Golden Lane Housing Limited
Housing and Property Committee

Terms of Reference

Members:	Valerie Waby, Non-Executive Director (Chair) John Turner, Non-Executive Director Bernie Keenan, Non-Executive Director Ruth Dent, Non-Executive Director
Obligatory Attendees:	John Verge, Chief Executive Officer Melissa O'Donnell, Director of Property & Sustainability Paul Knight, Interim Director of Housing & Tenant Experience Lea Valenti, Executive Assistant (minutes)
Guests:	Steve Secker, Chair of Board (Optional Attendance) Any Board member may attend without invitation
By Invitation:	Golden Lane Housing Executive Directors Housing and Tenant Experience Team Members Property and Sustainability Team Members
Frequency:	A minimum of four meetings per year
Quorum:	Two members (any member may delegate membership to another Board member in their absence to meet quorum)
Deputies:	In the circumstance where the Chair is unable to attend a deputy may be nominated.

Deputies may be provided for Obligatory Attendees by Agreement with the Chair.

The Housing and Property Committee (The Committee) may ask any other representatives of Golden Lane Housing, or third-party service providers, to assist it with its discussions on any particular item.

The Housing and Property Committee may occasionally and with prior notice ask any or all of those who normally attend but who are not members to withdraw to facilitate discussion of particular items or for the committee to assemble its advice to the Board.

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3.1 The Housing and Property Committee is supported by the Executive Assistant. Minutes of each meeting will be circulated for comment within two weeks. They will be tabled for general approval at the next Housing and Property Committee. The

Committee is supported by a Lead Executive Officer and in this instance, the lead officer for this committee is the Director of Property & Sustainability.

3.2 Actions arising from Housing and Property Committee will be recorded as Matters Arising and circulated to action owners. Action owners must provide comments on their actions at least 10 days before the next scheduled meeting.

3.3 Papers for the Committee must be submitted at least 10 working days before the scheduled meeting. Any submissions which may require to be circulated within 10 working days of the scheduled meeting must be submitted at least by the last Friday before the meeting. In the event of an urgent but brief addition (less than 2 pages), this may be submitted a minimum of 2 days before the meeting, but this is expected to be a rare occurrence and is not encouraged.

3.4 An agenda and papers for each meeting will be circulated to Members and Obligatory Attendees 8 days before the scheduled meeting.

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4.1 The c ╧ĭrĕÍτ×ᵴ╗╔¾╗╗♣Committee has delegated authority from the Board in respect of all matters detailed within these Terms of Reference. However, in the case of dispute, the Board's decision will override that of the Committee.

4.2 The Committee will liaise as necessary with the other Committees of the Board and as instructed by the Board. The Committee reserves the right to defer any issues or questions to the Board for clarification where it considers it necessary.

4.3 The Committee has the right of access to any information it considers necessary for the proper performance of its functions. The Committee Members will be provided with appropriate and timely training and development as necessary for the proper performance of their duties.

4.4 The Committee is authorised by the Board to seek any information it requires from any employee of Golden Lane Housing in order to perform its duties and may call any employee to be questioned at a meeting of the Committee as and when required.

4.5 If any Committee Member has any pecuniary, family or other personal interest, direct or indirect, in any contract or proposed contract or other matter and is present at the meeting at which the issue is the subject of consideration, then the Member, as soon as practicable, shall disclose that fact and shall in consultation with the Chair of the Committee, Company Secretary and/or legal advisers, come to a decision about whether it is appropriate to be involved in the discussion or if it is necessary to withdraw, and whether it is appropriate to vote on the issue. If the member has not withdrawn then, if requested by the Chair, or recommended by the Company Secretary shall withdraw from the meeting. Any Officer of the Board or employee present shall withdraw from any meeting or part thereof where the position of that person is being considered.

4.6 The Committee will review its performance against these Terms of Reference and report to Board annually in a format prescribed by the Board. The Chair of the Committee will report to the Board after each meeting of the Committee on the activities of the Committee, performance against targets and emerging risks.

4.7 The Committee will review the scope of its monitoring functions on an ongoing basis and add ad hoc investigations on specific issues when it decides necessary.

4.8 Terms of Reference shall be reviewed on an annual basis by the Committee, with the support of the Company Secretary, Lead Executive Officer and by the Board on a triennial basis within its governance and effectiveness review.

Version	Amendments	NBC Approved	Board Approved
1	Prior ToR did not have version control but were dated for the year they were approved and are therefore deemed as variations of 'Version 1'.	-	-
2	New ToR template used which provides greater detail on responsibilities and governance requirements. All responsibilities from prior ToR have been included in expanded detail and new references to delegation of risk oversight have been added.	17/06/2026	-