

SOUTH ESSEX HOMES LIMITED and

SOUTH ESSEX PROPERTY SERVICES

Joint Personnel & Remuneration Committee

Terms of Reference

The Joint Committee will at all times uphold both South Essex Homes and South Essex Property Services aims, values, objectives and policies. The Joint Committee will also undertake to act on any specific tasks delegated to it by the Board(s).

Statement of Purpose - The Board of Directors of both Companies have delegated responsibility to the Personnel & Remuneration Committee to monitor and make decisions on the terms and conditions and salaries for the staff of South Essex Homes and South Essex Property Services. The Committee will be responsible for advising both Board(s) of any risk implications to the organisations. The duties of the Committee shall include the following:

- The Committee has responsibility for setting, or making a temporary variation to, the salary and terms and conditions for the Executive Team. It undertakes to review the salaries, taking into account inflation, the labour market, comparability factors and recruitment and retention issues/risks.
- Variations to salaries, terms and conditions affecting more than 5% of staff members must be approved by the Committee. Variations to less than 5% will be completed at the Chief Executive's discretion and will be reported to the next Personnel & Remuneration Committee for information. (South Essex Homes only)
- Variations to the establishment affecting up to 5 members of staff are the responsibility of the Chief Executive and will be reported to the next Committee Meeting. All changes of more than 5 members of staff require formal approval by the Committee (South Essex Homes only).

- The Committee has responsibility for recommending to the Board arrangements for termination of employment and other contractual terms for the Executive Team (South Essex Homes only).
- The Committee has the responsibility to ensure effective communication with both Boards. The Committee will report to both Boards, the minutes of each of its meetings after each Personnel & Remuneration Committee meeting to provide information about actions agreed, and any exceptions that require the attention of either Board.
- The Committee will monitor the effectiveness of communication with Union Representatives and staff forums.
- The Chair of the Committee will be responsible for notifying the Financial Services Manager of any changes to salaries or terms and conditions for members of the Executive Team.
- The Committee will monitor the progress made on the Organisational Development Action Plan including the training programmes for both Board (s) and Staff on an exception basis.
- The Committee will receive, at appropriate intervals the results of staff surveys and undertakes to report any issues to both Boards where appropriate.
- The Committee Members are empowered to call upon the services of external advisers in furtherance of its aims and objectives.
- The Committee will carry out any specific task assigned them by either Board
- The Committee will report to both Boards on the effectiveness of its Terms of Reference and recommend any changes for the Board's agreement.

The minutes of the Personnel & Remuneration Committee meetings shall be formally recorded and submitted to both Board Meetings. The Chair of the Committee shall, at their discretion, report any other urgent and/or relevant matters to the Chair(s) of each Board and/or Board(s).

The Chief Executive through the HR Business Partner will notify individual members of staff of decisions taken. The Committee shall be appointed by both the South Essex Homes Board from amongst the Board Members and by the South Essex Property Services Board from amongst its members and shall consist of not less than four members including one Board Member from the South Essex Property Services Board. The South Essex Homes Board shall appoint the Chair of the Committee. The Chief Executive the HR Business Partner shall normally attend

meetings. All other Board Members shall have the right to attend at their discretion, without the right to vote. The Chair of the Board (s) may also be required to attend by invitation of the Personnel and Remuneration Committee.

Frequency of Meetings:	Minimum 2 per year
Administration Support to the Committee:	Group Manager – Corporate Resources & Income Management
Date originally approved:	June 2006
Membership:	Minimum 4 Board members including 1 Board Member from South Essex Property Services
Attendees:	Chief Executive SHE and SEPS and HR Business Partner
Quorum:	3 Board Members
Approved by the Board:	27 February 2019
Reviewed:	5 February 2019