**TripleC Board Terms of Reference:**

TripleC is a not for profit Community Interest Company that is governed by a Board of Directors (“the Board”). TripleC has a Senior Leadership Team (“the Executive”) that leads company activity on a day to day basis.

This document summarises the respective roles and responsibilities of the Board and the Executive.

The Board is responsible for overseeing and approving TripleC’s:

* Creative activity – including our Annual Activity Plan.
* Strategic planning and activity- including our ACE Investment Principles Plan and setting the strategic direction of the company.
* Funding and finances – including quarterly accounts and cashflow approval, annual budgets approval, and oversight of financial planning and sound financial practice.
* Employment, HR and other associated legal responsibilities
* Ensuring that the appropriate policies and procedures are in place around eg safeguarding; GDPR, health and safety etc.

The Executive (Senior Leadership Team) is responsible for developing strategies / options for the Board to consider and approve, provide expert advice to the Board where required, and for implementing the Board’s decisions through the day to day running of the company.

The Executive has delegated powers of employment/engagement of workers below SLT level. The Board has the power to approve appointments at SLT level.

TripleC employs an experienced HR consultant who has helped us to draw up our comprehensive employee handbook which covers matters including: health and safety; mental health; equality, equity and inclusion; pay and benefits; expected behaviours; data protection; grievance procedure and disciplinary policy; bullying and harassment policy procedure; safeguarding; and time away from work including holiday, sickness, and family-related leave.

TripleC’s Board makeup reflects its history and status as a disabled-led CIC. Board membership include four Executive Directors. Independent Non-Executive Directors form a clear majority including the Chair and Vice Chair. The Board is disabled led (66%+ of Board members are deaf, disabled and/or neurodivergent) and the position of Chair is always held by a DDN person. As a disabled led company TripleC understands the importance of intersectionality and other protected characteristics. This is reflected in our Board recruitment policy.

We have an additional tier of governance in the form of our intersectional Advisory Focus Groups. These ten groups ensure that TripleC’s work is user led. Each group has 4 to 6 members drawn from DANC (Disabled Artists Networking Community). The advisory focus groups are as follows:

* Deaf
* Visually impaired
* Learning disabled
* Neurodivergent
* Mental health group
* DDN people who experience racism
* DDN people from the LGBTQI+ community
* DDN young people
* People with invisible disabilities
* General DANC group

The groups are refreshed annually and report in to SLT every 3 months and to the Board every 6 months.