

## Development Committee

### Terms of Reference

Number of Members	At least three Non-Executive Group Board Members and a maximum of five Members in total.
Membership	At least three Non-Executive Group Board Members. An Independent Development Specialist may also be appointed.
Quorum	Three Members. The only business that may be transacted by an inquorate meeting is to arrange a time and date for the next meeting.
Frequency of Meetings	The Committee shall meet at least four times per year.
Appointment of Members	Appointments to the Committee are made by Group Board and approved on an annual basis at the first Group Board meeting following the Annual General Meeting.
The Chair	The Group Board shall appoint the Chair of the Committee. In the absence of the Chair, the remaining Members present shall elect one of themselves to chair the meeting.
Reporting	Minutes of Committee meetings shall be agreed by the Chair and circulated to all Members of Group Board. Minutes will be presented to Group Board unless a conflict of interest exists.

## 5 Terms of Reference and Delegated Authority of the Development Committee

- 5.1 The Group Board has delegated to the Development Committee the delivery and implementation of the Group’s Affordable Homes Plan (‘the Plan’).
- 5.2 The Committee shall ensure that it discharges its delegations in compliance with, and within the financial parameters of the Plan, the Group’s Code of Governance and these terms of reference.
- 5.3 The Committee will:

	<b>Committee Terms of Reference</b>
<i>Business Planning</i>	<ul style="list-style-type: none"> <li>• Monitor the implementation of the Plan and recommend any future revisions to the Group Board.</li> <li>• Provide scrutiny and assurance to the Group Board in regard to the Plan.</li> <li>• Monitor compliance with the development assumptions and design and specification standards, approved by the Group Board.</li> <li>• Monitor compliance with the Group’s development feasibility criteria/parameters, approved by the Group Board.</li> <li>• Approve individual development schemes within the Plan, the Group’s Business Plan and other Board parameters.</li> </ul>
<i>Contracts and Acquisitions</i>	<ul style="list-style-type: none"> <li>• Approve any land or property acquisition up to the value of £10m.</li> <li>• Approve the entering into of development agreements and the awarding of building contracts up to the value of £10m.</li> <li>• The Committee is not a legal entity for the purposes of creating contractual obligations and must refer all professional team appointments, agreements, building contracts, collateral warranties, transfer, deeds or any other form of document creating legal obligations for execution by Gentoo Group Limited.</li> </ul>
<i>Finance and Funding</i>	<ul style="list-style-type: none"> <li>• Approve developments grants/funding from Homes England and other public bodies as part of the individual scheme approval, unless the grant making body requires Board authority.</li> <li>• Approve all “Section106” (of the TCPA 1990) bids, on the basis that they fall into the Group Board’s approved parameters.</li> </ul>
<i>Other</i>	<ul style="list-style-type: none"> <li>• Approve and monitor the Affordable Homes Delivery Plan.</li> <li>• Approve planning applications as part of the scheme gateway approval process.</li> </ul>
<i>Performance Monitoring</i>	<ul style="list-style-type: none"> <li>• Review and monitor, providing assurance to the Group Board and escalating issues where appropriate, the following:               <ul style="list-style-type: none"> <li>○ Business plan objectives, targets and key performance indicators.</li> <li>○ Financial position/commitment of the Plan (cash flow, out turn scheme costs, subsidy requirements, adverse variances).</li> <li>○ Individual scheme progress (timescale, budget, quality).</li> <li>○ Health and Safety statistics.</li> <li>○ Contractor performance.</li> <li>○ Risk profile and mitigations.</li> <li>○ Homes England and Internal Audits.</li> </ul> </li> </ul>