



WETHERBY TOWN COUNCIL

CO-OPTION ADVISORY COMMITTEE Terms of Reference

1. Introduction

- 1.1 The purpose of this Committee is to consider any applications received to fill a casual vacancy and make recommendations thereon to the Full Council.
- 1.2 The Co-Option Advisory Committee is constituted as an advisory committee of Wetherby Town Council and as such has no delegated powers to act on behalf of the Full Council. The Co-Option Advisory Committee's purpose is to make recommendations to the Full Council in accordance with these terms of reference.
- 1.3 The Co-Option Advisory Committee shall be administered and managed in accordance with these Terms of Reference and the Council's Standing Orders.

2. Membership

- 2.1 The Co-Option Advisory Committee shall consist of the Mayor, Deputy Mayor and Chair of the Staffing Committee.
- 2.2 Three members of the Committee shall constitute a quorum.
- 2.3 The Mayor shall be the Chairman of the Co-Option Advisory Committee.
- 2.4 Substitutions are not permitted in the event of a Member's absence from a meeting of the Co-Option Advisory Committee.

3. Meetings

- 3.1 The Town Clerk will call Co-Option Advisory Committee meetings as necessary.
- 3.2 Members will be summoned to attend meetings which will usually be held in Wetherby Town Hall.
- 3.3 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.
- 3.4 The first item of business on the agenda of a Co-option Advisory Committee meeting will make provision for the Committee to resolve to exclude members of the public under the Public Bodies (Admission to Meetings) Act 1960.

4. Documentation

- 4.1 A report from each meeting of the Co-Option Advisory Committee shall be circulated for approval at Full Council meetings and incorporated in the minutes of the meeting.
- 4.2 All correspondence shall be conducted through the Town Clerk.

5. Scope

- 5.1 To consider the applications received from persons wishing to be considered when notification has been received that a casual vacancy on Wetherby Town Council can be filled through co-option.

- 5.2 To check that persons wishing to become councillors meet the qualification requirements set out in section 79 of the Local Government Act 1972.
 - 5.3 To interview each applicant, in a fair and equitable manner.
 - 5.4 To formulate a recommendation as to which candidate should be selected for co-option to the Council.
 - 5.5 The Full Council shall not be bound to accept a recommendation made by the Co-Option Advisory Panel.
 - 5.6 The Co-Option Advisory Committee shall have no power to incur expenditure on behalf of the Town Council.
- 6. Review**
- 6.1 The Co-Option Advisory Committee's Terms of Reference are to be reviewed annually at the Annual Meeting of Wetherby Town Council.

