

Hammerwich Parish Council Co-option Procedure

The Clerk will follow the guidance set out in Staffordshire Parish Council's best practice note (attached). In addition, when a Councillor is to be Co-opted the Clerk will:

- Ask those who express an interest in becoming a Councillor to attend the next meeting of Hammerwich Parish Council to observe proceedings/meet Councillors and to determine if they wish to continue with application
- Following their attendance, the Clerk will ask them (if they are still interested), to submit a CV for circulation to all Councillors.
- They will then be invited to the next Parish meeting to speak to the Council regarding why they wish to become a Councillor and the skills they'll bring to the role.
- Councillors will consider the application and then, at the beginning of the third meeting in the process, Councillors would vote on the Co-option.

A timeline for the application process will be produced by the Clerk, for Councillors and the applicant, at the start of the process.

This would include:

- Closing date for applications
- Date for attendance of applicant to observe a meeting
- Date for applicant to submit CV for circulation to HPC
- Date for attendance to give presentation about applicant's skills/desire to be a Councillor
- Date for Co-Option to be decided by the Council