



Appleton Wiske Parish Council

Succession Planning Policy and Procedure

1. Purpose

The purpose of this policy is to ensure that Appleton Wiske Parish Council remains resilient and capable of fulfilling its duties, even in the event of sudden or planned departures of key members. This policy outlines steps to identify and prepare individuals who can assume essential roles within the council when needed.

2. Scope

This policy applies to all key positions within Appleton Wiske Parish Council, focusing on roles such as Chairperson, Vice-Chairperson, and Parish Clerk.

3. Objectives

- Ensure that critical positions are filled without delay if a vacancy occurs.
- Develop a pipeline of potential successors from within the local community.
- Maintain the continuity and effectiveness of the council's operations.

4. Key Roles for Succession Planning

The following roles are identified as essential for the ongoing operation of the Parish Council:

- Chairperson
- Vice-Chairperson
- Parish Clerk
- Responsible Financial Officer (RFO)

5. Succession Planning Process

5.1. Identification of Key Positions

- The Parish Council will regularly review which positions are essential to its functioning.
- These positions will be listed, and current role holders identified.

5.2. Identification of Potential Successors

- The Council will identify individuals within the council or community who could step into these roles.
- Factors to consider include community involvement, familiarity with council operations, and willingness to serve.

5.3. Development and Training

- The Council will encourage potential successors to participate in council activities, attend relevant training sessions, and gain a better understanding of the roles.
- Mentorship from current role holders will be offered to familiarise potential successors with the responsibilities.

5.4. Documentation

- The Parish Clerk will maintain a simple Succession Planning Document, listing:
 - The key positions and current incumbents.
 - Identified potential successors.
 - Any training or development undertaken.

5.5. Implementation of Succession

- If a vacancy arises, the Council will refer to the Succession Planning Document to identify the most suitable interim or permanent successor.
- An informal meeting will be held to discuss the transition and ensure a smooth handover.

6. Monitoring and Review

- The Council will review the Succession Planning Document annually, during a regular council meeting.
- Updates will be made to reflect any changes in personnel or identified successors.

7. Confidentiality

- All succession planning discussions and documents are confidential and will be handled discreetly to respect the privacy of the individuals involved.

8. Approval and Adoption

This Succession Planning Policy and Procedure was approved by Appleton Wiske Parish Council on [Date].

Chairperson's Signature: _____

Date: _____