

# CITY OF LONDON INVESTMENT GROUP PLC (the “Company”)

## NOMINATION COMMITTEE TERMS OF REFERENCE

### INTRODUCTION

In July 2008, the Board resolved, in accordance with the articles of association of the Company, to establish a Nomination Committee (the “Committee”) of the Board. Terms of Reference for the Committee were adopted at that time. On 9<sup>th</sup> September 2010, the Board resolved to amend and update the Terms of Reference for the Committee to reflect the admission of the issued ordinary shares of the Company to trading on the Main Market of London Stock Exchange plc. This document is subject to at least an annual review.

The purpose of this document is to set out:

- the duties and responsibilities of the Committee; and
- the constitution of the Committee and the regulations governing proceedings of the Committee.

In this document, references to:

- the "**Board**" are to the Board of directors of the Company from time to time; and
- the "**Committee**" are to the Nomination Committee of the Board established pursuant to the resolution referred to in the opening paragraph.

The Company shall ensure that these Terms of Reference are made generally available by means of publication on the Company's website.

### 1. MEMBERSHIP

- 1.1 The Committee shall comprise of at least three directors. A majority of the members of the Committee shall be independent non-executive directors.
- 1.2 Only members of the Committee have the right to attend Committee meetings. However, other individuals such as the chief executive, the head of human resources and external advisers may be invited to attend for all or part of any meeting, as and when appropriate and necessary.
- 1.3 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 up

to two additional three-year periods, provided the director still meets the criteria for membership of the Committee.

- 1.4 The Board shall appoint the Committee chair who should 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**

The company secretary, his or her nominee or any person appointed by the Committee shall act as the secretary of the Committee.

## 3. **QUORUM**

The quorum necessary for the transaction of business shall be two, both of whom must be independent non-executive directors. Meetings can be attended either in person, by video conference, or by telephone.

## 4. **FREQUENCY OF MEETINGS**

The Committee shall meet at least twice a year and at such other times as the chair of the Committee shall require.

## 5. **NOTICE OF MEETINGS**

- 5.1 Meetings of the Committee shall be called by the secretary of the Committee at the request of the chair of the Committee.

- 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.

## 6. **MINUTES OF MEETINGS**

- 6.1 The secretary shall minute the proceedings and resolutions of all Committee meetings, including 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 in the opinion of the Committee chair it would be inappropriate to do so.

## 7. **ENGAGEMENT WITH SHAREHOLDERS**

- 7.1 The Committee chair should attend the Annual General Meeting to answer any shareholder questions on the Committee's activities.
- 7.2 The Committee chair should seek engagement with shareholders on significant matters related to the Committee's areas of responsibility.

## 8. **DUTIES**

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

- 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 oversee the development of a diverse pipeline for succession, taking into account 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;
- 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:
- (a) use open advertising or the services of external advisers to facilitate the search;
  - (b) consider candidates from a wide range of backgrounds;

- (c) consider candidates on merit and against objective criteria, and with due regard for the benefits of diversity on the Board, including gender, taking care that appointees have enough time available to devote to the position.
- 8.7 for the appointment of the Company Chair, the Committee should prepare a job specification, including an assessment of the time commitment expected. A proposed chair's other significant commitments should be disclosed to the Board before appointment and any changes to the chair's commitments should be reported to the Board as they arise.
- 8.8 prior to the appointment of a director, other significant time 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 or may not result in a conflict of interest. These must be authorised by the Board prior to the appointment and any future business interest that could result in a conflict of interest must not be undertaken without prior authorisation of the Board;
- 8.9 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;
- 8.10 review the results of the Board performance evaluation process that relate to the composition of the Board and succession planning;
- 8.11 review at least 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
- 8.12 work and liaise as necessary with all other Board committees.

The Committee shall also make recommendations to the Board concerning:

- 8.13 formulating plans for succession for both executive and non-executive directors and in particular for the key roles of Chair and chief executive;
- 8.14 suitable candidates for the role of senior independent director, new directors and succession for existing directors;
- 8.15 membership of the Audit & Risk and Remuneration Committees, and any other board committees as appropriate, in consultation with the chair of those Committees;
- 8.16 before appointment as chair of the Remuneration Committee, the appointee should have served on a remuneration committee for at least 12 months;

- 8.17 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 the knowledge, skills and experience required;
- 8.18 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 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. In relation to executive directors, the Committee will hold to account the performance of management and individual executive directors and will make recommendations to the Board regarding appointing and removing executive directors;
- 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; and
- 8.20 the appointment of any director to executive or other office.

## 9. **REPORTING RESPONSIBILITIES**

- 9.1 The Committee chairman shall report to the Board on its proceedings after each meeting on all matters within its duties and responsibilities.
- 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 when 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
  - (a) the process used to make appointments, its approach to succession planning and how both support the development of a diverse pipeline and explain if external advice or open advertising has not been used. Where an external search 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 or individual directors.
  - (b) how the Board evaluation has been conducted and if an external evaluator has been used, the nature and extent of the external evaluator's contact with the Board and individual directors; the outcomes and actions taken, and how it has influenced or will influence Board composition;

- (c) 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
- (d) the gender balance of those in senior management and their direct reports

## 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 appropriate and timely training, both in the form of an induction programme for new members and 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 Rules, Prospectus Rules and Disclosure Guidance and Transparency Rules sourcebook and any other applicable rules, as appropriate; and
- 10.4 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 for approval.

## 11. **AUTHORITY**

- 11.1 The Committee is authorised to seek any information it requires from any employee of the Company in order to perform its duties.
- 11.2 The Committee is authorised to obtain, at the Company's expense, outside legal or other professional advice on any matters within its terms of reference.

**Approved As At: 09 May 2022**