

Terms of Reference of the Board of the National CLT Network

Purpose and role

1. The purpose of the Board is to direct the affairs of the National CLT Network. It has overall responsibility for governing the Network, overseeing and controlling its management. The Board will be supported by staff at the National CLT Network and National Housing Federation
2. The Chair will ensure that the Board performs its tasks effectively.

Key responsibilities

3. The Board will perform the following duties:

Strategic policy

- Determining the strategic plan for the National CLT Network;
- Working with the Network's staff to help achieve the strategic plan;
- Reviewing and monitoring the performance of the Network in relation to the strategic plan and policy objectives;
- Reviewing present and future opportunities, threats and risks in the external environment, including funding and partnership opportunities;
- Agreeing the setting up of working groups to report on and seek to address specific major issues facing the sector. The working groups will be subject based and time limited, and the Terms of Reference and minutes will be submitted to the Board for approval;
- Ensuring that the interests and needs of member CLTs are considered in all matters;
- Building and maintaining a positive relationship with the host body and funding partners.

Communications

- Ensuring effective communications with member CLTs takes place.

Financial and business management

- Responsibility for the Network's financial and business management, including establishing the Network's budget, in agreement with the National Housing Federation;
- Responsibility for scrutinising the performance and effectiveness of the business management of the Network;
- Joint responsibility for approving staff arrangements and the remuneration and review of staff performance, with the National Housing Federation;
- Joint responsibility for appointing the National Coordinator, with the National Housing Federation;
- Overall risk management of the Network.

National CLT Network membership

- Responsibility for membership matters including determining the membership offer, the levels of fees to be paid, the Code of Conduct for members and any action to be taken as a result of a breach of the Code of Conduct.

Key duties of members of the Board

- Ensuring that the Network operates to the highest standards of performance and propriety in all areas of its work;
- Attending all scheduled Board meetings fully prepared and be able to participate in discussions and decision making processes;
- Having a collegiate approach to working with the Board and share responsibility for decisions taken;
- Complying with the Network's code of conduct, including ensuring that the work of the Network is positively represented and acting as ambassadors to the Network.

The duties of Board members are set out in more detail in the Board member role profile and person specification

Delegation

4. The Board delegates to the National Coordinator of the National CLT Network responsibility for all operational matters, under the supervision of the National Housing Federation line manager;
5. The Board may establish and disband working groups as it sees fit. It will agree any terms of reference and the groups' scope of activities. Any working groups will carry out specific delegated tasks and report back as necessary with recommendations for board decision.
6. Where decisions are required between Board meetings the Chair shall have powers to act on behalf of the Board.

Equality of opportunity

7. The Board will use the National Housing Federation's Equality and Diversity policy and consider its implications in all matters for which it has responsibility.

Meetings

8. The Board shall meet no less than 4 times a year.
9. The Board has a duty to ensure that the members of the Network have access to information about its own activities.

Quorum

10. A quorum shall consist of 4 members of the Board. During the term of the Interim Board, the quorum must include at least 1 CLT member of the CLT Network.

Members of the Interim Board

11. The Interim Board will include up to 12 members in total. This will be made up of 7 Full Members elected by members of the National CLT Network (1 vote per full member CLT) – the Chair of the Board and up to 6 members – and 3 nominated Full Members, one from each of the following organisations:
 - National Housing Federation

- Carnegie UK Trust
- University of Salford

12. The Board may also co-opt up to 2 persons, who may not necessarily be CLT members, to redress any imbalance of skills and expertise. Co-optees will normally serve a one year term.
13. The Board may invite interested parties to the Board as observers. This will normally be up to 2 CLT members on a rolling basis.
14. The Secretary to the Board is a member of staff at the National Housing Federation. Each Full Board member will hold a specific portfolio area of expertise which will be determined by the Board and from time to time reviewed by the Board.
15. Full Board members will serve up to 2 terms of 3 years each. Full Board members will be reimbursed for standard travel expenses relating to second class rail or car travel to attend the Board meetings and events as ambassadors of the Network.
16. The membership will be reviewed at the end of the tenure of the interim board and annually thereafter.