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**1. Membership**

- 1.1 The Committee shall comprise at least three directors. A majority of the members of the Committee shall be independent non-executive directors.
- 1.2 Appointments to the Committee are made by the Board on the recommendation of the Committee and 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.
- 1.3 Only members of the Committee have the right to attend meetings although other individuals such as the executive directors, the Head of HR or external advisors may be invited to attend for all or any part of a meeting, as and when appropriate.
- 1.4 The Board shall appoint the Committee Chair who should ordinarily be either the Chair of the Board or an independent non-executive director. In the absence of the Committee Chair and/or an appointed deputy, the remaining members present shall elect one of themselves to chair the meeting from those who would qualify under these terms of reference to be appointed to that position by the Board. The Chair of the Board shall not Chair the Committee when it is dealing with the matter of succession of the Chair of the Board.

**2. Secretary**

- 2.1. The Company Secretary (or their 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 issues.

**3. Quorum**

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

**4. Frequency of meetings**

- 4.1. The Committee shall meet at least once a year and otherwise as required.

**5. Notice of meetings**

- 5.1. Meetings of the Committee shall be called by the Secretary of the Committee at the request of the Committee Chair or any of its members.
- 5.2. Unless otherwise agreed, notice of each meeting confirming the venue (which may be by telephone or video conference or other electronic means), 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, no later than three working days before the date of the meeting. Supporting papers (which may be in electronic

form) shall be sent or made available to Committee members and to other attendees as appropriate, at the same time.

**6. Minutes of meetings**

- 6.1. The Secretary of the Committee shall minute the proceedings and decisions of all Committee meetings, including recording the names of those present and in attendance.
- 6.2. Draft minutes of Committee meetings shall be circulated promptly to all members of the Committee. Once approved, minutes should be circulated to all other members of the Board and the Company Secretary unless exceptionally, it would be inappropriate to do so.

**7. Engagement with shareholders**

- 7.1. The Committee Chair should attend the Annual General Meeting (or, as necessary, General Meeting) of the Company to answer any shareholder questions on the Committee's activities. In addition, the Committee Chair should seek engagement with shareholders on significant matters related to the Committee's areas of responsibility.

**8. Duties**

The Committee should carry out the duties below for the parent company, major subsidiary undertakings and the Group as a whole, as appropriate. The Committee shall:

- 8.1. Regularly review the structure, size and composition (including the skills, knowledge, experience and diversity) of the Board and make recommendations to the Board with regard to any changes.
- 8.2. Ensure plans are in place for orderly succession to Board and senior management positions, and to oversee the development of a diverse pipeline for succession, considering the challenges and opportunities facing the Company and the skills and expertise needed on the Board in the future.
- 8.3. 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 marketplace.
- 8.4. Keep up-to-date and fully informed about strategic issues and commercial changes affecting the Company and the market in which it operates.
- 8.5. Be responsible for identifying and nominating for the approval of the Board, candidates to fill Board vacancies as and when they arise.

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- 8.6. Before any appointment is made by the Board, evaluate the balance of skills, knowledge, experience and diversity on the Board, and, in the light of this evaluation, prepare a description of the role and capabilities required for a particular appointment and the time commitment expected. In identifying suitable candidates, the Committee shall:
- 8.6.1. consider candidates from a wide range of backgrounds;
  - 8.6.2. consider candidates on merit and against objective criteria, having due regard to the benefits of diversity on the Board and taking care that appointees have enough time available to devote to the position; and
  - 8.6.3. use open advertising or the services of external advisors to facilitate the search in connection with the appointment of the Chair or non-executive directors.
- 8.7. Prior to the appointment of a director, other significant commitments should be disclosed, and any additional future commitments should not be undertaken without prior approval of the Board. The proposed appointee should also be required to disclose any other business interests that may result in a conflict of interest and be required to report any future business interests that could result in a conflict of interest. Any such interests must be approved by the Board prior to the appointment and any future business interests that could result in a conflict of interests must not be undertaken without prior authorisation of the Board.
- 8.8. 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.
- 8.9. Review the results of the Board performance evaluation process that relate to the composition of the Board and succession planning.
- 8.10. 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.
- 8.11. Work and liaise as necessary with other Board Committees, ensuring the interaction between Committees and with the Board is reviewed regularly.
- The Committee shall also make recommendations to the Board concerning:
- 8.12. The formulation of plans for succession for both executive and non-executive directors.
  - 8.13. Any changes needed to the succession planning process if its periodic assessment indicates that desired outcomes have not been met.
  - 8.14. Suitable candidates as new directors and succession for existing directors.

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- 8.15. Suitable candidates for the role of Senior Independent Director.
- 8.16. 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 the light of knowledge, skills and experience required.
- 8.17. Membership of Board Committees, in consultation with the relevant Chairs of such Committees.
- 8.18. The re-election by shareholders of directors under the annual re-election provisions of the UK Corporate Governance Code (published July 2018) (**Code**), or the retirement by rotation provisions in the Company's articles of association, having due regard to their performance and ability, and why their contribution is important to the Company's long-term sustainable success in the light of the knowledge, skills and experience required and the need for progressive refreshing of the Board, taking into account the length of service of individual directors, the Chair and the Board as a whole.
- 8.19. 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.

**9. Reporting responsibilities**

- 9.1. The Committee Chair shall report to the Board on its proceedings after each meeting on all matters within its duties and responsibilities, making recommendations where appropriate.
- 9.2. The Committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed, and adequate time should be made available for Board discussion where necessary.
- 9.3. The Committee shall produce a report to be included in the Company's Annual Report describing the work of the Committee including:
- 9.3.1. the process used in relation to appointments, its approach to succession planning and how both support the development of a diverse pipeline;
  - 9.3.2. how Board evaluation has been conducted, the nature and extent of support from any external evaluator, and the outcomes and actions taken;
  - 9.3.3. the policy on diversity and inclusion, its objectives and linkage to Company strategy, how it has been implemented and progress on achieving the objectives; and

9.3.4. the gender balance of those in the senior management team and their direct reports.

9.4. If an external search consultancy has been engaged, it should be identified in the Annual Report alongside a statement about any other connection it has with the Company or individual directors.

## **10. Other matters**

The Committee shall:

10.1. Have access to sufficient resources in order to carry out its duties, including access to the Company Secretariat and management for advice and assistance as required.

10.2. Be provided with appropriate and timely training, both in the form of an induction programme for new members and on an ongoing basis for all members.

10.3. Give due consideration to all relevant laws and regulations, the provisions of the Code and associated guidance, the requirements of the FCA's Listing Rules, Prospectus Rules and Disclosure Guidance and Transparency Rules sourcebook and any other applicable rules, as appropriate.

10.4. Ensure that a periodic evaluation of the Committee's own performance is carried out.

10.5. At least annually, review the Committee's 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. Authority**

The Committee is authorised by the Board to obtain, at the Company's expense, outside legal or other professional advice on any matters within its terms of reference.

### **Date of approval**

31 July 2024

### **Date of next review**

April 2025.