

# **GUIDANCE NOTES FOR THE CO-OPTION OF PARISH COUNCILLORS**

## **Shillingford Parish Council**

Firstly, the Council should consider whether there is a need to recruit to a vacancy. The appointing officer must be identified, usually the chair. Assuming co-option is the agreed way forward, the Council has to decide what skills, attributes & knowledge are needed for the position. Ideally, such considerations are guided by a proforma which outlines the range of skills ordinarily needed in order that the Parish Council functions effectively. Even if such a document exists, it may not be up to date or relevant. If so, the current needs of the Council should drive the skills being sought in order to complement those of existing Councillors. .

The above should form the basis for any publicity, informal conversations with potential candidates & interview questions to ensure consistency.

The vacant position should be advertised locally, using the Parish Magazine (Country News) & village Notice Boards. DALC should also be advised of the vacancy. Publicity should refer briefly to the skills required for the position, how further information can be obtained & the need to submit a short personal statement outlining why an applicant believes they are suitable. There should be a deadline stated for submission of statements & reference to all applicants being called for a short, informal interview.

Interview questions should be the same for all applicants & reflect the attributes and (ideally) skills the Council is looking for.

PGW January 2024