

# CTC Employee Council

## Who are the Co-Owner Council ?

The Co-Owner Council is an essential part of CTCs governance structure.

To make sure the Council is representative, CTC has been split into four groups (departments) of co-owners who will each elect a minimum of one Councillor to represent them. The 4 departments are Reigate, Brighton, West Berkshire and Admin/Consultancy.

## About the role

### What is it?

The Co-owner Council is an essential part of CTC's structure, elected from all levels and parts of the business.

### Co-Owner Councillors

Co-owner Councillors are the co-owners who receive the highest number of votes in the upcoming election.

### Roles and Responsibilities

- Act as the eyes, ears and voice of all co-owners, representing their interests and views to help make CTC a great place to work.
- Give advice and counsel to the Senior Leadership Team (SLT) and Board, helping them make better decisions.
- Bring perspective to leadership on the things that matter the most to co-owners, and ensure these topics are getting discussed (including what's working well, areas of improvement, and challenges to be aware of.
- Ensure the business is being run in line with our values and for the long-term benefit of co-owners.
- Hold the SLT to account where the Council feels something isn't right, ensuring the business is being run in a way which balances the needs of co-owners, customers, suppliers, the environment, and wider community.
- Be willing to share a view, appreciate different perspectives, and ask the odd tricky question.
- Help preserve CTC's ethos, as set out in CTC Flag
- Encourage all co-owners to get involved with CTC's development .
- Provide support in the appointment of new Trustee Directors.

### Person Specification

Mike chose employee ownership because he believes CTC's co-owners are the best people to run the business.

This opportunity is open to everybody; the only requirements are to be a co-owner, and to care about CTC and its values.

### Commitment

- Two year term
- Willing to attend all meetings and training, and be flexible in approach
- Travel and working outside your contracted hours, to meet online and in person
- You'll need to do work to prepare for the meetings and gather the views of your constituents. There are also chances to join working groups and attend Board meetings
- It is a big commitment, but you'll have lots of support from your fellow Councillors, the Chair and the full support of your manager

### What's in it for you?

- The chance to have your say, protect CTC's values and influence the business decisions
- An excellent opportunity to develop new skills, build confidence and build new relationships

# CTC Employee Council

## Frequently Asked Questions

### Who can vote?

Anyone on the CTC payroll who joined at least one month before the voting opens.

### Can I vote for myself?

Yes !

### Who can be on the Co-owner Council?

- Anyone on the CTC payroll who has passed their probationary period (including managers)
- No Directors, Senior Managers or non-co-owner Trustees
- No contractors or agency staff

### How long is the Term?

2 years.

### Is there a maximum number of Terms?

No, there isn't a limit on the number of terms a co-owner can be on the Council

### Do I have to vote?

No, but it's strongly encouraged !

### Will there be campaigns?

There will be no campaigning from co-owners as part of this election process. However, if you are thinking of voting for someone, it would be absolutely fine to ask them if they are interested in the role.

### What happens if someone leaves?

If a Councillor wants to step down in the three months before the next election, we will ask other Councillors to cover their duties for that period.

If a Councillor wants to step down in the three months after an election, the role will be automatically offered to the next highest candidate from the election.

If a Councillor steps down midterm (outside of the situations described above), the Chair and Deputy will explore options including the Deputy stepping up into the Councillor role and running an election for any outstanding roles.

### Any Questions?

Speak to your line manager or email **Twiggy**

twiggy@connicktreecare.co.uk



# CTC Employee Council

## Ask yourself .....

Here are a few questions to have in mind when making your choices.

- Who will keep an open mind and listen to you?
- Who isn't scared to ask questions?
- Who discusses rather than argues?
- Who will be committed and reliable?
- Who will be honest, even when it's difficult?
- Who has a balanced view, and see the bigger picture?
- Who understands and respects the need for confidentiality when required?
- Who will represent your voice?
- Who is passionate about CTC and its future?



*EST. 1985*