

## **Your Housing Group Chair of People Committee – Role Description**

### **Overall Responsibility**

The Chair's main role is to provide clear leadership of the People Committee (the Committee), ensuring that it has agreed priorities, processes and a productive culture and is composed of appropriate members with the skills to ensure that the Committee fulfils its delegated authority from the Group Board.

### **Main duties and responsibilities**

- Chairing and participating in meetings of the Committee;
- Approving the agenda and draft minutes of Committee meetings;
- Reporting on the activities of the Committee to the Group Board, specifically identifying and raising areas of risk or significant matters relating to or affecting the Group's strategies or execution of the business plan;
- With the support of the Group Company Secretary, ensuring that the Committee is acting within its delegated authority and terms of reference;
- Facilitating effective Committee meetings and ensuring that the business is covered efficiently and effectively in those meetings;
- Encouraging all Committee members to contribute their skills, experience and opinions in order to ensure adequate challenge and robust scrutiny;
- Participating in meetings with the Chairs of the Investment, Property Operations, Audit & Risk and Customer Services Committee on a periodic basis to review alignment of workplans with strategy;
- Reviewing and updating the Committee's terms of reference and leading the evaluation of the Committee's effectiveness on an annual basis; and
- Undertaking other duties consistent with the role of People Committee Chair to ensure the effective discharge of the Committee's terms of reference including review of the Group's culture.

In addition to the above, the role of the Chair of People Committee incorporates the responsibilities associated with a Senior Independent Director role, specifically:

- Act as a sounding board for the Chair
- Act as a trusted intermediary for Board Members
- Be available to Board Members, members of the senior leadership team and other stakeholders, if they have reason for concern which they believe have not been properly considered by the Board as a whole, and/or which contact through the normal channels of Chair, Chief Executive or Chief Financial Officer has failed to resolve or for which contact is inappropriate
- Attend meetings when appropriate with the Group's stakeholders, including customers, to obtain a balanced understanding of their issues and concerns

## **Person Specification**

The following characteristics, knowledge and experience (or commitment to gain them) would be advantageous to the role:

- Recent and relevant HR and employment law experience, including working with trade unions;
- Understanding the principles and practice of good corporate governance and the role of the Committee.
- Experience of working with boards/committees.
- Experience of chairing boards, committees or meetings.
- Willingness to work within the Terms of Reference for the Committee.
- Ability to exercise independent judgement and think objectively.
- High standards of personal integrity and probity.
- Ability to inspire confidence in others and respect the views of others
- Sufficient time and commitment to fulfil the role