

Introduction

Hockley Mint Ltd is an employee-owned business that promotes happy co-owners, delighted customers, honest British craftsmanship whilst being kind to the environment. Hockley Mint EOT Limited, is Trust that has been set up to ensure the interests of the employees are looked after for the long-term prospects of the company. The Trust board is made up of the following members-

- Independent Chair Trustee
- Founder/Co-owner Trustee,
- Leadership/Co-owner Trustee
- Co-owner Trustee

The Co-owner Trustee will come from an elected member of the Co-owners and have good experience of the business, a level head and sound judgement. They are the link between the Co-owner and Trust Board representing not only Co-owners opinion, but they will act on behalf of Co-owners in the way they deem to be most appropriate with all the relevant information and data available to them.

They work with the other Trustees and Board of Directors to help ensure long-term success of the business and make the business even better through their constructive challenge and sound counsel.

The Role of the Trust Board

The Trustees manage the EO Trust which ultimately owns the shares in the business for the benefit of all the Co-owners. The main purpose of an EOT is to provide and promote long term employee ownership of the trading company by;

- Strictly observing the Trust's rules and sale and purchase obligations, as set out in the Trust Deed, Trust Articles of Association and Shareholders Agreement
- Safeguarding the EOT's controlling interest in the trading company by ensuring the governance structures and controls within the business are adequate
- Acting as guardian of the ownership culture, Founders Wishes, and values within the business
- Looking after the interests of the beneficiaries of the trust, whilst balancing well the needs of Co-owners and the business
- Promoting work that champions good physical and mental health for Co-owners through satisfying and worthwhile employment in a successful business
- Upholding Co-owner engagement and voice, ensuring it is heard and has influence upon thinking and decision making
- Advocating that financial success is invested in the business and shared with Co-owners, ensuring as far as possible that financial distributions to employee owners are maintained and protected
- Having oversight of the business's financial stability, profitability, future direction, and strength of leadership, ensuring the business is managed in a way that takes appropriate account of the interests of Co-owners, and that the values of employee ownership are protected and respected

Co-Owner Elected Trustee Duties

- Act with honesty, good faith, integrity, and loyalty to the business and to their fellow Co-owners

- Act as a link between the Council and Trust Board, sharing key areas discussed and representing matters that are important to wider Co-owners
- Act solely in the best interests of the Trust as a whole, and not be influenced by personal considerations, interests or relationships
- Be actively involved and engaged in all Trust decisions and discussions, ensuring they have properly considered and understood any papers provided and proactively seeking clarification or additional information when reasonably required
- Act collaboratively and constructively, listening to and respecting others' views
- Ensure the Trust is properly governed and controlled, with appropriate levels of oversight, challenge, and risk management
- Disclose any conflicts of interest and take care to avoid any appearance or perception of such conflicts
- Maintain strict confidentiality of all Trust discussions and decisions, and of any information that is provided to them in their capacity as Trustees
- Willing to devote the necessary time and effort to the Trustee role
- Act as an ambassador for both the Trust and for the business as a whole

Skills & knowledge – Already has or willing to learn

- Familiarity and alignment with Hockley Mint's vision and values and a strong commitment to these
- A readiness to quickly build strong relationships and trust within the Trust Board and with the Board of Directors
- Good communicator with strong interpersonal skills
- A willingness to speak their mind, offer scrutiny and challenge, and to make an active contribution to Trust Board meetings
- The ability to think critically, to apply logic and reason to debate, appreciate alternative views, consider implications, and be flexible in approach
- Questioning skills that demonstrate a genuine curiosity to understand, alongside the ability to explore ideas and assumptions
- Good, independent judgement with the ability to come to a decision based on your own evidence and experience and not just the opinions of others, by balancing well the insight you have alongside the data and information available to you
- An ability to work effectively as a member of a team, working constructively with Trustees and Board Directors, even where there are differing viewpoints or competing agendas

The meetings

There will be four regular meetings per year, held in person at Hockley Mint premises. Pre-reads will be shared in advance of the meeting and there will be some follow up time needed after each meeting. Time commitment is roughly 1-2 days per quarter dependent upon matters for the agenda and meeting location. The Chair of the Trust Board will set out the structure and format for these meetings and work with other Trustees to ensure they run effectively.

Support for Employee Elected Trustees

We recognise that becoming a Trustee can be daunting and we will make every effort to welcome new Trustees and help them settle into role. New Trustees will have access to an induction programme which includes attendance at the Employee Ownership Association

Employee Director Trustee Course. At the start of their term, new Trustees will also meet with key stakeholders which include the other Trustees and the Board of Directors.

Ongoing coaching and mentoring will be provided by the Independent Chair of the Trust Board.