



# Chorlton Community Land Trust

## Obligations of Board Members and Co-optees to the Board and the CLT

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### CLT rules

All Board<sup>1</sup> members are expected to familiarise themselves with the Rules of the CLT and the requirements that the Rules place upon them.

All Board members agree to be bound by the obligations on them as set out in the Rules. When acting as Board members they shall act, at all times in the interests of the CLT and for the benefit of the community, as guardians of the objects, values, vision and mission of the CLT.

They should take time to familiarise themselves, and keep themselves updated, with the activities of the CLT in support of its Objects.

### CLT Board

Rule D1 states: *The CLT shall have a Board who shall direct the affairs of the CLT in accordance with its objects and rules and ensure its functions are properly performed.*<sup>2</sup>

Each Board member is required to participate in the performance of these functions which may be amended by the Board from time to time. These are to:

- *Set and ensure compliance with the values, vision mission and strategic objectives of the CLT, ensuring its long-term success*
- *appoint, and if necessary, dismiss the chief executive and approve his or her salary, benefits and terms of employment*
- *satisfy itself as to the integrity of financial information, approving each year's budget and business plan and annual accounts prior to publication*
- *establish, oversee and review annually a framework of delegation and systems of internal control*
- *establish and oversee a risk management framework in order to safeguard the assets of the CLT*
- *take appropriate advice*
- *ensure that at any time when the CLT is registered with the Regulator as a provider of social housing, that it takes account of any obligation imposed upon the CLT by the Regulator in exercise of its powers*

<sup>1</sup> For the purpose of this policy where Board member is mentioned the point also applies to Co-optees

<sup>2</sup> All text in italics is taken directly from the CLT Rules



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- *satisfy itself that the CLT's affairs are conducted in accordance with generally accepted standards of performance and propriety*
- *establish and operate a performance appraisal system for the Board, the chair and individual Board Members.*

In performing these functions Board members are expected to:

- Strive to attend all meetings of the Board, and of any committee or sub-committees to which they are appointed
- Prepare properly for every meeting by reading in advance any documents sent out for the purpose of the meeting
- Arrive on time for every meeting fully prepared and able to take an active role in discussions and decision making
- Take responsibility for such tasks and actions delegated by the CLT Board
- Act responsibly within the law and the CLT Rules in making decisions.

#### **Qualification for office**

All Board members must notify the Secretary immediately if they become aware that they are no longer, or might no longer be, eligible to be a member of the Board.

Rule D8 states:

*No one can become or remain a Board Member or co-optee at any time if:*

*D8.1 they are disqualified from acting as a director of a company or society for any reason; or*

*D8.2 they have been convicted of an indictable offence which is not, or cannot be, spent; or*

*D8.3 a composition is made with that person's creditors generally in satisfaction of that person's debts; or*

*D8.4 they are not a member (unless they are a co-optee or employee of the CLT or any other body whose accounts must be consolidated with those of the CLT); or*

*D8.5 they have absented themselves from three consecutive meetings of the Board or committee (as the case may be) in one rolling twelve-month period without special leave of absence from the Board; or*



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*D8.6 a registered medical practitioner who is treating that person gives a written opinion to the CLT stating that that person has become physically or mentally incapable of acting as a Board Member and may remain so for more than three months; or*

*D8.7 they are an employee and their contract of employment is terminated; or*

*D8.8 they are a resident and are in material or serious breach of their tenancy agreement or lease and fail to rectify the breach within a reasonable timeframe as agreed with the CLT, or are subject to any of the following types of court order: anti-social behaviour order, anti-social behaviour injunction, demoted tenancy, or closure order;*

*and any Board Member, co-optee or committee member who at any time ceases to qualify under this rule shall immediately cease to be a Board Member, co-optee or committee member (as appropriate).*

### Induction and Ongoing Development

New Board members must complete any induction programme developed by the Board to ensure that they can be become as effective as possible in their new role.

Board members should continually ensure that they are properly equipped to carry out their responsibilities, in order to keep pace with changing needs and changing legal and financial obligations. All Board members should take responsibility for their own personal development and also take part in any training and development which the Board require them to undertake.

### Chorlton Community Land Trust policies

Board members are expected to act in full compliance with all Chorlton CLT policies.

Agreed by Board on	27 August 2019
Chair	
Secretary	
Previous Versions	None
Next review	August 2020