



GORING-ON-THAMES PARISH COUNCIL

Co-Option Advisory Working Group TERMS OF REFERENCE

1. Remit

To review applications, interview candidates, and make recommendation to the council on co-option candidates for vacancies arising.

2. Frequency of Meetings

To meet as required to support co-opting councillors in a timely manner.

3. Appointment of members

The Committee will be comprised three members with a quorum of three. Membership of the Co-option advisory working group will be agreed as needed at a full council meeting.

4. Delegated Authority

The Co-option Advisory Working group has no delegated authority, co-option of the candidates to be decided at the next available full council meeting.

5. Scope

To review applications, verifying the applicants are meeting the legal requirements to be a councillor.

To interview all eligible candidates with respect to the NALC Co-option Person Specification. Advise the council which candidates are recommended to be co-opted to Goring Parish Council.

NOTE: New Legal topic note from NALC (June 2020) states, if the number of candidates equals the number of vacancies or less and those candidates are eligible to be councillors, they should be co-opted. In this case the Advisory Group could choose not to conduct meetings.

6. Review

This Terms of Reference document was reapproved for use at the meeting of the Parish Council on 25th July 2022, it shall be reviewed periodically.

Signed:

Dated: 25th July 2022

B Urbick, Chair of the Council