

## **1.0 Nominations Committee: Terms of Reference**

### **1.1 Composition of Committee**

The Nominations Committee (“NOMCO”) will comprise three or more directors, the majority of whom shall be Independent Non Executive Directors and the Chairman of the Company will chair the Committee.

The quorum for a meeting of the NOMCO will be two members. The Secretary of the Committee will be determined by the Chairman.

Directors and Charter employees, directors and external advisors may be invited to attend all or part of any meeting of NOMCO, as and when appropriate.

The Chairman of the Board shall not chair the Committee when matters relating to succession to the chairmanship are being discussed.

### **1.2 Scope of Committee**

In performing its role NOMCO will have regard to the provisions of the Combined Code and may, to the extent deemed necessary, seek advice from any directors or employees of the Company and of its subsidiaries and their external advisers, and at the Company’s expense, obtain advice from external advisers.

### **1.3 Authority delegated to the Committee**

1.3.1 To regularly review the structure, size and composition of the Board (including the skills, knowledge and experience) and make recommendations to the Board with regard to any changes.

1.3.2 To give full consideration to succession planning for directors

1.3.3 To evaluate the balance of skills, knowledge and experience on the Board and, in the light of this evaluation, prepare a description of the role capabilities required for a particular appointment.

1.3.4 To identify and nominate for the approval of the Board, candidates to fill Board vacancies as and when they arise.

1.3.5 To consider candidates from a wide range of backgrounds.

1.3.6 To 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 marketplace.

1.3.7 To make a statement in the annual report about its activities; the process used for appointments and explain if external advice or open advertising has not been used; the membership of the committee, number of meetings and attendance over the course of the year.

1.3.8 To review annually the time required from Non Executive Directors, conducting a performance evaluation to assess whether the Non Executive Directors are spending enough time to fulfil their duties.

1.3.9 To 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.

1.3.10 The Committee shall also make recommendations to the Board:

- as regards plans for succession for both executives and non executive directors;
- as regards the appointment, or re-appointment of any non executive director(s) at the conclusion of their specified term of office;
- concerning the re-election by shareholders of any director under the retirement by rotation provisions in the company's articles of association;
- concerning any matters relating to the continuation in office of any director at any time; and
- concerning the appointment of any director to executive or other office other than to the positions of Chairman, the recommendation for which would be considered at a meeting of the full Board

1.4 Reporting Responsibilities

The Committee Chairman shall report formally to the Board on its proceedings after each meeting on all matters within its duties and responsibilities.

1.5 Annual General Meeting

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