

# Audit Committee Institute



## **Combined Code (revised July 2003)**

The revised Combined Code, issued by the Financial Reporting Council on 23 July, is derived from Derek Higgs' review into the role and effectiveness of non-executive directors and Sir Robert Smith's guidance for audit committees.

The revised Code contains main and supporting principles and provisions. The Listing Rules require companies to make a two-part disclosure statement. In the first part, companies have to report on how they apply the code principles – in future this will extend to cover both the 14 main and 21 supporting principles. The form and content of this part of the statement are not prescribed. In the second part of the statement, companies have to confirm the extent of their compliance with the 48 detailed Code provisions and explain the rationale behind any non-compliance.

It is anticipated that the revised Combined Code will replace the 1998 Code currently annexed to the Listing Rules and apply in respect of accounting periods beginning on or after 1 November 2003. The Financial Services Authority will consult on the necessary rule changes, but not on the Code itself.

The following pages highlight the changes to the Combined Code.



## A Directors

### The Board

#### Main principle

A.1	<b>Every company should be headed by an effective board which is collectively responsible for the success of the company.</b>	<b>Revised principle</b> Now addresses the collective responsibility and accountability of the board.
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#### Supporting principles

	<p><i>The board's role is to provide entrepreneurial leadership of the company within a framework of prudent and effective controls which enables risk to be assessed and managed. The board should set the company's strategic aims, ensure that the necessary financial and human resources are in place for the company to meet its objectives and review management performance. The board should set the company's values and standards and ensure that its obligations to its shareholders and others are understood and met.</i></p> <p><i>All directors must take decisions objectively in the interests of the company.</i></p> <p><i>As part of their role as members of a unitary board, non-executive directors should constructively challenge and help develop proposals on strategy. Non-executive directors should scrutinise the performance of management in meeting agreed goals and objectives and monitor the reporting of performance. They should satisfy themselves on the integrity of financial information and that financial controls and systems of risk management are robust and defensible. They are responsible for determining appropriate levels of remuneration and have a prime role in appointing, and where necessary removing, executive directors, and in succession planning.</i></p>	<i>New supporting principles.</i>
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#### Code provisions

A.1.1	The board should meet sufficiently regularly to discharge its duties efficiently. There should be a formal schedule of matters specifically reserved for its decision. The annual report should include a statement of how the board operates, including a high level statement of which types of decisions are to be taken by the board and which are to be delegated to management.	Revised provision. Now recommends inclusion of a statement on how the board operates.
A.1.2	The annual report should identify the chairman, the deputy chairman (where there is one), the chief executive, the senior independent director and the chairman and members of the nomination, audit and remuneration committees. It should also set out the number of meetings of the board and those committees and individual attendance by directors.	Revised provision. Now refers to the deputy chairman and disclosure of the number of board and committee meetings.
A.1.3	The chairman should hold meetings with the non-executive directors without the executives present. Led by the senior independent director, the non-executive directors should meet without the chairman present at least annually to appraise the chairman's performance (as described in A.6.1) and on such other occasions as are deemed appropriate.	New provision.
A.1.4	Where directors have concerns which cannot be resolved about the running of the company or a proposed action, they should ensure that their concerns are recorded in the board minutes. On resignation, a non-executive director should provide a written statement to the chairman, for circulation to the board, if they have such concerns.	New provision.
A.1.5	The company should arrange appropriate insurance cover in respect of legal action against its directors.	New provision.

Key: Unchanged <span style="display: inline-block; width: 15px; height: 10px; background-color: #d9e1f2; border: 1px solid #000;"></span>	Revised <span style="display: inline-block; width: 15px; height: 10px; background-color: #cfe2f3; border: 1px solid #000;"></span>	New <span style="display: inline-block; width: 15px; height: 10px; background-color: #e1eef6; border: 1px solid #000;"></span>
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## Chairman and chief executive

### Main principle

A.2	<b>There should be a clear division of responsibilities at the head of the company between the running of the board and the executive responsibility for the running of the company's business. No one individual should have unfettered powers of decision.</b>	<b>Unchanged (in substance).</b>
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### Supporting principle

	<i>The chairman is responsible for leadership of the board, ensuring its effectiveness on all aspects of its role and setting its agenda. The chairman is also responsible for ensuring that the directors receive accurate, timely and clear information. The chairman should ensure effective communication with shareholders. The chairman should also facilitate the effective contribution of non-executive directors in particular and ensure constructive relations between executive and non-executive directors.</i>	<i>New supporting principle.</i>
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### Code provisions

A.2.1	The roles of chairman and chief executive should not be exercised by the same individual. The division of responsibilities between the chairman and chief executive should be clearly established, set out in writing and agreed by the board.	Revised provision. Now explicitly recommends the separation of the chairman and chief executive roles.
A.2.2	The chairman should on appointment meet the independence criteria set out in A.3.1 below. A chief executive should not go on to become chairman of the same company. If exceptionally, a board decides that a chief executive should become chairman, the board should consult major shareholders in advance and should set out its reasons to shareholders at the time of the appointment and in the next annual report.	New provision.

Key: Unchanged		Revised		New	
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## Board balance and independence

### Main principle

A.3	<b>The board should include a balance of executive and non-executive directors (and in particular independent non-executive directors) such that no individual or small group of individuals can dominate the board's decision taking.</b>	<b>Revised principle.</b> Now emphasises the importance of independent non-executive directors.
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### Supporting principles

	<p><i>The board should not be so large as to be unwieldy. The board should be of sufficient size that the balance of skills and experience is appropriate for the requirements of the business and that changes to the board's composition can be managed without undue disruption.</i></p> <p><i>To ensure that power and information are not concentrated in one or two individuals, there should also be a strong presence on the board of both executive and non-executive directors.</i></p> <p><i>The value of ensuring that committee membership is refreshed and that undue reliance is not placed on particular individuals should be taken into account in deciding chairmanship and membership of committees.</i></p> <p><i>No one other than the committee chairman and members is entitled to be present at a meeting of the nomination, audit or remuneration committee, but others may attend at the invitation of the committee.</i></p>	New supporting principles.
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### Code provisions

A.3.1	<p>The board should identify in the annual report each non-executive director it considers to be independent. The board should determine whether the director is independent in character and judgement and whether there are relationships or circumstances which are likely to affect, or could appear to affect, the director's judgement. The board should state its reasons if it determines that a director is independent notwithstanding the existence of relationships or circumstances which may appear relevant to its determination, including if the director:</p> <ul style="list-style-type: none"> <li>■ has been an employee of the company or group within the last five years;</li> <li>■ has, or has had within the last three years, a material business relationship with the company either directly, or as a partner, shareholder, director or senior employee of a body that has such a relationship with the company;</li> <li>■ has received or receives additional remuneration from the company apart from a director's fee, participates in the company's share option or a performance-related pay scheme, or is a member of the company's pension scheme;</li> <li>■ has close family ties with any of the company's advisers, directors or senior employees;</li> <li>■ holds cross-directorships or has significant links with other directors through involvement in other companies or bodies;</li> <li>■ represents a significant shareholder; or</li> <li>■ has served on the board for more than nine years from the date of their first election.</li> </ul>	Revised provision. Now addresses the perception of independence and provides greater clarity over those relationships or circumstances which could affect, or appear to affect, a director's judgement.
A.3.2	<p>Except for smaller companies at least half the board, excluding the chairman, should comprise non-executive directors determined by the board to be independent. A smaller company should have at least two independent non-executive directors.</p>	Revised provision. Previous recommendation was for non-executives to comprise at least one third of the board, with the majority being independent.  Clarifies guidance for smaller companies.
A.3.3	<p>The board should appoint one of the independent non-executive directors to be the senior independent director. The senior independent director should be available to shareholders if they have concerns which contact through the normal channels of chairman, chief executive or finance director has failed to resolve or for which such contact is inappropriate.</p>	Revised provision. Now addresses the senior independent director's <i>raison d'être</i> .

Key: Unchanged  Revised  New

## Appointments to the board

### Main principle

A.4	<b>There should be a formal, rigorous and transparent procedure for the appointment of new directors to the board.</b>	<b>Revised principle.</b> <b>Now explicitly refers to rigorous procedures.</b>
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### Supporting principles

	<p><i>Appointment to the board should be made on merit and against objective criteria. Care should be taken to ensure that appointees have enough time available to devote to the job. This is particularly important in the case of chairmanships.</i></p> <p><i>The board should satisfy itself that plans are in place for orderly succession for appointments to the board and to senior management, so as to maintain an appropriate balance of skills and experience within the company and on the board.</i></p>	New supporting principles.
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### Code provisions

A.4.1	There should be a nomination committee which should lead the process for board appointments and make recommendations to the board. A majority of members of the nomination committee should be independent non-executive directors. The chairman or an independent non-executive director should chair the committee, but the chairman should not chair the nomination committee when it is dealing with the appointment of a successor to the chairmanship. The nomination committee should make available its terms of reference, explaining its role and the authority delegated to it by the board.	Revised provision. The previous exemption for small boards has been removed and the provision now recommends that the committee should consist of a majority of independent non-executive directors and not be chaired by the chairman of the board when dealing with the appointment of a successor to the chairmanship.
A.4.2	The nomination committee should evaluate the balance of skills, knowledge and experience on the board and, in the light of this evaluation, prepare a description of the role and capabilities required for a particular appointment.	New provision.
A.4.3	For the appointment of a chairman, the nomination committee should prepare a job specification including an assessment of the time commitment expected, recognising the need for availability in the event of crises. A chairman's other significant commitments should be disclosed to the board before appointment and included in the annual report. Changes to such commitments should be reported to the company as they arise, and included in the next annual report. No individual should be appointed to a second chairmanship of a FTSE 100 company.	New provision.
A.4.4	The terms and conditions of appointment of non-executive directors should be made available for inspection. The letter of appointment should set out the expected time commitment. Non-executive directors should undertake that they will have sufficient time to meet what is expected of them. Their other significant commitments should be disclosed to the company before appointment, with a broad indication of the time involved and the board should be informed of subsequent changes.	New provision.
A.4.5	The board should not agree to a full time executive director taking on more than one non-executive directorship in a FTSE 100 company nor the chairmanship of such a company.	New provision.
A.4.6	A separate section of the annual report should describe the work of the nomination committee, including the process it has used in relation to the appointments. An explanation should be given if neither an external search consultancy nor open advertising has been used in the appointment of a chairman or non-executive director.	New provision.

Key: Unchanged  Revised  New

## Information and professional development

### Main principle

A.5	<b>The board should be supplied in a timely manner with information in a form and of a quality appropriate to enable it to discharge its duties. All directors should receive induction on joining the board and should regularly update and refresh their skills and knowledge.</b>	<b>Revised principle.</b> Now specifically addresses professional development.
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### Supporting principles

	<p><i>The Chairman is responsible for ensuring that the directors receive accurate, timely and clear information. Management has an obligation to provide such information but directors should seek clarification or amplification where necessary.</i></p> <p><i>The chairman should ensure that the directors continually update the skills and knowledge and familiarity with the company required to fulfil their role both on the board and on board committees. The company should provide the necessary resources for developing and updating its directors' knowledge and capabilities.</i></p> <p><i>Under the direction of the chairman, the company secretary's responsibilities include ensuring good information flows within the board and its committees and between senior management and non-executive directors, as well as facilitating induction and assisting with professional development as required.</i></p> <p><i>The company secretary should be responsible for advising the board through the chairman on all governance matters.</i></p>	New supporting principles.
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### Code provisions

A.5.1	The chairman should ensure that new directors receive a full, formal and tailored induction on joining the board. As part of this, the company should offer to major shareholders the opportunity to meet a new non-executive director.	Revised provision. Now addresses the role of the chairman and specifically refers to shareholders.
A.5.2	The board should ensure that directors, especially non-executive directors, have access to independent professional advice at the company's expense where they judge it necessary to discharge their responsibilities as directors. Committees should be provided with sufficient resources to undertake their duties.	Revised provision. Now makes specific reference to non-executive directors and sufficient resources.
A.5.3	All directors should have access to the advice and services of the company secretary who is responsible to the board for ensuring that board procedures are complied with. Both the appointment and the removal of the company secretary should be a matter for the board as a whole.	Revised provision. Now refers to appointment as well as removal.

Key: Unchanged		Revised		New	
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## Performance evaluation

### Main principle

A.6	<b>The board should undertake a formal and rigorous annual evaluation of its own performance and that of its committees and individual directors.</b>	<b>New Principle.</b>
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### Supporting principle

	<i>Individual evaluation should aim to show whether each director continues to contribute effectively and to demonstrate commitment to the role (including commitment of time for board and committee meetings and any other duties). The chairman should act on the results of the performance evaluation by recognising the strengths and addressing the weaknesses of the board and, where appropriate, proposing new members be appointed to the board or seeking the resignation of directors.</i>	<i>New supporting principle.</i>
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### Code provision

A.6.1	The board should state in the annual report how performance evaluation of the board, its committees and its individual directors has been conducted. The non-executive directors, led by the senior independent director, should be responsible for performance evaluation of the chairman, taking into account the views of other directors.	New Provision.
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## Re-election

### Main principle

A.7	<b>All directors should be submitted for re-election at regular intervals, subject to continued satisfactory performance. The board should ensure planned and progressive refreshing of the board.</b>	<b>Revised principle.</b> Now specifically refers to <b>continued satisfactory performance and planned and progressive refreshing of the board.</b>
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### Code provisions

A.7.1	All directors should be subject to election by shareholders at the first annual general meeting after their appointment, and to re-election thereafter at intervals of no more than three years. The names of directors submitted for election or re-election should be accompanied by sufficient biographical details and any other relevant information to enable shareholders to take an informed decision on their election.	Unchanged. (in substance) Was provision A.6.2.
A.7.2	Non-executive directors should be appointed for specified terms subject to re-election and to Companies Acts provisions relating to the removal of a director. The board should set out to shareholders in the papers accompanying a resolution to elect a non-executive director why they believe an individual should be elected. The chairman should confirm to shareholders when proposing re-election that, following formal performance evaluation, the individual's performance continues to be effective and to demonstrate commitment to the role. Any term beyond six years (e.g. two three-year terms) for a non-executive director should be subject to particularly rigorous review, and should take into account the need for progressive refreshing of the board. Non-executive directors may serve longer than nine years (e.g. three three-year terms), subject to annual re-election. Serving more than nine years could be relevant to the determination of a non-executive director's independence (as set out in provisions A.3.1).	New provision

Key: Unchanged		Revised		New	
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## Remuneration

The level and make up of remuneration

### Main principle

B.1	<b>Levels of remuneration should be sufficient to attract, retain and motivate the directors of the quality required to run the company successfully, but a company should avoid paying more than is necessary for this purpose. A significant proportion of executive directors' remuneration should be structured so as to link rewards to corporate and individual performance.</b>	<b>Unchanged (in substance).</b>
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### Supporting principle

	<i>The remuneration committee should judge where to position their company relative to other companies. But they should use such comparisons with caution, in view of the risk of an upward ratchet of remuneration levels with no corresponding improvement in performance. They should also be sensitive to pay and employment conditions elsewhere in the group, especially when determining annual salary increases.</i>	<i>New supporting principle. Similar to existing Code provision B.1.2 and B.1.3.</i>
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### Code provisions

B.1.1	The performance-related elements of remuneration should form a significant proportion of the total remuneration package of executive directors and should be designed to align their interests with those of shareholders and to give these directors keen incentives to perform at the highest levels. In designing schemes of performance-related remuneration, the remuneration committees should follow the provisions in Schedule A to this Code.	Unchanged. Was Code provisions B.1.4 and B.1.6.
B.1.2	Executive share options should not be offered at a discount save as permitted by the relevant provisions of the Listing Rules.	Unchanged (in substance).
B.1.3	Levels of remuneration for non-executive directors should reflect the time commitment and responsibilities of the role. Remuneration for non-executive directors should not include share options. If, exceptionally, options are granted, shareholder approval should be sought in advance and any shares acquired by exercise of the options should be held until at least one year after the non-executive director leaves the board. Holding of share options could be relevant to the determination of non-executive director's independence (as set out in provision A.3.1).	New provision.
B.1.4	Where a company releases an executive director to serve as a non-executive director elsewhere, the remuneration report should include a statement as to whether or not the director will retain such earnings and, if so, what the remuneration is.	New provision.
B.1.5	The remuneration committee should carefully consider what compensation commitments (including pension contributions and all other elements) their directors' terms of appointment would entail in the event of early termination. The aim should be to avoid rewarding poor performance. They should take a robust line on reducing compensation to reflect departing directors' obligations to mitigate loss.	Revised provision. Now stresses the robust line reducing compensation to reflect departing directors' obligations to mitigate loss.
B.1.6	Notice or contract periods should be set at one year or less. If it is necessary to offer longer notice or contract periods to new directors recruited from outside, such periods should reduce to one year or less after the initial period.	Revised provision. Now recommends that notice periods be set at one year or less.

Key: Unchanged		Revised		New	
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## Procedure

### Main principle

B.2	<b>There should be a formal and transparent procedure for developing policy on executive remuneration and for fixing the remuneration packages of individual directors. No director should be involved in deciding his or her own remuneration.</b>	Unchanged.
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### Supporting principles

	<p><i>The remuneration committee should consult the chairman and/or chief executive about their proposals relating to the remuneration of other executive directors. The remuneration committee should also be responsible for appointing any consultants in respect of executive director remuneration. Where executive directors or senior management are involved in advising or supporting the remuneration committee, care should be taken to recognise and avoid conflicts of interest.</i></p> <p><i>The chairman of the board should ensure that the company maintains contact as required with its principal shareholders about remuneration in the same way as for other matters.</i></p>	New supporting principles. Similar to existing Code provisions B.2.5 and B.2.6.
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### Code provisions

B.2.1	<p>The board should establish a remuneration committee of at least three, or in the case of smaller companies two, members, who should all be independent non-executive directors. The remuneration committee should make available its terms of reference, explaining its role and the authority delegated to it by the board. Where remuneration consultants are appointed, a statement should be made available of whether they have any other connection with the company.</p>	New provision.
B.2.2	<p>The remuneration committee should have delegated responsibility for setting remuneration for all executive directors and the chairman, including pension rights and any compensation payments. The committee should also recommend and monitor the level and structure of remuneration for senior management. The definition of ‘senior management’ for this purpose should be determined by the board but should normally include the first layer of management below board level.</p>	Revised provision. The remuneration committee’s remit is now extended beyond director’s remuneration to include senior management.
B.2.3	<p>The board itself or, where required by the Articles of Association, the shareholders should determine the remuneration of the non-executive directors, within the limits set in the Articles of Association. Where permitted by the Articles, the board may however delegate this responsibility to a committee, which might include the chief executive.</p>	Unchanged.
B.2.4	<p>Shareholders should be invited specifically to approve all new long-term incentive schemes (as defined in the Listing Rules) and significant changes to existing schemes, save in the circumstances permitted by the Listing Rules.</p>	Unchanged.

Key: Unchanged		Revised		New	
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## C Accountability and audit

### Financial reporting

#### Main principle

C.1	<b>The board should present a balanced and understandable assessment of the company's position and prospects.</b>	<b>Unchanged</b>
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#### Supporting principle

	<i>The board's responsibility to present a balanced and understandable assessment extends to interim and other price-sensitive public reports and reports to regulators as well as to information required to be presented by statutory requirements.</i>	<i>New supporting principle Text unchanged from old provision D.1.2</i>
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#### Code provisions

C.1.1	The directors should explain in the annual report their responsibility for preparing the accounts and there should be a statement by the auditors about their reporting responsibilities.	Unchanged.
C.1.2	The directors should report that the business is a going concern, with supporting assumptions or qualifications as necessary.	Unchanged from existing Code provision D.1.3.

#### Internal control

#### Main principle

C.2	<b>The board should maintain a sound system of internal control to safeguard shareholders' investment and the company's assets.</b>	<b>Unchanged.</b>
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#### Code provision

C.2.1	The board should, at least annually, conduct a review of the effectiveness of the group's system of internal controls and should report to shareholders that they have done so. The review should cover all material controls, including financial, operational and compliance controls and risk management systems.	Unchanged (in substance).
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Key: Unchanged 	Revised 	New 
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## Audit committee and auditors

### Main principle

C.3	<b>The board should establish formal and transparent arrangements for considering how they should apply the financial reporting and internal control principles and for maintaining an appropriate relationship with the company's auditors.</b>	<b>Unchanged.</b>
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### Code provisions

C.3.1	The board should establish an audit committee of at least three, or in the case of smaller companies, two members, who should all be independent non-executive directors. The board should satisfy itself that at least one member of the audit committee has recent and relevant financial experience.	Revised provision. Now specifies recent and relevant financial experience.
C.3.2	<p>The main role and responsibilities of the audit committee should be set out in written terms of reference and should include:</p> <ul style="list-style-type: none"> <li>■ to monitor the integrity of the financial statements of the company, and any formal announcements relating to the company's financial performance, reviewing significant financial reporting judgements contained in them;</li> <li>■ to review the company's internal financial controls and, unless expressly addressed by a separate board risk committee composed of independent directors, or by the board itself, to review the company's internal control and risk management systems;</li> <li>■ to monitor and review the effectiveness of the company's internal audit function;</li> <li>■ to make recommendations to the board, for it to put to the shareholders for their approval in general meeting, in relation to the appointment, re-appointment and removal of the external auditor and to approve the remuneration and terms of engagement of the external auditor;</li> <li>■ to review and monitor the external auditor's independence and objectivity and the effectiveness of the audit process, taking into consideration relevant UK professional and regulatory requirements;</li> <li>■ to develop and implement policy on the engagement of the external auditor to supply non-audit services, taking into account relevant ethical guidance regarding the provision of non-audit services by the external audit firm;</li> </ul> <p>and to report to the board, identifying any matters in respect of which it considers that action or improvement is needed and making recommendations as to the steps to be taken.</p>	Revised provision. Now provides greater clarity over an audit committee's duties.
C.3.3	The terms of reference of the audit committee, including its role and the authority delegated to it by the board, should be made available. A separate section of the annual report should describe the work of the committee in discharging those responsibilities.	New provision.
C.3.4	The audit committee should review arrangements by which staff of the company may, in confidence, raise concerns about possible improprieties in matters of financial reporting or other matters. The audit committee's objective should be to ensure that arrangements are in place for the proportionate and independent investigation of such matters and for appropriate follow-up action.	New provision.
C.3.5	The audit committee should monitor and review the effectiveness of the internal audit activities. Where there is no internal audit function, the audit committee should consider annually whether there is a need for an internal audit function and make a recommendation to the board, and the reasons for the absence of such a function should be explained in the relevant section of the annual report.	New provision.
C.3.6	The audit committee should have primary responsibility for making a recommendation on the appointment, reappointment and removal of the external auditors. If the board does not accept the audit committee's recommendation, it shall include in the annual report, and in any papers recommending appointment or re-appointment, a statement from the audit committee explaining the recommendation and shall set out reasons why the board has taken a different position.	New provision.
C.3.7	The annual report should explain to shareholders how, if the auditor provides non-audit services, auditor objectivity and independence is safeguarded.	New provision.

Key: Unchanged		Revised		New	
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## D Relations with shareholders

### Dialogue with institutional shareholders

#### Main principle

D.1	<b>There should be a dialogue with major shareholders based on the mutual understanding of objectives. The board as a whole has responsibility for ensuring that a satisfactory dialogue with shareholders takes place.</b>	<b>Revised principle.</b> Now emphasises the responsibility of the board as a whole.
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#### Supporting principles

	<i>Whilst recognising that most shareholder contact is with the chief executive and finance director, the chairman (and the senior independent director and other directors as appropriate) should maintain sufficient contact with major shareholders to understand their issues and concerns.</i>  <i>The board should keep in touch with shareholder opinion in whatever ways are most practical and efficient.</i>	<i>New supporting principles.</i>
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#### Code provisions

D.1.1	The chairman should ensure that the views of shareholders are communicated to the board as a whole. The chairman should discuss governance and strategy with major shareholders. Non-executive directors should be offered the opportunity to attend meetings with major shareholders and should expect to attend them if requested by major shareholders. The senior independent director should attend sufficient meetings with a range of major shareholders to listen to their views in order to help develop a balanced understanding of the issues and concerns of major shareholders.	New provision.
D.1.2	The board should state in the annual report the steps they have taken to ensure that the members of the board, and in particular the non-executive directors, develop an understanding of the views of major shareholders about their company, for example through direct face to face contact, analysts' or brokers' briefings and surveys of shareholder opinion.	New provision.

### Constructive use of the AGM

#### Main principle

D.2	<b>The Board should use the AGM to communicate with investors and encourage their participation.</b>	<b>Unchanged.</b>
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#### Code provisions

D.2.1	The company should count all proxy votes and, except where a poll is called, should indicate the level of proxies lodged on each resolution, and the balance for and against the resolution and the number of abstentions, after it has been dealt with on a show of hands. The company should ensure that votes cast are properly received and recorded.	Unchanged (in substance).
D.2.2	The company should propose a separate resolution at the AGM on each substantially separate issue and should in particular propose a resolution at the AGM relating to the report and accounts.	Unchanged.
D.2.3	The chairman should arrange for the chairmen of the audit, remuneration and nomination committees to be available to answer questions at the AGM and for all directors to attend.	Revised provision. Now recommends all non-executive directors attend the AGM.
D.2.4	The company should arrange for the Notice of the AGM and related papers to be sent to shareholders at least 20 working days before the meeting.	Unchanged.

Key: Unchanged	Revised	New
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If you would like further information on any of the matters discussed in this publication, please talk to your usual contact at KPMG UK or contact:

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