



Shenley Church End Parish Council

Shenley Church End Parish Council	Co-Option Policy SCEPC-05Co-opt Version 02
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Approved By:	Full Council

Co-Option Policy

Version	Date Adopted	Minute Ref	Review Date	Changes Required
1.0	2015			New Policy
2.0	06/2020	20045		Updated

1. Introduction

This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to Shenley Church End Parish Council. The co-option procedure is entirely managed by the Parish Council, and this policy will ensure that a fair and equitable process is carried out.

The Parish Council is composed of five wards: Crownhill, Grange Farm & Hazeley, Oxley Park, Shenley Church End and Shenley Wood. The number of Parish Councillors allocated to a ward is set by Milton Keynes Council and is currently:

Crownhill	3 Councillors
Grange Farm & Hazeley	2 Councillors
Oxley Park	4 Councillors
Shenley Church End	4 Councillors
Shenley Wood	2 Councillors

Ward Councillors will not be co-opted onto the Parish Council as this is felt to be a conflict of interests. Shenley Church End Parish Council is Apolitical.

2. Co-Option

The co-option of a parish councillor occurs in two instances:

- 2.1 When an ordinary vacancy has arisen on the Parish Council after the ordinary elections held every four years
- 2.2 When a casual vacancy has arisen on the Parish Council and no poll (by-election) has been called

3. Eligibility of Candidate

To be eligible to apply for a role as a Parish Councillor you must:

- 3.2 Be at least 18 years old on the date of your nomination
- 3.3 Be a British citizen, a qualifying Commonwealth citizen or a citizen of another member state of the European Union

And also meet at least one of the following criteria:

- 3.4 Be an elector for the Parish and continues to be an elector
- 3.5 Have resided in or rented/tenanted land in the Parish for the past 12
- 3.6 Have your principal, or only place of work in the Parish for the last 12 months
- 3.7 For the previous 12 months lived in the parish or within 3 miles of the parish boundary

4. Disqualifications

There are certain disqualifications for being a Parish Councillor (s80 of the Local Government Act 1972), of which the main are:

- 4.2 Holding a paid office or employment under the Parish Council
- 4.3 Bankruptcy
- 4.4 Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the preceding five years
- 4.5 Being disqualified under any enactment relating to corrupt or illegal electoral practices

5. Applications

Candidates will be required to:

5.1 Attend at least **3** consecutive Parish Council meetings as an observer

5.2 Submit information about themselves, by way of completing a short application form

5.3 Attend a meeting with 2 Parish Council representatives to discuss the role and how the applicant feels they will benefit the Parish Council

At the 4th consecutive Parish Council meeting, there will be an agenda item to 'Co-Opt to the Council'. Candidates will be given the opportunity to give information on themselves, their background and experience and explain why they are interested in becoming a Parish Council.

The co-option will then be voted on by a show of hands by all Parish Councillors in attendance. For a candidate to be elected to the Parish Council the majority of votes must be in favour.

In the circumstance that there are more candidates than vacancies, the candidate with the highest majority will be allocated to a vacant position and the voting will begin again for those positions left.

5. Taking Office

Once co-option is completed the successful candidate(s) must complete the Declaration of Office to take part in the subsequent meeting.

The Register of Members Interests form must also be completed and returned to the Clerk for lodging with Milton Keynes Council within 28 days of the date of the meeting.