



Co-option Policy

As with many smaller parishes, there are often vacant councillor seats in the council and these gaps can be filled by co-option. This does not require an election and allows an applicant to apply to be co-opted and then for a vote to be held regarding the co-option.

The following process outlines the steps for co-option:

- An applicant to be co-opted should notify the Clerk who will in turn notify council that there is an applicant to be co-opted.
- The applicant will be given some key documents and information to read.
- they will be asked to introduce themselves at a meeting, talk about why they wish to be a councillor and outline what they would bring to the role for the benefit of the community. They may be asked questions by current councillors
- At a subsequent meeting a co-option agenda item will be added and a vote will take place on the co-option. An absolute majority vote is required.

Prior to the co-option vote the applicant will be expected to have:

- attended at least two other meetings of the council as a member of the public - this gives the applicant opportunities to observe processes and gain an understanding of how the council works
- talked with councillors to obtain more understanding of the role
- read key documents outlining the workings and ambitions of the council

A successful applicant will then complete an acceptance of office form at the same meeting and also must submit a declaration of interests form to Swindon Borough Council within 28 days (via the Clerk).

The councillor will be provided with a council email address and access to the shared cloud drive. The councillor's name will be added to the Parish Council website and they will be asked to give feedback on the induction process and key documents if they perceive any updates are required.

They will be expected to follow the Council's Code of Conduct.