

# Meeting minutes/notes



**Meeting:** National CLT Network  
**Meeting date:** 31 May 2011  
**Location:** National Housing Federation Lion Court, Lavender Room  
**Present:** Andrew Williamson (Chair)                      Bob Paterson (Community Finance Solutions)  
Phil Rose (Foundation East)                      Rosemary Seagrief (Wiltshire CLT)  
David Brown (High Bickington Community Property Trust)                      Dave Smith (East London CLT)  
Pam Johns (Holsworthy Community Property Trust)  
Kirsty Tait (Carnegie UK Trust)

## Staff

Catherine Harrington (CLT Network co-ordinator)  
Stephen Bull (Company Secretary)  
Helen Williams (Assistant Director Neighbourhoods)

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**Apologies:** Cameron Watt (National Housing Federation)  
Alan Fox (Cornwall CLT)

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## Minute no

## Action

1

### Welcome and apologies

The chair welcomed everyone to the meeting. Apologies were received from Alan Fox and Cameron Watt. The board introduced themselves.

2

### Minutes of the CLT supervisory board

The minutes of the meeting held on 22 February were agreed by the board as an accurate record.

The board AGREED that the Somerset and Devon final work plan would be circulated by Kirsty Tait                      KT

3

### Draft AGM minutes

The board AGREED the draft minutes as accurate subject to final agreement and signing off at the 2012 AGM. There were no matters arising.

4

### Board documentation and culture

Catherine Harrington outlined the documents. The Board AGREED that, subject to some amendments in the documents which would be finally agreed with the Chair, they would be formally adopted.

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Amendments would be made and Catherine would agree with the chair and circulate the final documents. The main amendments were: CH

- Clarity of wording regarding National CLT Network Board membership
- Emphasise in key board duties, communicating with member CLTs
- Highlight communications under a separate heading
- Clarity on wording re membership in Standing orders

The Board AGREED that Terms of Reference and Standing orders needed to be reviewed after 12 months and that this would be noted on each document. It also needed further discussion on who it would co-opt – an emphasis on political influence and funding would be key.

The Board AGREED that Plunkett Foundation and the CLT Fund would be invited to be co-opted onto the Board and that two CLTs would be invited to each meeting to observe. The board would ensure that nationwide coverage would be achieved in each year.

Due to financial constraints, each CLT would be responsible for its own travel expenses if they attended.

Clarification was given on the difference between attendees and observers. Observers would be invited to observe only. Attendees would be invited to take part in the meeting but would not be part of the Board (e.g. Catherine Harrington, National CLT Network Co-ordinator).

The board AGREED that a succession plan needed to be worked on and that a deputy chair needed to be appointed at the September meeting. Catherine would discuss with Andrew Williamson. CH

The board AGREED the Code of Conduct set out in Paper 5 and AGREED that it would also be mindful of the spirit of the Code of Conduct for CLTs.

The role profiles for individual board members and the chair were looked at. A number of amendments were suggested namely:

- Wording in time commitments and induction to reflect reality

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- Clarity around expenses for attending pre-arranged events on behalf of the Network. KT  
Kirsty agreed to come back to the Board on this.

These would be reviewed in 9 months time when board members had time to settle into the role.

5

## CLT Code of Conduct

Andrew presented the paper which was a code of conduct for individual CLTs to adopt. The Board AGREED the paper subject to a number of significant amendments:

- To highlight that CLTs must act within their rules and generally accepted standards of good practice and probity
- That CLTs are not agents of housing associations or landowners (para 4 of the preamble)
- Meetings to invite all householders should be once every year (para 2 of the code)
- That paragraph 6 be re-worded to reflect that CLT members *act in a voluntary capacity solely in the best interest of the CLT* and that they *receive no payment except the reimbursement of reasonable expenses in line with their rules and recognised good practice in the CLT sector.*

It was agreed that the CLT Community of Practice should develop a Code of Practice for umbrella CLTs.

6

## Strategy for the National CLT Network

Catherine presented the paper outlining the draft National CLT Network's strategy. The board sought clarification on:

- The Federation's role regarding provision of training as per the contract
- General administration of the National CLT Network

It also noted

- the number of aims and whether they were deliverable with such limited resources.
- The need to build in capacity in the paper for unknown issues that may become priorities in the year
- An analysis of the skills of board members

CH

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was needed at the next board meeting to inform capacity to deliver the strategy at board level as well as identification of skills needed when recruiting new board members.

- Comments on the strategy for 11/12 would be sent to Catherine and the strategy would be approved for 11/12 only All

## 7 **Network progress chart**

The board NOTED the chart.

## 8 **Model Rules**

The board noted the paper from Bob Paterson and comments from Stephen Bull. It felt that as the National Housing Federation was acting as a 'one stop shop' for CLTs by hosting the National CLT Network, the model rules service sat well within the Federation. It clarified that whatever set of rules were agreed to be worked on as a model, the objectives needed to be as wide as possible and the language in the rules appropriate for CLT organisations.

The board AGREED that the NHF Model Rules be adapted to a CLT model by Cobbetts.

Stephen would inform the board as to a final figure charged for intellectual property rights. SB

## 9 **CLT Community of Practice**

Bob Paterson noted that raising resources was key for the network and the CLT umbrellas and that the intention was to submit the proposal for the Community of Practice to Carnegie Trust in June and to charitable trusts in the medium term. The intention was that the proposal would also form the basis for bids to any future government funding for supporting communities.

Catherine clarified that this was a two-pronged funding ask – one for the CLT Community of Practice and one for the Network's costs in supporting the Community of Practice.

The board AGREED that Bob would draft the paper and that it would be discussed at the meeting of the CLT Community of Practice in Axminster. The Chair and David Orr would sign off the paper and send to the Carnegie UK Trust. BP

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## 10 Regional Groups

This matter was adjourned to the next Board meeting.

## 11 Future meetings

Catherine to clarify dates in CH

- Late September
- Early December
- Early March 2012
- Early June 2012

## 12 AOB

The Network board needed to think about whether it All wanted representation at party conferences.

HCA had set criteria to access £25m funding. Catherine would need comments to her by 6<sup>th</sup> June All so she had time to work on a proposal.

CLT conference in USA was on the horizon and All some members may wish to attend.

The Chair thanked everyone. The meeting ended at approximately 2pm.

**Chair:** Andrew Williamson  
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**Date:** 9 June 2011  
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