

Terms of reference - Leadership Team

1. Composition

The Managing Partner (MP), under the delegated permissions from the Board, is authorised to establish a Leadership Team (LT) which is an executive management group of PKF Littlejohn (PKF LJJ).

Members of the Leadership Team are appointed by the Managing Partner based on his consideration of the needs established in the PKF LJJ Strategy, Goals and Plan. The number of LT members will be determined by the MP but will be consistent with the size and strategic direction of PKF LJJ. LT members are initially appointed to serve a period of 2 years and may serve for other consecutive terms if re-appointed by the MP.

2. Evaluation

The Board oversees the work performed by the Leadership Team (LT) in accordance with the Board Governance Principles.

All LT members will be subject to ongoing performance evaluation by the MP. The MP reserves the right to remove members based on performance or his consideration of the needs of the Leadership Team as a whole.

3. Responsibilities

The Leadership Team is responsible for:

- developing and implementing the Strategy and Plan to achieve the goals of PKF Littlejohn (PKF LJJ Goals) for presentation to the Board;
- protecting the reputation and long-term sustainability of PKF LJJ;
- ensuring PKF LJJ complies with all relevant legal and regulatory requirements;
- overseeing the work of the audit practice, the non-audit business and PKF LJJ as a whole, ensuring quality work is delivered by all partners and staff;
- promoting audit quality and ensuring all areas raised by audit regulators are addressed in the audit work performed by PKF LJJ;
- ensuring maintenance of a sound system of internal control and risk management over the operations of PKF LJJ as a whole;
- providing information to the Partners and Board members (including the Independent Non-Executive Directors) in a timely manner and in an appropriate form and quality;
- promoting the PKF LJJ values through the actions of, and decisions made by, LT;
- maintaining the PKF LJJ culture of openness to ensure all partners and staff are, and feel, able to consult and share issues, knowledge and experience;
- ensuring partners and staff comply with the PKF LJJ Code of Conduct and the established policies and procedures;
- ensuring PKF LJJ remains a responsible employer through the establishment and oversight of appropriate people management policies and procedures covering such

areas as remuneration, performance evaluation, progression and development activities;
and

- monitoring the performance of all divisions, partners and staff of the Firm.