

National CLT Network Board Members' Code of Conduct

Principle duty

This code of conduct sets out the general principles which all board members of the National CLT Network (the Network) should follow when they carry out Network business. Whilst you are a board member, on Network business, your principle duty is to the Network rather than any other organisation.

As part of this duty you should:

- Undertake to use your skills and knowledge to further the interests of the Network.
- Encourage fellow board members to also put the interests of the Network first.
- Observe the Network's policies and procedures as they are adopted.
- Exercise best practice in governance with regard to the Network's financial management.
- Ensure that you act with demonstrable integrity and probity at all times and be mindful of the spirit of the CLT Code of Conduct.
- Take time to read and familiarise yourself with the National Housing Federation's Code of Governance which is recommended good practice for boards and their members.

Meetings

Board meetings are the Network's principle decision-making forums.

You should:

- Strive to attend on time all meetings that are arranged in accordance with the timetable of meetings.
- Give your apologies to the meeting secretary in advance of the meeting if you are unable to attend. If you have views on an item of business you may present this beforehand in writing to the secretary who will inform the meeting.
- Devote sufficient time to reading meeting papers.
- Contribute to discussions and the decision making process.
- Observe the principles of good boardroom behaviour.
- Where an item poses a conflict of interest, you should declare your interest and if it is clear and substantial you should offer to withdraw. If you remain you should refrain from voting.
- Inform the Board in advance and report back to the Board all activities that you have taken to further the Network.

Promoting the National CLT Network

Board members have an important role to play in ensuring that the work of the Network is positively represented. Board members should:

- Promote the work of the Network.
- Play a role in ensuring that the work of the Network is drawn to the attention of members, influential groups and organisations.
- Observe confidentiality requirements but generally be open about the Network.
- Agree all statements to the press and media in advance with the Chair and Network Co-ordinator.

Probity

As a member of the Network Board you should:

- Ensure that you and any person or business connected to you, does not receive any gift, benefit or payment from the Network.
- Ensure that you record any modest hospitality or gift that is to Network's interest, in the register of interest. Gifts of cash should not be accepted in any circumstances.
- Claim proper receipted reimbursement of out of pocket travel expenses when on Network business.

Conflicts of interests

Board members of the Network must act in accordance with the best interests of the Network. You should:

- Accept that your principle duty is to the Network.
- Abide by this code of conduct and the Network's standing orders.
- Where you have a clear and significant conflict of interest, you should offer to withdraw from a meeting. If you are invited to remain you should refrain from voting.