



Please ensure that you read and complete this form carefully. There are 9 sections in total and several supporting documents which must be submitted. These are summarised below:

- A fully completed Nomination Form
- Copy of proof of identity – see section 2
- A supporting statement – see section 4
- The response to the questions – see section 5
- A recent photograph – see section 6
- A current curriculum vitae – see section 8

Incomplete submissions cannot be considered.

Qualifications necessary for nominees in respect of the Office of Director are governed by the Rules of the Society, copies of which can be obtained from the Secretary. Rule 70 which sets our eligibility criteria is printed later in this form for your reference.

## SECTION 1: CANDIDATE INFORMATION

<b>Full name</b> (Known as)	
<b>Title</b>	
<b>Surname at birth</b> (if different from above)	
<b>Any other previous names</b>	
<b>Date name changed and reason</b>	
<b>Full address including postcode</b>	
<b>Daytime telephone number</b>	
<b>Mobile telephone number</b>	
<b>Email address</b>	
<b>Society share number</b>	
<b>Date of birth</b>	



<b>Town of birth</b>	
<b>Nationality</b>	
<b>Occupation</b>	

### Previous addresses

Please list all the addresses you have lived at over the last five years Dates should be given in full where possible but should always include the relevant month and year.

<b>Date(s)</b>	<b>Previous address including postcode</b>

### SECTION 2: PROOF OF IDENTITY

Please enclose evidence of your identity (either original or a certified true copy)

- The photo ID page of your passport or
- Your photo ID driving license
- Any other form of official photographic identification).

If you need guidance on what to submit, please contact Danielle Kinslow on 01522 781 189.

### SECTION 3: REGISTER OF INTERESTS AND PROBITY

<b>Employment with the Society</b>	<b>Yes</b>	<b>No</b>
<b>Are you an Employee of the Society?</b>		
<b>Were you previously an Employee of the Society?</b>		
<b>If yes, when did your employment end? (Enter the date)</b>		

## Closely connected relationships

Please read the following and then complete the declaration below.

**Closely connected persons:** A closely connected person includes family members and persons with whom you have or have had a close association. This has a wide meaning and includes persons who might reasonable be regarded as similar to family members even where there is no relationship by birth or in law.

This includes:

- A partner (someone to who you are married, a civil partner or someone with who you live with in a similar capacity)
- Parent or parent-in-law
- Son, daughter, stepson, step-daughter, the child of a partner
- Brother, sister, brother or sister of a partner
- Grandparent, grandchild
- Uncle, aunt, nephew, niece
- Partners of any of the above
- Any dependents
- Any person on whom you depend
- Estranged, separated, divorced family members or those reasonably regarded as family members
- Those with whom you have or have had a close association who is more than an acquaintance, e.g., friend, colleague, neighbour, business associate.

**Connections with an organisation:** You are connected with a company, partnership or other organisation with which the Society works if you or a family member or close connection:

- Is employed by the organisation, either directly or as a sub-contractor or agent
- Is a director, owner, Board member, trustee or has some controlling or financial interest in the organisation
- Holds shares in or has some other financial stake or interest in the success of the organisation
- If there is some other connection or link that a reasonable person could take to create a conflict of interest



<b>Declaration</b>	<b>Yes</b>	<b>No</b>
Do you have a closely connected relationship with any current Director of the Society or anyone seeking nomination as a Director of the Society?		
If yes, please provide information:		
Do you have a connection with any organisation with which the Society works?		
If yes, please provide information:		

### Current / previous employment or board roles

Please provide details of your current employer and any other executive or non-executive directorships, governor or trustee positions held (paid, unpaid or voluntary).

<b>Position</b>	<b>Name of organisation</b>	<b>Date position commenced</b>



## Closely connected relationships

Please consider the following questions carefully and respond to them. The Society will make routine checks of publicly available records as part of the nomination process, but candidates are asked to self-certify their compliance. The discovery of false or inaccurate information could result in disciplinary action.

Question	Yes	No
Do you have any direct or indirect involvement in any business or undertaking which is in any way competitive with a business or undertaking carried on by the Society or are you a significant provider of goods and/or services to the Society or a significant customer of it?		
<b>If yes, please provide details:</b>		
Are you aware of any Conflict of Interest that would prevent you from fairly and impartially carrying out your duties as a Director of the Society?		
<b>If yes, please provide details:</b>		
Have you previously been, or are you currently a director of the Society? If so please include the dates when you were a director.		
<b>If yes, please provide details:</b>		



Question	Yes	No
Have you ever been subject to penalties for tax evasion?		
<b>If yes, please provide details:</b>		
Do you have any unspent convictions for any offences?		
<b>If yes, please provide details:</b>		
Do you have any pending criminal or civil proceedings against you?		
<b>If yes, please provide details:</b>		
Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198		
<b>If yes, please provide details:</b>		



Question	Yes	No
Have you ever been a member of, been involved in, supported or encouraged terrorist activities in the United Kingdom or any country at all?		
<b>If yes, please provide details:</b>		
Have you by any medium, expressly or impliedly, expressed views that justify or encourage terrorism or other criminal acts?		
<b>If yes, please provide details:</b>		
Have you, in connection with the formation or management of any undertaking, been adjudged by a court to be liable for any fraud, breach of law, wrongful trading or other misconduct?		
<b>If yes, please provide details:</b>		
Have you ever, at any time, been made bankrupt?		
<b>If yes, please provide details:</b>		



Question	Yes	No
In the past five years, have you had any defaults, County Court Judgements (CCJs) or Individual Voluntary Arrangements (IVAs)?		
<b>If yes, please provide details:</b>		
Have you ever been subject to disciplinary action or dismissal proceedings?		
<b>If yes, please provide details:</b>		
Have you ever resigned or been dismissed from previous employment/ appointment as a result of gross misconduct or any allegation or conviction involving fraud, dishonesty or violence?		
<b>If yes, please provide details:</b>		
Have you ever been disqualified from being a Company Director?		
<b>If yes, please provide details:</b>		





Question	Yes	No
Are there any other issues which may relate to probity, conflicts or dualities of interest which you may wish to declare?		
<b>If yes, please provide details:</b>		

#### SECTION 4: SUPPORTING STATEMENT

Please provide a statement to support your nomination which outlines the skills, experience and attributes that you would bring to the Board of Directors. This may comprise any of the following - co-operative and other relevant experience, board level, management or personal skills, your co-operative vision or philosophy, knowledge of the operating environment, your background, personal interests and career to date.

Your statement should be no longer than 250 words and please be mindful that this will be published in the literature available to members for the elections and may be available on the Society's website. This may be used in its entirety, with no edits or amendments.

#### SECTION 5: STATEMENT OF ANSWERS

Please provide a statement of answers to the following questions which will be used on election publicity materials and our website. Answers should be no more than 100 words for each question.

1. What inspired you to stand for election to our Board of Directors and what do you think you can bring personally to the Board?
2. What do you believe are Lincolnshire Co-op's strengths?
3. What challenges should Lincolnshire Co-op be addressing?
4. What are your hobbies and interests? Or tell us an interesting fact about yourself.
5. What's your favourite Co-op product?

#### SECTION 6: PHOTOGRAPH

Please provide a recent head and shoulders photograph taken within the last year. We are able to make arrangements for a professional photograph to be taken if you prefer but this must be undertaken and submitted with this nomination prior to the closing date.



## SECTION 7: QUALIFICATION CRITERIA

Qualifying for election	Yes	No
Please confirm that you meet the qualification requirements set out in the Society's Rules and summarised in rule 70 (set out below).		
<b>If no, please provide details:</b>		

### Extract of Rule 70 for reference

A Person shall only be eligible for Board nomination or appointment if they fulfil the following criteria (where applicable). S/he:

- a) must have attained the age of 18;
- b) must have been a Member of the Society for at least 3 years immediately preceding nomination (though this provision shall not apply to any Appointed Director);
- c) must provide to the satisfaction of the Secretary proof of purchases made by them in each of at least two of the three preceding years to a value of £500 per year with total expenditure in the three years of £1,500. (though this provision shall not apply to any Appointed Director);
- d) can demonstrate, to the satisfaction of the Secretary, that they meet the criteria set out in the competency framework;
- e) has, in the case of a Newly Appointed Director, served less than three consecutive terms of office without a break in service of at least one year;
- f) has not been discharged from the Society's employment for unsatisfactory conduct;
- g) they, (or their spouse or Partner) is not engaged in a managerial capacity in the carrying on of any business trade or undertaking which in the opinion of the Board competes in any way with any business trade or undertaking carried on by the Society;
- h) is not an Officer, a member of the Senior Leadership Team or of the Leadership Team, and has not ceased to hold a position as any of those in the three years preceding any proposed nomination or appointment;
- i) they, (or their spouse or Partner) does not have any interest in any business which is trading with the Society other than holding less than 1% of the issued shares of a company whose shares are listed on a Stock Exchange, or as a non-managerial member or Employee of any Society or company which is trading with the Society;
- j) has not previously been removed from office as a Director under these Rules;
- k) has not advertised or caused or allowed any advertisement to appear in any media soliciting support for their candidature, save that advertisements published by authority of the Board to publicise the times and places of elections with particulars of all candidates shall not disqualify any such candidate;
- l) is not bankrupt, nor subject to a disqualification order made against them under the Company Directors Disqualification Act 1986 or the Charities Act 2011;
- m) they are deemed physically and mentally capable of acting as a Director.
- n) The certification of the Secretary as to a member's eligibility shall be binding.



## SECTION 8: CURRICULUM VITAE, SKILLS, OBLIGATIONS AND DECLARATION

Please enclose a copy of your current CV.

Directors' duties are set out in the Companies Act 2006 and have been established by case law over many years. Directors have a duty to act in good faith within their powers, to promote the success of the Society, to exercise independent judgement, to avoid conflicts of interest, not to accept benefits from third parties, to declare interests in any proposed transaction or arrangement with the Society and to exercise reasonable care skill and diligence to a level expected of a director of a business such as that carried on by the Society.

The Society has developed a competency framework for directors. A completed copy of the framework matrix is attached for your information.

Skills and obligations	Yes	No
Please confirm that you understand the skills and obligations which would apply to you as a Director of the Society if I am elected.		
<b>If no, please provide details:</b>		

Certification
<p><b>(1)</b> I hereby certify that I have read the summary of rule 70 and that I am eligible to stand for election to the Board of Directors and that the information set out in this nomination form and all other ancillary documents is accurate and complete. I enclose a Supporting Statement for publication.</p> <p><b>(2)</b> I understand that an offer of a service contract is conditional upon and subject to Lincolnshire Co-operative Limited receiving satisfactory enhanced criminal record certificate from the Disclosure and Barring Service for me including confirming that I do not appear on the children or adults' barred list.</p> <p><b>(3)</b> I understand that Lincolnshire Co-operative Limited has relied on my answer and representation in this form and I confirm that</p> <p>(i) All information contained in this form is true and correct to the best of my knowledge.</p> <p>(ii) If I have made any material omission or misstatement in this form, I will withdraw my nomination immediately, or if already offered a service contract, I will resign as a director immediately.</p>



<b>Certification</b>	
<p><b>(iii)</b> If offered a service contract, I will not seek to obtain any personal benefit from the position and will not behave in any way that might harm the reputation or good name of the Lincolnshire Co-operative Limited.</p> <p><b>(iv)</b> I will discharge my duties conscientiously, act honestly and with due diligence in the discharge of my fiduciary duties as a director.</p>	
<b>Signature</b>	
<b>Date</b>	

## SECTION 9: NOMINATIONS

Nomination papers must be submitted to the Registered Office\* of the Society no later than 10 March 2023 and should be proposed and seconded by two members of the Society in the table below.

<b>Details</b>	<b>Proposer</b>	<b>Secunder</b>
<b>Full Name</b>		
<b>Society Share Number</b>		
<b>Address</b>		
<b>Signature</b>		
<b>Date</b>		

\*Registered Office: Stanley Bett House, 15/23 Tentercroft Street, Lincoln, LN5 7DB



## SECTION 10: PRIVACY NOTICE

At Lincolnshire Co-op Ltd, we are committed to safeguarding your personal data and processing your data lawfully and transparently, in line with the General Data Protection Regulation (GDPR). This privacy notice sets out, the types of data that we collect and hold on you. It also sets out how we use that information, how long we keep it for and other relevant information about your data.

For this application, we will collect and use the personal information, provided by you for the purposes for which you have supplied your details. We may share your personal data with third parties for the purposes of conducting background checks or where we are under the duty to disclose or share your personal data to comply with legal obligation or public interest.

You have the rights under the GDPR, to request for your personal data stored by Lincolnshire Co-op or withdraw consent at any time and exercise your other rights under the GDPR. For more information on your rights, please visit our website **Privacy policy (lincolnshire.coop)**.

The law on data protection allows us to process your data for certain reasons, which include – legal obligation, consent, contract, legitimate interest, vital interest, and public interest. All the processing carried out by us falls into one of the permitted reasons. Generally, we will rely on the first four reasons set out above to process your data.

We need to collect your data to ensure we are complying with legal requirements such as:

- Carrying out checks in relation to your right to work in the country; and
- Making reasonable adjustments for disabled employees.

We also collect data so that we can carry out activities which are in the legitimate interests of the Society. We have set these out below:

- Making decisions about who to offer the role
- Making decisions about salary and other benefits
- Assessing training needs
- Dealing with legal claims made against us

We will collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage, however, may also be collected during your employment should you be successful in obtaining employment. We will process this data based on your consent and legal obligation.

One of the reasons for processing your data is to allow us to carry out an effective recruitment process. Whilst you are under no obligation to provide us with your data, we may not be able to process, or continue with (as appropriate), your application.

If you are unsuccessful in obtaining the position advertised, your data will not be used for any reason other than in the ways explaining in relation to the specific application you have made. We will keep your details in line with our data retention policy. Where your application is unsuccessful, we will keep your personal details for 6months. However, you can object to your details being retained.

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

if you have any questions about this privacy notice or the information, we hold about you. Please send an email to **dataprotection@lincolnshire.coop** or send a letter to Lincolnshire Co-op, 15-23 Tentercroft Street, Lincoln, LN5 7DB.