have resided in the Town, or within 3 miles of it, for the whole of **Yes / No**  
the 12 months prior to co-option

Do not hold any paid office or employment under this authority **Yes / No**

Have not been a person adjudged bankrupt **Yes / No**

Have not been a person who, within five years before the day of co- **Yes / No**  
option, has been convicted of any offence and has had passed on  
him/her a sentence of imprisonment for a period of not less than 3  
months (whether suspended or not) without option of a fine.

I declare that I am eligible to become a Town Councillor in the Township of Ripley and I certify that the contents in this application form are true and correct.

**Signed:**

**Date:**

**Please return completed form to:  
Mrs Linda McCormick  
The Town Clerk / RFO  
6, Grosvenor Road, Ripley, DE5 3JF**

**Email: [townclerk@ripleytowncouncil.gov.uk](mailto:townclerk@ripleytowncouncil.gov.uk)**