



**APPOINTMENT OF NON-COUNCILLORS TO
PARISH COUNCIL COMMITTEES POLICY**

Stoke Mandeville Parish Council – appointment of non-councillors policy

Title	Appointment of Non-Councillors to PC Committees Policy
Owner	Chairman
Version number	1.0
Primary audience	General public, councillors, and staff
Document location	Shared drive
Objective	
This policy sets out the procedure for appointing non-councillors to committees.	

s.102(3) of the Local Government Act 1972 provides that a parish council can appoint persons who are not parish councillors to committees and sub-committees. Appointments cannot be made to a committee regulating and controlling the finance of the Parish Council.

You cannot be appointed if:

You are disqualified from being elected by reason of any disqualification set out in section 80 of the Local Government Act 1972 or section 79 of the Local Government Act 2000. Details of these disqualifications are detailed below:

1. Holding a paid office under the local authority.
2. Bankruptcy.
3. Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine, during the five years preceding the appointment.
4. Being disqualified under any enactment in relation to corrupt or legal practice.

PROCESS FOR APPOINTMENT

It is desirable for non-councillors to have an interest in and understanding of local affairs and the local community of Stoke Mandeville.

Following a written request to be appointed to a Parish Council committee, the non-councillor will:

- Submit a paper to the Parish Council Clerk outlining the reasons for the appointment.
- Attend the next Full Parish Council meeting and give, up to, a three-minute presentation outlining what they can bring to the chosen committee.

At the meeting:

- Parish Councillors may ask the applicant questions.
- The Parish Council will then consider the request and vote on whether to agree to the appointment.

CONFLICTS OF INTEREST

The Non-Councillor shall declare any conflicts of interest which may exist, at the start of the appointment meeting.

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FOLLOWING THE APPOINTMENT

It is expected that all non-council members abide by the principles and practice of Stoke Mandeville Parish Council’s Code of Conduct including declarations of interests.

All appointees will be required to complete a Register of Interests form.

ATTENDANCE

All appointees will be expected to attend all scheduled committee meetings.

If the appointee cannot attend a meeting, then apologies must be sent to the Clerk prior to the meeting.

Failure to attend **two** consecutive meetings will lead to the appointment ending with immediate effect.

The appointee will have **NO** voting rights on the committee. (Standing Order 4b)

DURATION

No appointment will last beyond the Annual Parish Council meeting (usually in May) where the appointment will cease unless the Parish Council agrees to extend the appointment. (Standing Order 4d)

If the appointee wishes for the appointment to continue, then a written request must be submitted to the Clerk prior to the Annual Parish Council meeting. The request will be presented to the Parish Council who will then vote on whether to continue the appointment or not.

If the specific project or area of expertise is completed, then the Parish Council may end the appointment at that time.

Review and approval

Sign off		
Finance & Governance C'tee	05/09/23	
Full Parish Council	19/09/23	
Next review date		
This policy should be reviewed every three years or when significant change occurs to the subject matter.		
The next review date for this policy is 1 September 2025 .		

Version Control / History

Version no.	Author	Date	Status/Comments
0.1	AGS	25.08.2023	New policy for non-councillor appointments
1.0		05.09.2023	Signed off by F&G Committee