



TERMS OF REFERENCE AUGUST 2023

A network for real estate professionals aiming to progress equality for LGBTQ+ individuals working within the built environment sector.

Aims

To provide a safe and fun network that supports LGBT+ people working in the built environment sector.
To promote change and inclusion in the built environment sector.

Membership

Membership is open to all individuals who:

- Identify LGBTQ+ or as an LGBTQ+ Ally; and
- Work in the built environment sector

Applications for membership are made online via the Freehold website and the Board's decision will be final in relation to each application. The Board can exercise discretion to suspend a member where the individual has demonstrated views, opinions or actions that would significantly conflict with:

- the Aims listed above; and/or
- the Code of Conduct for Freehold events; and/or
- upholding good relations between people with different protected characteristics, namely age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, gender and sexual orientation.

Structure

The Freehold network is operated by Freehold LGBT+ CIC, a Community Interest Company limited by guarantee. Freehold LGBT+ CIC has a Board that oversees the running of the Network. The Board will aim to be representative of the Network membership. It shall consist of ten members including:

Two **Co-Chairs**, who are responsible for:

- ensuring that the Network acts in accordance with the Aims listed above;
- promoting the different interests and common concerns of the LGBTQ+ communities served by the Network;
- representing the Network to internal and external stakeholders; and
- determining membership of Freehold and the Board.

The Co-Chairs are:

- Kelly Canterford, Director, Tigrou Consulting
- Scott Parsons, Chief Operating Officer – UK, Unibail-Rodamco-Westfield

Additional **board members**, who will be responsible for assisting the Co-Chairs in achieving the objectives of Freehold as follows:

- Anyi Hobson, Director, SEAM Advisory
- Dan Westley, Leasing Director, Battersea Power Station Development Company
- Lucy Smith, Partner, HTA Design LLP
- Marko Salopek, Development Project Manager, Greystar
- Misa von Tunzelman, Head of Corporate Affairs and Marketing – Europe, Lendlease
- Paul Macey, Head of Technology, British Land
- Sarah Rock, Partner, Boodle Hatfield LLP

- Warren Stapley, ED&I Responsible Business Manager, Montagu Evans
- Eric Chou, Senior Consultant, CBRE (Next Gen)
- Sarah Chapman, Associate Director, Savills (Next Gen)

The Board requires five people to be quorate, including at least one of the Co-Chairs.

A review of the Board will be conducted at the end of each year, giving governing members the opportunity to opt out or change role if they find their circumstances change.

The Board aims to meet on a monthly basis.

Strategic Priorities

The Board meets annually to review and update the strategic priorities of Freehold. Board members and Chairs responsibilities for delivering the strategic priorities are as follows:

- **Events**– Dan Westley (Co-Lead), Sarah Rock(Co-Lead), Marko Salopek, Sarah Chapman This involves organising a diverse calendar of networking and educational events.
- **Communications and membership**– Lucy Smith (Lead), Anyi Hobson, Kelly Canterford, Misa von Tunzelman, Sarah Chapman. This involves hosting the Freehold website and communicating with Freehold members.
- **Mentoring**– Marko Salopek (Lead), Dan Westley, Eric Chou
This involves oversight of the Freehold mentoring programme.
- **Engagement** – Kelly Canterford(Co-Lead), Scott Parsons(Co-Lead), Anyi Hobson, Eric Chou, Misa von Tunzelman, Warren Stapley This involves working with sponsors, employers and ED&I groups within the sector to improve the working lives of LGBT+ employees and developing relationships with LGBT+ charitable organisations
- **Finance and Governance** – Paul Macey (Lead), Kelly Canterford, Scott Parsons. Warren Stapley
This involves oversight of funding provided by Freehold sponsors, compliance, and the administration of the Board activities.

Each of the above leads will involve additional Freehold members to achieve its aims and objectives. Each lead will also be responsible for drawing up an annual Programme Plan to be submitted to the Board for approval.

Events

Freehold will aim to hold at least 12 professional networking or professional development events every year.

Modification

Modifications to these Terms of Reference will require the agreement of both Co-Chairs.

Updated August 2023