

Nomination Committee - Terms of Reference

1. Constitution

- 1.1 Great Portland Estates plc's Nomination Committee ('the Committee') is established by Board of Directors.

2. Membership

- 2.1 Members of the Committee shall be appointed by the Board and comprise of at least three directors, the majority of which shall be independent non-executive directors.
- 2.2 Only members of the Committee have the right to attend Committee meetings. However, other such individuals such as the Chief Executive and external advisers may be invited to attend for all or part of any meeting, as and when appropriate.
- 2.3 Appointments to the Committee shall be for a period of up to three years, which may be extended for further periods of up to three years provided the director still meets the criteria for membership of the Committee.
- 2.4 The board shall appoint the Committee Chairman who should be either the Chairman of the board or an independent non-executive director. In the absence of the Committee Chairman and/or an appointed deputy, the remaining members present shall elect one of their number to chair the meeting. The Chairman of the board shall not chair the Committee when it is dealing with the matter of succession to the chairmanship.

3. Secretary

- 3.1 The Company Secretary or his/her nominee shall act as the Secretary of the Committee and will ensure that the Committee receives information and papers in a timely manner to enable full and proper consideration to be given to the issues.

4. Quorum

- 4.1 The quorum necessary for the transaction of business shall be two members.

5. Frequency of Meetings

- 5.1 The Committee shall meet not less than twice a year and at such other times as the Chairman of the Committee shall require.

6. Notice of Meetings

6.1 Meetings of the Committee shall be summoned by the Secretary of the Committee at the request of the Chairman of the Committee.

6.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Committee, any other person required to attend and all other non-executive directors. Supporting papers shall be sent to Committee members and to other attendees as appropriate, at the same time, and in a timely manner.

7. Minutes of Meetings

7.1 The Secretary shall minute the proceedings and resolutions of all Committee meetings, including the names of those present and in attendance.

7.2 Minutes of Committee meetings shall be circulated promptly to all members of the Committee and the Chairman of the board and, once agreed, to all other members of the board, unless a conflict of interest exists.

8. Annual General Meeting

8.1 The Chairman of the Committee shall attend the Annual General Meeting prepared to respond to any shareholder questions on the Committee's activities.

9. Duties

9.1 The Committee shall:

9.1.1 regularly review the structure, size and composition of the Board (including the skills, knowledge, diversity and experience) and make recommendations to the Board with regard to any changes;

9.1.2 give full consideration to succession planning for directors and other senior executives in the course of its work, taking into account the challenges and opportunities facing the company, and what skills and expertise are therefore needed on the board in the future;

9.1.3 be responsible for identifying and nominating for the approval of the board, candidates to fill board vacancies as and when they arise;

9.1.4 evaluate, following consultation with the Chief Executive, the balance of skills, knowledge, experience and diversity of the board, and, in the light of this evaluation prepare a description of the role and capabilities required for a particular appointment. In identifying suitable candidates the Committee shall:

8.1.4.1 use open advertising or the services of external advisers to facilitate the search;

8.1.4.2 consider candidates from a wide range of backgrounds;

8.1.4.3 consider the benefits of diversity on the Board;

- 8.1.4.4 consider candidates on merit and against objective criteria, taking care that appointees have enough time available to devote to the position;
- 8.1.4.5 for the appointment of a chairman, the Committee should prepare a job specification, including the time commitment expected. A proposed chairman's other significant commitments should be disclosed to the board before appointment and any changes to the chairman's commitments should be reported to the board as they arise; and
- 8.1.4.6 prior to the appointment of a director, the proposed appointee should be required to disclose any other business interest that may result in a conflict of interest and be required to report any future business interest that could result in a conflict of interest;
- 9.1.5 keep under review the leadership needs of the organisation, both executive and non-executive, with a view to ensuring the continued ability of the organisation to compete effectively in the market place;
- 9.1.6 keep up to date and fully informed about strategic issues and commercial changes affecting the company and the market in which it operates;
- 9.1.7 review the results of the board performance evaluation process that relate to the composition of the board;
- 9.1.8 review annually the time required from non-executive directors. Performance evaluation should be used to assess whether the non-executive directors are spending enough time to fulfil their duties; and
- 9.1.9 ensure that on appointment to the board, non-executive directors receive a formal letter of appointment setting out clearly what is expected of them in terms of time commitment, Committee service and involvement outside board meetings.
- 9.1.10 Work and liaise as necessary with all other board committees.
- 9.2 The Committee shall also make recommendations to the board concerning:
 - 9.2.1 formulating plans for succession for both executive and non-executive directors and in particular for the key roles of Chairman and Chief Executive;
 - 9.2.2 suitable candidates for the role of senior independent director;
 - 9.2.3 membership of the Audit and Remuneration Committees, in consultation with the Chairman of those committees;
 - 9.2.4 the re-appointment of any non-executive director at the conclusion of their specified term of office having given due regard to their performance and ability to continue to contribute to the board in light of the knowledge, skills and experience required. Where a non-executive director (including the Chairman) has already served six years on the

- Board, and is proposed and re-elected for a further term of three years, their continued appointment should be reviewed annually by the Nomination Committee;
- 9.2.5 the re-election by shareholders of directors under the annual re-election provisions of the Code or the retirement by rotation provisions in the company's articles of association having due regard to their performance and ability to continue to contribute to the board in the light of the knowledge, skills and experience required and the need for progressive refreshing of the board (particularly in relation to directors being re-elected for a term beyond six years);
- 9.2.6 any matters relating to the continuation in office of any director at any time including the suspension or termination of service of an executive director as an employee of the company subject to the provisions of the law and their service contract; and
- 9.2.7 the appointment of any director to executive or other office.

10. **Reporting Responsibilities**

- 10.1 The Committee Chariman shall report formally to the board on its proceedings after each meeting on all matters within its duties and responsibilities.
- 10.2 The Committee shall make whatever recommendations to the board it deems appropriate on any area within its remit where action or improvement is needed.
- 10.3 The Chairman will ensure that Minutes are taken of all meetings and copies of all Minutes are circulated to the full Board.
- 10.4 The Committee shall produce a report to be included in the annual report about its activities, the process used to make appointments and explain if external advice or open advertising has not been used. Where an external agency has been used, it shall be identified in the annual report and a statement made as to whether it has any connection with the company.
- 10.5 The report should include a statement of the board's policy on diversity, including gender, any measurable objectives that it has set for implementing the policy, and progress on achieving the objectives.

11. **Other**

- 11.1 The Committee shall, at lease once a year, review its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the board for approval.

- 11.2 The Committee shall be provided with the appropriate training, both in the form of an induction programme for new members and on an ongoing basis for all members.
- 11.3 The Committee shall give due consideration to laws and regulations, the provisions of the Code and the requirements of the UK Listing Authority's Listing, Prospectus and Disclosure and Transparency Rules and any other applicable Rules, as appropriate.

12. **Authority**

12.1 The Committee is authorised:

- 12.1.1 to seek any information it requires from any employee of the Company in order to perform its duties; and
- 12.1.2 to obtain, at the Company's expense, outside legal or other professional advice on any matters within its terms of reference.