

**PlaceShapers Ltd:
Agreed Membership Criteria and Decision Process - Updated September 2016**

1. Background

1.1 In accordance with the Company's articles, membership of PlaceShapers is subject to Board approval on the basis of policy and procedures agreed for this purpose, which may be subject to review.

1.2 The following approach reflects the current policy and procedure as reconfirmed by the Board in September 2016.

2. Membership Criteria and Approval Process

2.1 The current policy and procedure is as follows:

- Applications for membership of PlaceShapers are considered and approved by the Board alone.
- In general there is no active recruitment of new members on the basis that PlaceShapers' strength as a network and participation levels are greater when prospective members decide for themselves that they want to join. However, it is accepted that discussions will sometimes take place with other HAs about whether joining PlaceShapers may be something to consider.
- Applications are only considered for approval if from independent housing associations.
- Applications are not considered from individual HAs who are subsidiary members of an HA group. In such cases the group as a whole must apply (if it chooses to) and be accepted on the basis of its ethos and the Group CEO's commitment to PlaceShapers membership.
- If an existing member merges with another HA / Group the leadership of the new entity must confirm commitment to continuing membership of PlaceShapers. A decision on continuing membership will be agreed by the Board bearing in mind the characteristics of the new group.
- Applications are not approved from ALMOs on the basis that whilst locally focussed they are not independent bodies able to decide their own future.

- All members of whatever size / type are requested to pay the annual subscription fee. In March 2015 the Board agreed to increase this from £1,000 to £1,200 p.a. for 2015/6 and to fix this rate for three years until 2018/19. There is one standard “class” of membership in return for which all members are able to join in activities and be represented by PlaceShapers on an equal basis.
- Eligible housing associations need to demonstrate their commitment to the PlaceShapers ethos and willingness to contribute to the network’s activities at a senior level. This is achieved via review of a simple application form to be completed by the CEO.
- Applications are considered following receipt of the completed application form. This is circulated electronically to Board members for decision.
- If approval is unanimous, new members will be confirmed without further approval. However, in the event of any doubt or dissent, full consideration of the application in question will be deferred until the next Board meeting.
- The Project Manager handles the administration of this process.