

# WEST MOORS TOWN COUNCIL



## CASUAL VACANCIES PROTOCOL

**Adopted: 24.09.2009**

**Last Reviewed: Sep 2016**

Every casual vacancy, however it arises, must be publicly notified and filled in accordance with Sections 86 and 87 of the Local Government Act 1972.

If there is no call for an election, the Clerk will then post a notice inviting applications for co-option. This notice will specify the closing date for receipt of applications. A letter of application detailing the reasons for applying and a CV will be requested.

The notice will also explain that an interview will be conducted prior to the meeting at which co-option by ballot is carried out.

Co-option shall take place at the beginning of a Council meeting before any other business is conducted. The interviews will take place prior to the opening of the Council meeting or the day before the co-option takes place. If Councillors wish to ask a specific question they will be expected to submit this question to the Chairman prior to the day of the co-option. Interviews will follow a meeting at which questions to be asked will be agreed, including who will pose the questions.

To ensure fair treatment, all candidates will be asked identical questions unless there are items in the candidate's CV which have been identified during the interviews and require further explanation. Interviews will also last the same length of time as far as is practicable. The Clerk or Assistant Clerk shall be present at the interview prior to the Council meeting and shall minute proceedings. Any notes taken shall be given to the Town Clerk and be held in the Town Council Offices for five years.

The meeting to decide upon questions and the interviews will be chaired by the Chairman of the Council, or Vice Chairman if the Chairman is not present, or the Chairman of Finance and General Purposes Committee if the Vice Chairman is also not present.

### **Review**

The policy will be reviewed as and when there is an organisational or legislation change.