TERMS OF REFERENCE FOR THE

HOUSING COMMITTEE

Purpose

To oversee the provision of accommodation, facilities and services provided on all Retail Trust Estates and ensure that all regulatory requirements are met.

To ensure capital expenditure plans are managed within budget by the Executive Directors

To oversee the delivery of the wider Supported Living Strategy so that resident outcomes and wellbeing is considered alongside property management.

Goals

1. To maintain integrated retirement communities for retired former retail workers and/or family members.
2. To ensure that Housing Committee functions are operating within all regulatory frameworks.
3. To ensure that property, as the key asset of the charity, is properly managed and usage optimised to make best use of the portfolio.
4. Be open to, and actively engage, with further supported living opportunities whether this is acquiring more assets, considering different models or possible partnerships.
5. Consider opportunities to enhance the long term value for residents and the charity.

Terms of Operation

1. To work with the Executive Directors to develop and review, for recommendation to the Board, Retail Trusts strategy regarding its provision of housing and services.
2. To oversee the commissioning of feasibility studies approved by the Board on matters related to Retail Trust
3. To oversee ~~all~~ major capital projects approved by the Board at any of the estates.
4. To assist the Executive Directors by providing advice on Retail Trust work plans and budget.
5. To ensure that operating surpluses are maintained to provide for future refurbishments.
6. To provide a forum for the Board to input into all Retail Trust matters.
7. To be aware of legal and statutory requirements regarding Landlord and housing compliance and ensure that the Executive are implementing these by receiving reports from the Executive Team on such matters.
8. To ensure the quality of services provided by Retail Trust staff and the delivery of services to residents at each estate, which are directly the responsibilities of the Executive Team under the guidance of the Chief Executive and Managing Director of Supported Living.
9. To have oversight of the welfare of residents through reports from the Executive Team.
10. To ensure that all properties owned by the Charity are maintained to a standard which renders them fit for purpose.
11. Managing Director of Property and Residential Service to be present in regular residents meeting to monitor the quality of services delivered.

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12. Ensure that digital developments are considered and implemented when and where possible so that the support is optimised. Make sure that any TEC is suitable.

Standing Orders

1. The Committee will be made up a minimum of three members of the Board of Trustees, including the Chair, with the Managing Director of Property and Residential Services and Head of Finance in attendance.
2. Authority delegated to the committee to co-opt up to two non-trustees with relevant expertise.
3. Quorum is two excluding co-opted members
4. The Committee may co-opt ex-officio members who, in the opinion of the Committee, will bring additional relevant information.
5. The Committee will meet at least four times per annum and more frequently as agreed by the Chair.
6. The Managing Director of Property and Residential Services will take the minutes of each meeting and the minutes will be presented to the next meeting of the Board by the Chair or his or her nominated deputy for approval or noting as appropriate.
7. Supported Living budgets will be overseen by the Committee but agreed with the Board of Trustees by way of the annual budgeting process.

Reviewed and Agreed October 2026

Next review date October 2028

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