

## **DRAFT Procedure for making temporary appointments to Town and Parish Councils**

This process enables Cotswold District Council to make an Order to appoint persons to town and parish councils in accordance with Section 91 of the Local Government Act 1972.

1. The Clerk to a town or parish council notifies Cotswold District Council that their authority is unable to operate due to being inquorate.
2. Electoral Services verifies the number of seats on that Council and that it is inquorate. They also identify the number of appointments required in order for the Town or Parish Council to be quorate.
3. All Ward Member(s) in the Ward in which the Town or Parish Council is located will be offered the opportunity to be appointed to that Council as a temporary appointment until such time as the vacancies are filled by election or co-option.
4. If sufficient appointments cannot be made from within the Ward, temporary appointments will be made from adjacent Ward Members.
5. All appointments will end once sufficient members are elected or co-opted to the Council.
6. In the event that no Ward, or adjacent Ward, member wishes to be appointed on a temporary basis, the Returning Officer, or in their absence, Deputy Returning Officer, is authorised to nominate any other person following consultation with Group Leaders.
7. All appointments will be authorised by the Returning Officer.
8. In the event that no nominations can be made, a report will be submitted to Cabinet. The Committee will then decide who they will appoint as appropriate representatives.
9. In accordance with section 91(3) of the Local Government Act 1972 the Monitoring Officer will arrange for two copies of the order to be sent to the Secretary of State.

Approved by Cabinet: 5<sup>th</sup> July 2021.