



Easebourne Parish Council

Councillor Recruitment Policy Co-option to a Casual Vacancy

1. Introduction

- 1.1 Every four years an ordinary election for Parish Councillors takes place. Between elections when a seat becomes vacant usually due to a Councillor resignation, this is known as a 'Casual Vacancy'. Initially an opportunity is presented for a by-election to take place, but if Chichester District Council do not receive a request for a by-election from ten electors of the Parish, the Parish Council will be given permission to co-opt a new Parish Councillor.
- 1.2 The Parish Council is not obliged to co-opt to fill any vacancy. Even if the Parish Council invites applications for co-option, it is not obliged to select anyone from the candidates who apply.

2. Criteria for Parish Councillors

- 2.1 In order to become a Parish Councillor, a candidate must be over the age of 18, live or have a principal place of work (paid or unpaid) in the parish or within three miles of the parish for at least twelve months, be registered as an elector, be a qualifying citizen of the Commonwealth, the European Community or the Republic of Ireland.

3. The Role of a Parish Councillor

- 3.1 Undertaking the role of an Easebourne Parish Councillor to represent the views and requirements of parishioners and attend Parish Council meetings is a significant commitment. Easebourne Parish Council has only eleven seats available and therefore it is vital that those seats are held by people who have appropriate skills and experience, can commit the necessary time and have the inspiration to provide relevant services and facilities for residents and visitors to the parish.
- 3.2 This policy outlines the process employed to ensure the recruitment process is sufficiently robust to achieve these aims.

4. Process

- 4.1 Applying to become a Parish Councillor:
 - 4.1.1 observe at least one Easebourne Parish Council Meeting (either Full Council or a Committee) as a member of the public, and be permitted to apply for the role of Councillor at that meeting
 - 4.1.2 view the current contents of Easebourne Parish Council website, paying particular attention to the Easebourne Parish Council 'Councillor Participation Policy'
 - 4.1.3 meet informally with the Chairman or Vice-Chairman to gain further insight into how the Parish Council operates and the expectations of a Parish Councillor

- 4.1.4 complete the application form (see appendix one) and forward to the Parish Clerk
- 4.1.5 if after reviewing the application form the Parish Council would like to take the application further, the candidate will receive an invitation to the next full Easebourne Parish Council Meeting, requesting they give a short presentation elaborating upon the information provided in the application form
- 4.1.6 following the presentation at the Parish Council meeting, candidates may be asked further questions
- 4.1.7 candidate may leave or remain as they wish whilst a vote takes place (this may be by paper ballot)
- 4.1.8 candidates who remain will be given the result of the ballot once counted by the Clerk and candidates who do not remain will be contacted by the Chairman within 48 hours, to inform them of the result of the vote

5. Successful Candidates

- 5.1 Successful candidates will be required to complete a 'Declaration of Duty of Office' and a 'Register of Members interests', and will receive further information to support their training as a new Parish Councillor
- 5.2 Following discussion with the Chairman, new Parish Councillors will be required to join at least two Parish Council Committees or Working Parties.

This Policy was approved and adopted by Easebourne Parish on 16th January 2018, was last reviewed in May 2026 and will next be reviewed in May 2027

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