

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

Approved 21 April 2020

Confirmed 2020

This process enables Buckinghamshire 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 Buckinghamshire Council that their authority is unable to operate due to being inquorate.
2. Democratic 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 members in the ward in which the town or parish council is located will be offered the opportunity to be appointed to the council as a temporary appointment until such time as the vacancies are filled by election or co-option.
4. All appointments will end once sufficient members are elected or co-opted to the council.
5. In the event that no ward member wishes to be appointed on a temporary basis, the Service Director Legal & Democratic Services is authorised to nominate any other person following consultation with Group Leaders.
6. All appointments will be authorised by the Service Director Legal & Democratic Services.
7. In the event that no nominations can be made, a report will be submitted to Standards and General Purposes Committee. The Committee will then decide who they will appoint as appropriate representatives.
8. In accordance with section 91(3) of the Local Government Act 1972 the Service Director Legal & Democratic Services will send two copies of the order to the Secretary of State. This will also be copied to the relevant town or parish Clerk.