



# CO-OPTION PROCESS

TOWN COUNCIL MEETING

REPORT 79/14

13 OCTOBER 2014

The purpose of this report is to ask Members to agree a proposed programme and appoint an interviewing group to implement the Co-option process intended to fill the present vacancy for St Lawrence.

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**No.    DETAIL**

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**1)    BACKGROUND**

- a) The by-election route for filling the vacancy for a Town Councillor for St Lawrence failed to attract the necessary requests from St Lawrence voters to trigger one.
  - b) In these circumstances, the Town Council is required to seek to fill the vacancy by co-option through its existing Co-option Policy, a copy of which is attached with this report.
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**2)    PROCESS**

- a) The required publication of the vacancies will be fulfilled by the displaying of the relevant formal notices on the Town Council's Noticeboard in the Central Car Park and on its web-site together with a display advertisement in the South Wight Chronicle in its editions of 9 and 16 October.
  - b) These will all invite expressions of interest to be submitted to the Town Clerk by or before noon on Wednesday 29 October.
  - c) Interviews will then be held at a time to be arranged during the week commencing 3 November.
  - d) Recommendations from the interviewing group will be presented to the Town Council Meeting of 10 November 2014 for formal adoption.
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**3)    RECOMMENDATIONS**

- a) The Town Council is recommended to consider and adopt the process in section 2 above.
  - b) It is further recommended to appoint an interviewing group of six Members to include the Mayor and Deputy Mayor and to be attended by the Town Clerk.
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# VENTNOR TOWN COUNCIL

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## POLICY DOCUMENT

## CO-OPTION POLICY

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- 1) This policy will apply when an election has not been called for by ten or more electors from the parish ward in which a vacancy has occurred.
- 2) The vacancy will be advertised locally, requesting people to put their names forward for co-option by letter or email to the Town Clerk.
- 3) All replies will be circulated to members of the Town Council for consideration and the Town Clerk, in consultation with the Mayor will arrange a date for a special meeting open to all the then current Members and attended by at least a majority of them where candidates for co-option will be asked to make a short presentation.
- 4) An applicant endorsed by the special meeting will be recommended to the earliest full meeting of the Town Council for co-option to it.