



## **Procedures for the Selection of Candidates for Co-option**

The following procedure for the co-option of Councillors has been adopted to ensure consistency and to demonstrate a fair and transparent process.

Following the declaration of a vacancy and the display of public notices for the required 14 days, if there is no request for a by election the council must, as soon as is practicable, fill the vacancy by co-option.

The procedure to assist this process is as follows: -

1. The candidate makes contact with the office, an appointment is made with the Clerk who will establish the candidate's eligibility, discuss the responsibilities of being a Councillor and give some background information about the work of Madeley Town Council.
2. If the candidate wishes to proceed they will then be asked to put their interest in writing, addressed to the Chair.
3. On receipt of the letter the Clerk will arrange an interview date. If there is more than one candidate they should all be interviewed on the same day and will be asked the same questions as in a standard interview procedure.
4. The interview panel will consist of 3 Councillors from the Personnel Committee will be representative of the Town Council.
5. Prospective candidates will be assessed against the Person Specification.
6. The interview panel will report to Full Council and will have delegated authority to recommend to Full Council their preferred candidate. The final decision will be by Full Council.

Adopted: January 2013	Reviewed: May 2019, October 2023
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## Madeley Town Councillor - Person Specification

Competency	Essential	Desirable
Relevant knowledge, education, professional qualifications & training	<ul style="list-style-type: none"> <li>• Knowledge and understanding of local affairs and the local community</li> </ul>	
Experience, skills, knowledge & ability	<ul style="list-style-type: none"> <li>• Interest in local matters</li> <li>• Ability and willingness to represent the Council and their community</li> <li>• Good interpersonal skills</li> <li>• Ability and willingness to work closely with other members and to maintain good working relationships with all members of staff.</li> <li>• Ability and willingness to work with the Council's partners (e.g. Telford &amp; Wrekin Council, voluntary groups, other town/parish councils, charities)</li> <li>• Ability and willingness to undertake relevant training</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working or being a member in a local authority or other public body</li> <li>• Experience of working with voluntary and/or local community interest groups</li> <li>• Access to a computer</li> </ul>
Circumstances	<ul style="list-style-type: none"> <li>• Ability and willingness to attend meetings and events of the council (or other organisations) in the evening and at weekends</li> <li>• Flexible and committed to the Council</li> <li>• Enthusiastic</li> </ul>	<ul style="list-style-type: none"> <li>• Resident in the ward of representation.</li> </ul>