

Version 2

**The Role of a Colleague Council Representative**

**Summary**

The main purpose of Colleague Councils is to identify, share and develop best practice and business improvements, focusing on practical solutions that make a difference in the workplace. The groups should consider the most important issues and focus on how they can implement changes and practical solutions and then communicate actions and progress to all colleagues after the meeting.

**Before the meeting you should;** [Image result for pictures of before a meeting](http://www.google.co.uk/url?url=http://salestechniquesuk.blogspot.com/2015/10/what-you-should-do-before-every-meeting.html&rct=j&frm=1&q=&esrc=s&sa=U&ved=0ahUKEwjB9aiJnO3KAhWEPhQKHY5CDr8QwW4IKjAK&usg=AFQjCNH_7m0TsJcCvwCnfRTWofoPrl5bDQ)

* Arrive 10 minutes before the meeting start time, this will allow you time to have refreshments and ensure a prompt start to the meeting.
* Ensure you are prepared for the meetings, having read the previous minutes, brought with you any details of discussion points, have a copy of the agenda, have your Colleague Council folder and a pen.
* Liaise with your Line Manager at least 18 working days prior to the meeting to ensure any operational items are looked into being resolved before the meeting.
* Email your Colleague Council Co-ordinator 14 working days before the meeting with agenda items. This is to allow the agenda to be prepared and send to you in plenty of time before the meeting.

**During the meeting you should;** [](http://www.google.co.uk/url?url=http://www.clipartpanda.com/categories/taking-notes-clipart&rct=j&frm=1&q=&esrc=s&sa=U&ved=0ahUKEwiZtOq9nO3KAhWCTBQKHSnWBXYQwW4IMjAN&usg=AFQjCNG2UWb_aOB0RID0V3R_yPTqM_npZA)

* Take personal responsibility for the items that are put forward for the agenda to ensure an informed discussion take place.
* Capture your own notes to feedback to Colleagues when you return to your place of work.
* Contribute to discussions that are taking place in the meeting so your views are included.
* Allow others to have their say, you may not always like what you hear, but you need to listen to what is being said and feed it back in the appropriate manner.

**After the meeting you should;** [](https://www.google.co.uk/url?url=https://epfcommunications.wordpress.com/2012/06/19/communication-noise/&rct=j&frm=1&q=&esrc=s&sa=U&ved=0ahUKEwim5NjDne3KAhUBnBQKHXGWDSk4FBDBbgguMAw&usg=AFQjCNGqaNXWJyg9x5lxbi8apXfNKkk24g)

* Email the outputs of the meeting to colleagues they represent within 5 days of the meeting.
* Communicate the minutes to the colleagues they represent from the meeting within 7 days of receiving them from your Colleague Council Co-ordinator.
* Ensure Colleague Councils are incorporated within meetings that you attend.
* Ensure the most recent minutes are put onto all meetings were appropriate.
* Diarize one hour protected time per month to communicate with other colleagues.

**Other;**

* Be an ambassador for GIFTS (Growing Ideas For Tomorrow’s Society), the Team Midcounties Awards and the Society overall.
* Raise the profile of Colleague Council network.
* You are not expected to be out of pocket for attending meetings, therefore expenses are to claimed through the normal expenses process
* You will have a two year term as a Colleague Council Representative
* Ensure you complete the E learning training so you are fully equipped to carry out the role.
* Ensure your emails are answered by the deadlines set.
* Attend the three group meetings and Colleague Forum, ensuring holidays are not taken across those dates.