

Central England Co-operative Limited

**Membership & Community
Councils Elections
April 2020**

Information for Candidates

INTRODUCTION

Central England Co-operative's ('the Society') Membership & Community Councils ('MCCs') consist of local co-op members who are passionate about their community and want to make a difference. Each MCC covers a particular area and help to plan and run events and activities, including keep fit, arts and crafts, gardening and lots more.

The MCCs provide a link between our members, local communities and the Society to deliver membership and community activities in support of the Society's vision to make a real difference to our members and our communities. The MCCs operate within the community and provide opportunities for member participation and colleague engagement.

There are four MCCs as set out below:

NORTHERN:	
Covering	Post Codes
Derbyshire Nottinghamshire South / West Yorkshire	DE (except DE11, 12, 13, 14, 15) NG S, HD
SOUTHERN:	
Covering	Post Codes
Leicester / Leicestershire	LE (except LE13, 14, 15, 16, 17) CV13
East / South Leicestershire Northamptonshire North Warwickshire	LE13, 14, 15, 16, 17 NN CV21, 22, 23 MK
EASTERN:	
Covering	Post Codes
Peterborough, The Fens Norfolk Suffolk Cambridgeshire and surrounding counties	PE NR IP CB LN, DN
WESTERN:	
Covering	Post Codes
Birmingham West Midlands and surrounding counties	B (except B77, 78, 79) DY CV (except CV13, 21, 22, 23) WR
Staffordshire	B77, 78, 79 DE11, 12, 13, 14, 15 ST WS

Each MCC consists of fifteen elected member positions comprising ten member positions and five employee member positions. The Society's Board of Directors also appoints two Board members to each MCC to support the MCCs in their important work.

NUMBER OF VACANCIES & TERMS OF OFFICE

In 2020 there are 33 vacancies (21 Member positions and 10 Employee Member positions) across the four MCCs, the details of which are set out on the following page.

The normal term of office for MCC members is three years. The MCC elections in 2020 include a number of unfilled vacancies with terms of office of one, two and three years. Once these positions are filled, the normal cycle of annual elections will take place consisting of a third of MCC members retiring by rotation each year upon the expiry of their period of office.

Subject to the vacancies in each case, Member candidates receiving the highest number of votes in each MCC election shall serve for a three year term of office; those receiving the second highest number of votes serve for two years; and those receiving the third highest number of votes serve for one year.

The residential post code of Member candidates determines the MCC in which they are eligible to stand for election. In the case of candidates who live outside the Society's trading area the MCC in which they can stand for election is determined by the Society's nearest trading outlet to their place of residence.

In the case of Employee Member candidates, they may wish to stand for election in the MCC area in which they work should this be different to the MCC area they reside in, subject to the advance approval of the Returning Officer.

Eligible members* may vote for candidates within the relevant MCC area in which they reside. The number of votes a member is entitled to cast is contingent on the number of vacancies in each case.

***Eligible members** – Members may vote in Society elections only if they have at least £1 in their Society share account for six months or more prior to the date on which the results of voting in that election are to be declared. This means that members must have held at least £1 in their Society share account since 1 November 2019 (being six months prior to the date the results of the election are to be declared on 1 May 2020).

Unfilled MCC Positions

At the discretion of the Board, any unfilled MCC vacancies may be filled by those candidates who were unsuccessful in their own election (subject to the agreement of the candidates concerned) e.g. a Member candidate may fill an Employee Member position and vice versa. Any Member so elected shall only serve a one year term of office expiring at the conclusion of the Society's next Annual Member's Meeting. In such circumstances, the selection of candidates shall be based on the number of votes cast in their respective election.

MCC VACANCIES IN 2020

Constituency	Vacancies
NORTHERN	4 Members 3 Employee Members 2 for 2 years 5 for 3 years
SOUTHERN	5 Members 0 Employee Members* 5 for 3 years
EASTERN	8 Members 5 Employee Members 4 for 1 year 4 for 2 years 5 for 3 years
WESTERN	6 Members 2 Employee Members 2 for 1 year 1 for 2 years 5 for 3 years

Members co-opted to MCCs can only serve until the conclusion of the next Annual Members' Meeting, at which point they are required to stand for election should they wish to continue their service. Co-opted members are not included in the table above as retiring candidates eligible for re-election because they do not constitute elected members of their MCC.

* Employees are still encouraged to submit a nomination in respect of the Southern MCC in the event that there is an insufficient number of Member applications.

ELECTION TIMETABLE

The timetable for the 2020 MCC elections is as follows:

Action	Date
Closing date for receipt of Nominations	No later than 5.00 pm on Friday 21 February
Voting opens	Friday 10 April
Voting closes – 12 noon	Monday 27 April
Date of first Annual Meeting	Monday 27 April
Results announced	Friday 1 May

STANDING FOR ELECTION AS BOTH A BOARD DIRECTOR AND AS A MEMBERSHIP & COMMUNITY COUNCIL MEMBER

Board directors cannot be both a Board member and an elected MCC member at the same time. However, provided that the Board and MCC election processes are conducted in parallel, Society Members may stand for election as a Board Director and as a MCC member concurrently. In these circumstances, votes cast in Board elections will be counted first, after which any person elected as a Board Director who also stood in the MCC election will be deemed to have withdrawn from the MCC election

NOMINATION PROCESS

Nominations must be submitted on-line no later than **5.00 p.m. on Friday 21 February 2020**. Nominations received after this deadline will not be accepted. Nominations can be provided on paper by exception, subject to the advance approval of the Returning Officer – the same submission deadline applies.

Candidates are asked to provide information for the purposes of monitoring the Society's progress in respect of its diversity and inclusivity objectives.

Candidates seeking clarification on the information required to complete their Nomination may email (**secretarial.office@centralengland.coop**) prior to submitting their Nomination.

PROPOSER AND SECONDER

MCC Elections do not require candidates to identify and provide details of a proposer and seconder.

GETTING TO KNOW YOUR MCC

Subject to the number of nominations received, the Society may arrange a meeting of potential candidates to enable them to learn more about the work of the MCCs and the role of an MCC member. Further details will be provided to candidates in due course.

INFORMATION TO BE PUBLISHED AS PART OF THE ELECTION PROCESS

All candidates are asked to supply an Election Address in support of their nomination. This is required to be no more than **350 words in length and** will include relevant information in the following four sections:

1. Personal Statement to support your nomination (max. 250 words)
2. Skills, Knowledge and Other Relevant Experience (max. 100 words)

Candidates should submit a **recent** colour 'head & shoulders' passport style photograph (5cm x 4cm), with their name printed on the reverse. Candidates are required to confirm in their declaration that the photograph they are supplying is less than 12 months old as at the closing date of nominations. If preferred, this can be submitted electronically by email to the Secretary (**secretarial.office@centralengland.coop**).

The Election Address, together with a photograph of the candidate, will be published by the Society in election documentation.

Each candidate will receive a supply of the election documentation and copies will be included in the election pack circulated to eligible members online or by post.

BIOGRAPHICAL DETAILS

In addition to appearing in election documentation for circulation with voting papers, candidates' biographical details may be featured on the Society's website.

ELIGIBILITY CRITERIA FOR CANDIDATES

A member shall only be eligible to be nominated for election to a MCC if they fulfil the following criteria:

- Candidates shall be required to have been a member of the Society for at least 6 months prior to the date of their nomination.
- Candidates shall be required to maintain a minimum spending threshold (i.e. trading with the Society) of £300 per annum throughout their period of office. Therefore the Membership database will be reviewed accordingly.
- A bankruptcy order has not been made against them.
- They have not ceased to be a Director by virtue of any provision in the current Companies Act or become prohibited by law from being a Director.
- Not a Director of the Society.

The Society reserves the right to carry out appropriate screening checks of candidates, including a DBS Criminal Record check, eligibility in accordance with the Immigration & Asylum Act 1996 (as amended), credit reference and electoral roll searches, and appropriate media checks.

MCC MEMBER ROLE PROFILE

Role Purpose:

- To provide an effective link between the Society and its members within the local community in which the Society trades.
- To support and deliver agreed membership and community activities aligned to the Society's Strategy.
- To consider requests of support to membership and community groups in line with Society processes and procedures.
- To ensure membership and community activities are relevant to the needs of today and enable the greatest reach.
- To be visible in the community and provide opportunities for engagement with members, customers, colleagues and communities.

Person Specification:

Criteria
A member of the Society for over 6 months <ul style="list-style-type: none">• A full member of the Society has held £1 in their share account for at least 6 months prior to the date of their nomination
Makes purchases with the Society <ul style="list-style-type: none">• Required to maintain a minimum spending threshold (i.e. trading with the Society) of £300 per annum throughout their period of office.
Able to attend occasional meetings and participate in telephone conference calls
Committed to Co-operative Values and Principles <ul style="list-style-type: none">• Understands and supports the promotion of co-operative values and principles, and proud to be a member of Central England Co-operative
Interested in local issues and the improvement of local communities <ul style="list-style-type: none">• Able to keep up-to-date on what is happening in local communities that form our trading area
Able to seek, understand and listen to the views of members in their respective region <ul style="list-style-type: none">• Demonstrates a consultative and engaging approach
Able to develop relationships in the community that offer opportunities for support and mutual benefit <ul style="list-style-type: none">• Understands that all MCC activity should deliver member and community benefit and promote the Society as a whole.
Able to think creatively, identify good practice and open to new ideas and change

Criteria
Able to constructively challenge other MCC members appropriately and be able to receive constructive challenge appropriately
Demonstrate a proactive, ‘can do’, solutions focused approach <ul style="list-style-type: none"> • Ability to take ownership for actions • Takes on responsibilities willingly
Good communication and presentation skills <ul style="list-style-type: none"> • Ability to present Society information to members, customers and the community in a clear and effective way
Able to follow agreed processes and procedures in line with Society guidance
Committed to taking responsibility for personal learning and development

MEETINGS & CONFERENCE CALLS

MCCs will meet during the year to plan their events and activities and confirm MCC member participation.

Telephone conference calls will be held, where appropriate, to avoid the time and cost of travelling.

FEES & EXPENSES

Activity fees and expenses (travelling, car parking etc.) are paid four-weekly through the Society’s payroll system and are subject to normal statutory deductions including income tax and national insurance. The fees are based on a half or full day rate, plus reasonable travelling expenses:

Half day Membership & Community event	£25
Full day Membership & Community event	£50

INDUCTION AND FUTURE TRAINING & DEVELOPMENT

The Society will provide an induction for those candidates successfully elected to the Membership & Community Councils and optional core skills training to support MCC members in their role.

INTERNAL SCREENING PROCESS

Each candidate will be asked to provide additional information upon nomination which would enable the Society to undertake checks in line with those which are undertaken for Society colleagues. In this respect, candidates are asked to provide additional information on the nomination form as follows:

Eligibility to Work in the UK

In order to satisfy current UK immigration requirements, the Society is required under Section 8 of the Immigration & Asylum Act 1996 (as amended) to check that you have eligibility to work in the United Kingdom. This is necessary because if you are elected, you will be set up on the Society's payroll to receive payment of your activity fees and expenses.

Credit Reference Search

The Society reserves the right to carry out credit reference and electoral roll searches via credit reference agencies on all of your addresses over the last three years, to review information relating to bankruptcies, delinquencies, defaults and fraudulent activity.

Fraud Prevention

Fraud prevention databases have been established for the purpose of employers to share data on their employment fraud cases. Should the Society's investigations identify fraud, or the commission of any criminal offence by you, during the course of your term of office on the Membership & Community Council, the Society will record the details on the relevant fraud prevention databases.

Disclosure & Barring Service Check (DBS formerly known as CRB)

If you are successfully elected, you will be required to consent to a DBS Criminal Record check prior to the date of your appointment.

Media Check

How candidates behave on social media and online is important and can impact on the Society, we may carry out media searches to ensure the Society's reputation is not compromised.