

## **TERMS OF REFERENCE – AUDIT AND RISK COMMITTEE**

### **1. Membership**

- 1.1. The Committee shall comprise at least two members. Members of the Committee shall be appointed by the Board, on the recommendation of the Nomination Committee in consultation with the Chairman of the Audit and Risk Committee.
- 1.2. All members of the Committee shall be independent non-executive directors at least one of whom shall have recent and relevant financial experience ideally with a professional qualification from one of the professional accountancy bodies. The Audit and Risk Committee as a whole shall have competence relevant to the sector in which the Company operates. The Chairman of the Board may not be a member of the Committee.
- 1.3. Only members of the Committee have the right to attend Committee meetings. However, the external auditor, Chairman, Chief Executive Officer and Chief Financial Officer will be invited to attend meetings of the Committee on a regular basis and other non-members may be invited to attend all or part of any meeting as and when appropriate and necessary.
- 1.4. The Board shall appoint the Committee Chairman. In the absence of the Committee Chairman and/or an appointed deputy, the remaining members present shall elect one of themselves to chair the meeting.

### **2. Secretary**

The Company Secretary or their nominee or such other Board member determined by the Committee 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**

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

### **4. Frequency of Meetings**

- 4.1 The Committee shall meet at least three times a year at appropriate times in the reporting and audit cycle and otherwise as required.
- 4.2 Outside the formal meeting programme, the Committee Chairman will maintain a dialogue with key individuals involved in the Company's governance, including Board Chairman, the Chief Executive Officer, the Chief Finance Officer and the external audit lead partner.

### **5. Notice of Meetings**

- 5.1. Meetings of the Committee shall be convened by the Secretary of the Committee at the request of any of its members or at the request of external audit lead partner if they consider it necessary.
- 5.2. 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, no later than five working days before the date of the meeting. Supporting papers shall be sent to Committee members and to other attendees as appropriate, at the same time.
- 5.3. Notice, agendas and supporting papers can be sent in electronic format where the recipient has agreed to receive documents in such a way.

## **6. Minutes of Meetings**

- 6.1. The Secretary shall minute the proceedings and decisions of all meetings of the Committee, 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 unless it would be inappropriate to do so in the opinion of the Committee Chairman.

## **7. Annual General Meeting**

The Committee Chairman should attend the Annual General Meeting to answer shareholder questions on the Committee's activities.

## **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.

### **8.1. Financial Reporting**

- 8.1.1. The Committee shall monitor the integrity of the financial statements of the Company and the Group, including its annual and half yearly reports, interim management statements, and any other formal announcement relating to its financial performance, reviewing and reporting to the Board on significant financial reporting issues and judgements which they contain having regard to matters communicated to it by the auditor.
- 8.1.2. In particular, the Committee shall review and challenge where necessary:
  - 8.1.2.1 the application of significant accounting policies and any changes to them;
  - 8.1.2.2 the methods used to account for significant or unusual transactions where different approaches are possible;
  - 8.1.2.3 whether the Company has followed appropriate accounting standards and made appropriate estimates and judgements, taking into account the views of the external auditor;
  - 8.1.2.4 all material information presented with the financial statements, such as the strategic report and the corporate governance statements relating to the audit and to risk management.
- 8.1.3 The Committee shall review any other statements requiring Board approval which contain financial information prior to Board Approval where practicable and consistent with any prompt reporting requirements under any law or regulation including the Listing Rules or Disclosure Guidance and Transparency Rules sourcebook.
- 8.1.4 Where the Committee is not satisfied with any aspect of the proposed financial reporting by the Company, it shall report its views to the Board.

### **8.2 Narrative reporting**

Where requested by the Board, the Committee should review the content of the Annual Report and Financial Statements and advise the Board on whether, taken as a whole, it is fair, balanced and understandable and provides the information necessary for shareholders to assess the Company's performance, business model and strategy and whether it informs the Board's statement in the annual report on these matters that is required under the UK Corporate Governance Code.

### **8.3 Internal Controls and Risk Management Systems**

The Committee shall on behalf of the Board (which retains overall responsibility for risk management):

- 8.3.1 keep under review the Company's internal financial control systems that identify, assess, manage and monitor financial risks, and other internal control risk management systems;
- 8.3.2 review recommendations prepared by the Risk Sub-committee for recommendation to the Board;
- 8.3.3 review and approve the statements to be included in the Annual Report and Financial Statements concerning internal control, principal risks and uncertainties (including climate-related [environmental] risk management) and the viability statement.

### **8.4 Compliance, whistleblowing and fraud**

The Committee shall

- 8.4.1 review the adequacy and security of the company's arrangements for its employees and contractors to raise concerns, in confidence, about possible wrongdoing in financial reporting or other matters. The Committee shall ensure that these arrangements allow proportionate and independent investigation of such matters and appropriate follow up action;
- 8.4.2 review the Company's procedures for detecting fraud;
- 8.4.3 review the Company's systems and controls for the prevention of bribery and receive reports on non-compliance;
- 8.4.4 review the adequacy and effectiveness of the Company's anti-money laundering systems and controls.

### **8.5 Internal Audit**

Committee consideration should be given annually to the requirement for an internal audit function and recommendation given to the Board.

### **8.6 External Audit**

The Committee shall

- 8.6.1 consider and make recommendations to the Board, to be put to shareholders for approval at the AGM, in relation to the appointment, re-appointment and removal of the company's external auditor;
- 8.6.2 develop and oversee the selection procedure for the appointment of the audit firm, ensuring that all tendering firms have access to all necessary information and individuals during the tendering process;
- 8.6.3 if an auditor resigns, investigate the issues leading to this and decide whether any action is required;
- 8.6.4 oversee the relationship with the external auditor including. In this context the Committee shall:
  - 8.6.4.1 approve their remuneration, including both fees for audit and non audit services and that the level of fees is appropriate to enable an effective and high quality audit to be conducted; and

- 8.6.4.2 approve their terms of engagement, including any engagement letter issued at the start of each audit and the scope of the audit;
- 8.6.5 assess annually the external auditor's independence and objectivity taking into account relevant UK law, regulation, the Ethical Standard and other professional requirements and the Group's relationship with the auditor as a whole, including any threats to the auditor's independence and the safeguards applied to mitigate those threats including the provision of any non-audit services
- 8.6.6 satisfying itself that there are no relationships between the auditor, and the company (other than in the ordinary course of business) which could adversely affect the auditor's independence and objectivity;
- 8.6.7 agreeing with the Board a policy on the employment of former employees of the Company's auditor, taking into account the Ethical Standard and legal requirements, and monitoring the implementation of this policy;
- 8.6.8 monitoring the auditor's processes for maintaining independence, its compliance with relevant UK law, regulation and other professional guidance and the Ethical Standard, including guidance on the rotation of audit partner and staff;
- 8.6.9 monitor the level of fees paid by the Company to the external auditor compared to the overall fee income of the firm, office and partner and assess these in the context of relevant legal, profession and regulatory requirements, guidance and the Ethical Standard;
- 8.6.10 assess annually the qualifications, expertise and resources and independence of the external auditor and the effectiveness of the external audit process which shall include a report from the external auditor on their own internal quality procedures;
- 8.6.11 evaluate the risks to the quality and effectiveness of the financial reporting process in the light of the external auditor's communications with the Committee;
- 8.6.12 develop and recommend to the Board the Company's formal policy on the provision of non-audit services by the auditor, including approval of non-audit services by the Committee and specifying the types of non-audit service to be pre-approved, and assessment of whether non-audit services have a direct material effect on the audited financial statements. The policy should include consideration of the following matters:
  - 8.6.12.1 threats to the independence and objectivity of the external auditor and any safeguards in place;
  - 8.6.12.2 the nature of the non-audit services;
  - 8.6.12.3 whether the external audit firm is the most suitable supplier of the non-audit service;
  - 8.6.12.4 the fees for the non-audit services, both individually and in aggregate, relative to the audit fee; and
  - 8.6.12.5 the criteria governing compensation;
- 8.6.13 meet regularly with the external auditor (including once at the planning stage before the audit and once after the audit at the reporting stage) and at least once a year, without management being present, to discuss the auditor's remit and any issues arising from the audit

- 8.6.14 discuss with the external auditor the factors that could affect audit quality and review and approve the annual audit plan and ensure that it is consistent with the scope of the audit engagement, having regard to the seniority and experience of the audit team; and
- 8.6.15 review the findings of the audit with the external auditor. This shall include but not be limited to, the following;
  - 8.6.15.1 a discussion of any major issues which arose during the audit;
  - 8.6.15.2 the auditor's explanation of how the risks to audit quality were addressed;
  - 8.6.15.3 key accounting and audit judgements;
  - 8.6.15.4 the auditor's view of their interactions with senior management; and
  - 8.6.15.5 levels of errors identified during the audit; and
- 8.6.16 review any representation letter(s) requested by the external auditor before they are signed by management;
- 8.6.17 review the management letter and management's response to the auditor's findings and recommendations; and
- 8.6.18 review the effectiveness of the audit process, including an assessment of the quality of the audit, the handling of key judgements by the auditor, and the auditor's response to questions from the Committee.

## **9. Reporting Responsibilities**

- 9.1 The Committee Chairman shall report formally to the Board on its proceedings after each meeting on all matters within its duties and responsibilities and shall also formally report to the Board on how it has discharged its responsibilities. This report shall include:
  - 9.1.1 the significant issues that it considered in relation to the financial statements (required under paragraph 8.1.1) and how these were addressed;
  - 9.1.2 its assessment of the independence and effectiveness of the external audit process (required under paragraph 8.6.10), the approach taken to the appointment or reappointment of the external auditor, length of tenure of audit firm, when a tender was last conducted and the advance notice of any retendering plans; and
  - 9.1.3 any other issues on which the Board has requested the Committee's opinion.
- 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.
- 9.3 The Committee shall compile a report on its activities to be included in the Company's Annual Report and Financial Statements. The report should include an explanation of how the Committee has addressed the independence and effectiveness of the external audit process; the significant issues that the Committee considered in relation to the financial statements and how these issues were addressed, having regard to matters communicated to it by the auditor; and all other information requirements set out in the UK Corporate Governance Code.
- 9.4 In compiling the reports referred to in 9.1 and 9.3, the Committee should exercise judgement in deciding which of the issues it considers in relation to the financial statements are significant, but should include at least those matters that have informed the Board's assessment of whether the Company is a going concern. The report to shareholders need not repeat information disclosed elsewhere in the Annual Report and Financial Statements, but could provide cross-references to that information.

## 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 for assistance as required;
- 10.2 be provided with, or independently sourced, 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 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;
- 10.4 oversee any investigation of activities which are within its terms of reference;
- 10.5 work and liaise as necessary with all other Board Committees, taking particular account of the impact of risk management and internal controls being delegated to subcommittees; and
- 10.6 arrange for periodic reviews of its own performance and, at least annually, review its constitution and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Board.

## 11. Authority

The Committee is authorised to:

- 11.1 seek any information it requires from any employee of the Company in order to perform its duties;
- 11.2 obtain, at the Company's expense, independent legal, accounting or other professional advice on any matter it believes it necessary to do so;
- 11.3 call any employee to be questioned at a meeting of the Committee as and when required; and
- 11.4 have the right to publish in the Company's Annual Report and Financial Statements details of any issues that cannot be resolved between the Committee and the Board.

## 12. Management of Committee Terms of Reference

- 12.1 **Publication** – The Committee terms of reference shall be available through the Company's website [www.mckaysecurities.plc.uk](http://www.mckaysecurities.plc.uk) and the Company Secretary.
- 12.2 **Effective Date** – The Committee terms of reference were last reviewed by the Committee and approved by the Board on 4 February 2021.
- 12.3 **Revisions** – The Company Secretary is responsible for the maintenance and accuracy of the Committee terms of reference. The Committee terms of reference will be reviewed annually.