

# **Go-Ahead**







# Notice of Annual General Meeting 2018

Thursday 1 November 2018 at 11.00am

Hilton Newcastle Gateshead, Bottle Bank, Gateshead, NE8 2AR







# THIS DOCUMENT IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION.

If you are in any doubt about the content set out in this document or the action you should take, you are recommended to seek your own independent financial advice from a stockbroker, solicitor, accountant or other independent professional advisor authorised under the Financial Services and Markets Act 2000 (as amended). If you are resident outside the United Kingdom, you should seek independent advice from another appropriately authorised financial advisor.

If you have recently sold or transferred all of your shares in The Go-Ahead Group plc, please forward this document, together with the accompanying proxy form, at once to the purchaser or transferee, or to the person who arranged the sale or transfer so that they can pass these documents to the person who now holds the shares. If you have sold or otherwise transferred only part of your holding of shares in The Go-Ahead Group plc, you should keep these documents.

This document is also available at www.go-ahead.com.



#### THE GO-AHEAD GROUP PLC

Incorporated and registered in England and Wales with registered number 02100855

#### Directors\*

#### **Andrew Allner**

Chairman

#### **David Brown**

Group Chief Executive

#### Patrick Butcher\*\*

Group Chief Financial Officer

#### Katherine Innes Ker

Senior Independent Director

#### **Adrian Ewer**

Non-Executive Director

# **Harry Holt**

Non-Executive Director

#### **Leanne Wood**

Non-Executive Director

# **Group Company Secretary\***

**Carolyn Ferguson** 

# **Registered office**

The Go-Ahead Group plc 3rd Floor 41-51 Grey Street Newcastle upon Tyne NE1 6EE

Tel: +44 (0) 191 232 3123

#### **Head Office**

The Go-Ahead Group plc 4 Matthew Parker Street Westminster London SW1H 9NP

Tel: +44 (0) 20 7799 8999

#### www.go-ahead.com

- Biographical details for each director and the Group Company Secretary can be found on pages 54 and 55 of The Go-Ahead Group plc's 2017/18 Annual Report and Accounts.
- \*\* In August 2018, it was announced that Patrick will leave Go-Ahead later this year to take up the position of Chief Financial Officer at Capita plc.

#### Go-Ahead's website

Our corporate website at www.go-ahead.com provides information on the Group and its activities. We are committed to keeping our stakeholders up to date on business news and the website is a key tool in allowing us to do this. Stakeholders are encouraged to sign up to receive email notification of results and press announcements by registering at www.go-ahead.com/en/site-services/alerts.

# What information is available on the website?

#### Corporate information

- An overview of who we are, what we do and the markets in which we operate
- A detailed account of our approach to corporate governance at Go-Ahead
- Profiles of our Board of directors and our corporate governance framework
- A copy of our full Annual Report and Accounts
- All the latest Go-Ahead news, press releases and investor presentations
- A map showing the areas in which we operate and the latest Group news

#### Investor relations information

- A five year history of Group and divisional key financials
- A record of all trading updates, half year and full year announcements
- Share price information, including download function
- Our dividend policy, dividend history and dividend calculator
- Our bus fuel hedging policy and profile of the Group's hedging prices
- Our financial calendar

In the interests of improving accessibility and sharing more relevant information with our stakeholders (particularly smaller shareholders), a number of new features have been added to the website during the year:

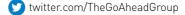
#### What's new?

- 'Blogs' in the Media section provides Ğo-Ahead's latest research and executive discussions on industry matters
- 'Factsheet' in the Investors section providing a quick 'go-to' guide for stakeholders
- 'Local news' section with Our Companies, which is dedicated to sharing activities and stories from across the Group

In the coming year, the Group will continue to focus on shareholder and stakeholder communication. This will involve a complete review of the corporate website and its functionality. Key consideration will be given to improving the content and accessibility of information shared.

# Social Media

Follow us on Twitter and LinkedIn



in linkedin.com/company/The-Go-Ahead-Group-PLC



"I look forward to welcoming you to the thirty-first Annual General Meeting of The Go-Ahead Group plc."

Andrew Allner
Chairman

# Dear Shareholder,

I look forward to welcoming you to the thirty-first Annual General Meeting (AGM) of The Go-Ahead Group plc. The AGM is an important day in our calendar as it offers the Board an opportunity to meet with shareholders.

The AGM will be held at the Hilton Newcastle Gateshead, Bottle Bank, Gateshead, NE8 2AR on Thursday 1 November 2018 at 11.00am. Detailed instructions on how to get to the venue and a map are available at the back of this document.

# Formal business

The formal business of the AGM is set out on pages 2 to 6 of this document, together with explanatory notes on each resolution to be considered at the AGM. Resolutions 1 to 15 inclusive are proposed as ordinary resolutions, while resolutions 16 to 18 inclusive are proposed as special resolutions.

You will note that, in addition to the usual business – for example, the approval of the Annual Report and Accounts and the approval of the final dividend for the year ended 30 June 2018 – we will also be asking shareholders to approve a new directors' remuneration policy. Further details of all the resolutions to be proposed at the meeting are set out in this Notice of AGM.

#### Your vote counts

Your vote is important to us. You can:

- Register your proxy vote electronically by logging on to our Registrar's website, www.sharevote.co.uk, or by using the service offered by Euroclear UK & Ireland Limited for members of CREST
- b) Complete and return the enclosed proxy form
- c) Attend and vote at the AGM

If you are voting by the means in (a) or (b) above, please ensure your vote is received by no later than 11.00am on Tuesday 30 October 2018. Further details on the voting procedure can be found on pages 7 to 9. Should you wish to change your communication selection at any time, you can do so by contacting Equiniti Limited, Aspect House, Spencer Road, Lancing, West Sussex, BN99 6DA. If you would like to register for e-communications, please visit www.shareview.co.uk.

#### **Voting**

The accompanying proxy form invites you to vote in one of three ways for each of the resolutions: 'For', 'Against' or 'Vote Withheld'.

Voting on all resolutions will be by way of a poll. Your vote counts whether you are able to attend the meeting or not and we think poll voting is the most democratic approach as the proxy results are added to the votes of shareholders present.

The results of the voting will be announced through a Regulatory Information Service and will be published on our website www.go-ahead.com on 1 November 2018 or as soon as reasonably practicable thereafter.

If you have already voted by proxy you will still be able to vote at the meeting and your vote on the day will replace your previously lodged proxy vote.

In 2017, all resolutions were passed at the meeting with votes ranging from 83.47% to 100% in favour.

#### Recommendation

Your directors consider that each of the proposed resolutions will promote the long term sustainable success of the Group for the benefit of its shareholders as a whole; they are also aligned to the best interests of the Group's stakeholders. Accordingly, your directors unanimously recommend that you vote in favour of the resolutions as, where applicable, they intend to do so in respect of their own holdings.

Thank you for your continuing support of the Group. I look forward to meeting those shareholders who are able to attend the AGM on 1 November 2018.

Andrew Allner,

Chairman

28 September 2018

# **NOTICE OF ANNUAL GENERAL MEETING**

**Notice is hereby given** that the thirty-first Annual General Meeting (AGM) of The Go-Ahead Group plc (the Group) will be held at the Hilton Newcastle Gateshead, Bottle Bank, Gateshead, NE8 2AR on Thursday 1 November 2018 at 11.00am (or any adjournment thereof) for the purpose of considering and, if thought fit, passing the resolutions detailed below.

Resolutions 1 to 15 (inclusive) will be proposed as ordinary resolutions and resolutions 16 to 18 (inclusive) will be proposed as special resolutions. Voting on all resolutions will be by way of a poll.

Notes explaining the resolutions and your rights to attend and vote at the AGM are provided on pages 4 to 9.

# **Ordinary resolutions**

#### 1. Annual Report and Accounts

To receive the Group's Annual Report and Accounts for the year ended 30 June 2018 (Annual Report and Accounts).

# 2. Directors' remuneration policy

To approve the directors' remuneration policy set out on pages 87 to 93 of the Annual Report and Accounts.

#### 3. Directors' remuneration report

To approve the directors' remuneration report set out on pages 82 to 105 (inclusive) of the Annual Report and Accounts (other than those pages containing the directors' remuneration policy).

### 4. Final dividend

To declare a final dividend of 71.91p per ordinary share for the year ended 30 June 2018.

#### 5. Director re-election

To re-elect Andrew Allner as a non-executive director of the Group.

# 6. Director re-election

To re-elect Katherine Innes Ker as a non-executive director of the Group.

#### 7. Director re-election

To re-elect Adrian Ewer as a non-executive director of the Group.

#### 8. Director re-election

To re-elect Harry Holt as a non-executive director of the Group.

#### 9. Director re-election

To re-elect Leanne Wood as a non-executive director of the Group.

# 10. Director re-election

To re-elect David Brown as an executive director of the Group.

#### 11. Director re-election

To re-elect Patrick Butcher as an executive director of the Group.

# 12. Re-appointment of auditor

To re-appoint Deloitte LLP as auditor of the Group to hold office until the conclusion of the next general meeting at which accounts are laid before the Group.

#### 13. Auditor's remuneration

To authorise the directors of the Group to agree the remuneration of Deloitte LLP.

#### 14. Authority to make political donations

To authorise the Group and any company that is or becomes its subsidiary at any time during the period for which this resolution is effective, for the purposes of Part 14 of the Companies Act 2006 (the Act) to:

- (i) make political donations to political parties and/or independent election candidates;
- (iii) make political donations to political organisations (other than political parties); and
- (iii) incur political expenditure

in a total aggregate amount not exceeding £75,000 during the period beginning with the date of the passing of this resolution and ending at the conclusion of the Group's next annual general meeting to be held in 2019 or on 28 December 2019, whichever is sooner. For the purposes of this resolution 'political donation', 'political party', 'political organisation', independent election candidate' and 'political expenditure' are to be construed in accordance with sections 363, 364 and 365 of the Act.

# 15. Directors' authority to allot shares

That the directors be generally and unconditionally authorised, in accordance with section 551 of the Act, to exercise all powers of the Group to allot shares in the Group and to grant rights to subscribe for or to convert any security into shares in the Group:

- a) up to an aggregate nominal amount of £1,437,513 (such amount to be reduced by the nominal amount allotted or granted under paragraph (b) below in excess of such sum); and
- b) comprising equity securities, (as defined in section 560(1) of the Act) up to an aggregate nominal amount of £2,875,026 (such amount to be reduced by any allotments or grants made under paragraph (a) above) in connection with an offer by way of a rights issue:
  - to ordinary shareholders in proportion (as nearly as may be practicable) to their existing holdings; and
  - to holders of other equity securities, as required by the rights of those securities, or as the directors otherwise consider necessary,

and so that the directors may impose any limits or restrictions and make any arrangements which they consider necessary or appropriate to deal with treasury shares, fractional entitlements, record dates, legal, regulatory or practical problems in, or under the laws of, any territory or any matter whatsoever.

The authority conferred under resolution 15 shall, unless renewed, varied or revoked by the Group, expire at the conclusion of the Group's next annual general meeting to be held in 2019 or on 28 December 2019, whichever is sooner, save that the Group may before such expiry make any offer or agreement which would or might require shares to be allotted or rights to be granted after such expiry and the directors may allot shares, or grant rights for, or convert any security into shares, in pursuance of any such offer or agreement as if the authorities conferred hereby had not expired.

This resolution revokes and replaces all unexercised authorities previously granted to the directors to allot shares in the Group and to grant rights to subscribe for or to convert any security into shares in the Group but without prejudice to any allotment of shares or grant of rights already made, offered or agreed to be made pursuant to such authorities.

# **Special resolutions**

# 16. Directors' authority to disapply pre-emption rights

That, if resolution 15 set out in this Notice of AGM is passed, the directors be authorised to allot equity securities (as defined in section 560 of the Act) for cash under the authority granted by that resolution 15 and/or to sell ordinary shares held by the Group as treasury shares for cash as if section 561 of the Act did not apply to any such allotment or sale, provided that such authority will be limited:

- (i) to the allotment of equity securities and sale of treasury shares for cash in connection with an offer of, or invitation to apply for, equity securities (but in the case of the authority granted under paragraph
   (b) of resolution 15, by way of rights issue only):
  - a) to ordinary shareholders in proportion (as nearly as may be practicable) to their existing holdings; and
  - b) to holders of other equity securities, as required by the rights of those securities, or as the directors otherwise consider necessary,

and so that the directors may impose any limits or restrictions and make any arrangements which they consider necessary or appropriate to deal with treasury shares, fractional entitlements, record dates, legal, regulatory or practical problems in, or under the laws of, any territory, or any matter whatsoever; and

(ii) in the case of the authority granted under paragraph (a) of resolution 15 and/or in the case of any sale of treasury shares for cash, to the allotment (otherwise than under paragraph (i) of this resolution 16) of equity securities or sale of treasury shares up to a maximum aggregate nominal amount of £215,627 (being 5% of the issued share capital of the Group (excluding treasury shares) on 10 September 2018).

The authority granted by this resolution 16, unless renewed, varied or revoked by the Group, will expire at the conclusion of the Group's next annual general meeting to be held in 2019 or on 28 December 2019, whichever is sooner, but during this period the Group may make offers,

and enter into agreements, which would, or might, require equity securities to be allotted (and treasury shares to be sold) after the authority ends and the directors may allot equity securities (and sell treasury shares) under any such offer or agreement as if the authority had not expired.

This resolution 16 revokes and replaces all unexercised authorities previously granted to the directors to allot equity securities or sell treasury shares as if section 561(1) of the Act did not apply but without prejudice to any allotment of equity securities or sale of treasury shares already made or agreed to be made pursuant to such authorities.

#### 17. Authority to purchase own shares

That the Group be generally and unconditionally authorised pursuant to section 701 of the Act to make market purchases (within the meaning of section 693(4) of the Act) of ordinary shares of 10p each of the Group, on such terms and in such manner as the directors of the Group may from time to time determine, provided that:

- (i) the maximum aggregate number of ordinary shares that may be purchased is 4,312,540;
- (ii) the minimum price (excluding expenses) which may be paid for each ordinary share is 10p; and
- (iii) the maximum price (excluding expenses) which may be paid for each ordinary share is the higher of (a) 105% of the average of the middle market quotations for an ordinary share of the Group as derived from the London Stock Exchange Daily Official List for the five business days immediately preceding the day on which such share is contracted to be purchased; and (b) the higher of the price of the last independent trade and the highest current independent bid for an ordinary share in the Group on the trading venues where the purchase is carried out.

The authority conferred by this resolution will expire at the conclusion of the Group's next annual general meeting to be held in 2019 or on 28 December 2019, whichever is sooner, save that the Group may, before the expiry of the authority granted by this resolution, enter into a contract to purchase ordinary shares which will or may be executed wholly or partly after the expiry of such authority.

#### 18. Notice of general meetings

That a general meeting of the Group, other than an annual general meeting, may be called on not less than 14 clear days' notice.

By order of the Board

Carolyn Ferguson
Group Company Secretary

oroup company secretar

28 September 2018

# **EXPLANATORY NOTES TO THE RESOLUTIONS**

Resolutions 1 to 15 (inclusive) will be proposed as ordinary resolutions and resolutions 16 to 18 (inclusive) will be proposed as special resolutions. Ordinary resolutions require more than half of the votes cast to be in favour of the resolution in order for the resolution to be passed. To pass special resolutions, three quarters or more of the votes cast must be in favour.

# 1. Annual Report and Accounts

The directors of the Group present to the Annual General Meeting (AGM) their Annual Report and Accounts for the year ended 30 June 2018 (the Annual Report and Accounts).

#### 2. Directors' remuneration policy

The current remuneration policy was previously approved by shareholders at the 2015 annual general meeting and received 97.77% of the votes held in favour.

Following a detailed review, the remuneration committee considers that the current policy remains largely fit for purpose, with many best practice features including additional holding periods on vested long term incentives, malus and clawback. The remuneration committee would, however, like to take the opportunity to make a few minor changes, all of which are intended to bring the policy further in line with best and market practice whilst also allowing for a modest amount of additional flexibility in the way the policy is operated. The remuneration committee consulted with major shareholders and shareholder representative bodies on the main changes which are set out on page 83 of the Annual Report and Accounts.

The Companies Act 2006 (the Act) requires a listed company to obtain shareholder approval of its remuneration policy at least every three years. The remuneration policy, if approved, will take effect immediately after the conclusion of the AGM and is binding. Shareholders are requested to approve the remuneration policy which is set out on pages 87 to 93 of the Annual Report and Accounts. Provided it remains unchanged, the remuneration policy will continue to apply until it is proposed to shareholders for shareholder approval again at the annual general meeting in 2021.

# 3. Directors' remuneration report

Resolution 3 seeks approval by shareholders for the directors' remuneration report (other than the part containing the remuneration policy) for the year ended 30 June 2018, which can be found on pages 82 to 105 of the Annual Report and Accounts at www.go-ahead.com. The vote is advisory and no directors' remuneration is conditional upon passing the resolution.

# 4. Final dividend

The directors recommend a final dividend of 71.91p per ordinary share for the financial year ended 30 June 2018. The final dividend cannot exceed the amount recommended by the directors. If approved by shareholders, the final dividend will be paid on Friday 23 November 2018 to those holders of ordinary shares who are on the register of members as at close of business on Friday 9 November 2018.

#### 5-11 Re-election of directors

In accordance with the requirements of the UK Corporate Governance Code, all directors of the Group will retire and offer themselves for re-election at the forthcoming AGM.

Directors' biographies can be found on pages 54 and 55 of the Annual Report and Accounts. All directors were subject to a performance review during 2017/18 as part of the internal Board effectiveness review. Further details are set out on pages 66 and 67 of the Annual Report and Accounts.

The Board is satisfied that all directors standing for re-election continue to perform effectively and demonstrate commitment to their role. They have the appropriate balance of skills, experience and diversity of background to enable them to discharge their skills and responsibilities effectively. The Board considers that each directors contribution is, and continues to be, important to Go-Ahead's long term sustainable success.

# 12-13 Re-appointment and remuneration of auditor

The Group is required at each general meeting at which accounts are presented to shareholders to appoint an auditor to hold office until the next meeting. Resolution 12 proposes the re-appointment of the Group's existing auditor, Deloitte LLP, for the financial year ending 29 June 2019.

Resolution 13 follows best practice in corporate governance by separately seeking authority for the directors to agree the auditor's remuneration.

# 14. Authority to make political donations

Part 14 (sections 362 to 379 inclusive) of the Act contains restrictions on companies making political donations or incurring political expenditure. It is the Group's policy not to make any donations to, or incur expenditure on behalf of, political parties, other political organisations or independent election candidates and the Board does not intend to change this policy.

The wide definitions of 'political donation' and 'political expenditure' in the Act potentially cover activities which form part of the normal relationships between the Group and bodies concerned with policy review, law reform and other business matters. Such activities may include advertising, sponsorship or attendance at events organised by political parties, or the hiring of stands and exhibition space at national and regional political conferences. Such activities, which it is in the shareholders' interests for the Group to conduct, are not designed to support a particular political party, other political organisation or an independent election candidate.

In accordance with the Group's policy not to make political donations, no such payments were made in the year by the Group or its subsidiaries. Additionally, neither the Group nor its subsidiaries has incurred any political expenditure.

The Board proposes resolution 14 to give the Group the necessary authority for carrying out activities covered by the Act's definitions and where such activities are in furtherance of the Group's legitimate business interests, without committing an inadvertent or technical infringement of the Act that could arise from the uncertainty caused by the wide definitions contained within the Act. The authority will lapse at the conclusion of the Group's next annual general meeting to be held in 2019 or on 28 December 2019, whichever is sooner, and such authority will be limited to an aggregate maximum amount of £75,000.

# 15. Renewal of directors' authority to allot shares

Under section 551 of the Act, directors are not permitted to allot shares (or grant rights over shares) unless authorised to do so by shareholders. The purpose of this resolution 15 is to renew the directors' limited authority to allot shares.

Paragraph (a) of this resolution 15 would give the directors the authority to allot ordinary shares of the Group up to an aggregate nominal amount equal to £1,437,513 (representing 14,375,133 ordinary shares of 10 pence each). This amount represents approximately one-third of the Group's issued share capital (excluding treasury shares) as at 10 September 2018, the latest practicable date before the publication of this Notice of AGM. This maximum is reduced by the nominal amount of any equity securities allotted under the authority set out in paragraph 15(b) in excess of £1.437.513.

In line with the guidance issued by the Investment Association (IA), paragraph (b) of this resolution 15 would give the directors authority to allot ordinary shares in connection with a rights issue in favour of ordinary shareholders up to an aggregate nominal amount equal to £2,875,026 (representing 28,750,266 ordinary shares of 10p each), as reduced by the nominal amount of any shares issued under paragraph (a) of this resolution 15. The amount (before any reduction) represents approximately two-thirds of the issued ordinary share capital of the Group (excluding treasury shares) as at 10 September 2018, the latest practicable date before the publication of this Notice of AGM.

The authorities sought under paragraphs (a) and (b) of this resolution 15 will expire at the conclusion of the Group's next annual general meeting to be held in 2019 or on 28 December 2019, whichever is sooner.

The directors have no present intention to exercise the authorities sought under this resolution other than pursuant to employee share plans which are not included for the purpose of this authority. The Board however wishes to ensure that the Group has maximum flexibility to respond to market developments and to enable allotment to take place in appropriate circumstances. Where the Board does use the additional authority described in paragraph (b) of resolution 15, the directors intend to follow IA recommendations that all of the directors will stand for re-election at the next annual general meeting (as they do each year anyway in the interests of good corporate governance).

As at 10 September 2018 (being the latest practicable date prior to the publication of this Notice of AGM), the Group held 3,902,230 treasury shares, which represents 9.05% of the Group's issued ordinary share capital (excluding treasury shares).

# 16. Renewal of directors' authority to disapply pre-emption rights

The directors are also seeking authority to allot ordinary shares for cash without first offering them to existing shareholders in proportion to their existing holdings.

The authority set out in resolution 16 would be limited to:

- allotments or sales in connection with pre-emptive offers, or
- b) otherwise up to an aggregate nominal amount of £215,627 (representing 2,156,270 ordinary shares of 10p each). This aggregate nominal amount represents approximately 5% of the issued ordinary share capital of the Group (excluding treasury shares) as at 10 September 2018, being the latest practicable date before publication of this Notice of AGM.

In respect of the authority granted under resolution 16(b), the directors confirm their intention to follow the provisions of the Pre-Emption Group's Statement of Principles regarding cumulative usage of authorities within a rolling three-year period where the Principles provide that usage in excess of 7.5% of the issued ordinary share capital of the Group should not take place without prior consultation with shareholders.

The directors have no present intention to allot shares other than pursuant to employee share plans. If approved, the authority sought under this resolution will expire at the conclusion of the Group's next annual general meeting to be held in 2019 or on 28 December 2019, whichever is sooner.

# 17. Authority to purchase own shares

This resolution 17 will, if passed, renew the authority for the Group to purchase up to 4,312,540 ordinary shares of 10p each, representing approximately 10% of the issued ordinary share capital (excluding treasury shares). This resolution also specifies the maximum and minimum prices which may be paid for any shares purchased under this authority. This authority will expire at the conclusion of the Group's next annual general meeting to be held in 2019 or on 28 December 2019, whichever is sooner.

The directors have no present intention for the Group to exercise the authority granted by this resolution to purchase its own ordinary shares. They would do so only after taking account of the overall financial position of the Group and in circumstances where to do so would be regarded by the Board as being in the best interests of shareholders generally and result in an increase in earnings per share. It is the directors' intention that, should any shares be purchased under this authority, they would be held in treasury to the extent permitted in law. In circumstances in which treasury shares are used in connection with employee share schemes, such use would be within the limits on dilution contained in institutional shareholder quidelines.

As at 10 September 2018 (being the latest practicable date before publication of this Notice of AGM), there were 407.265 options outstanding over the Group's shares representing approximately 0.94% of the issued share capital of the Group (excluding treasury shares). If the authority to purchase shares granted at last year's AGM, and the authority proposed to be granted under this resolution 17 were both exercised in full, such options outstanding as at 10 September 2018 would, assuming no further ordinary shares are issued after that date, represent 1.18% of the issued share capital of the Group at that date (excluding treasury shares). For the purposes of these calculations, only options granted under the Group's shareholder approved plans (Sharesave and Long Term Incentive Plan) have been included. Options granted under the Group's Deferred Share Bonus Plan have not heen included

# 18. Notice of general meetings

In accordance with the Act, the notice period for general meetings (other than an annual general meeting) is 21 clear days' notice unless the Group:

- has gained shareholder approval for the holding of general meetings on 14 clear days' notice by passing a special resolution at the most recent annual general meeting; and
- offers the facility for all shareholders to vote by electronic means.

The Group would like to preserve its ability to call general meetings (other than an annual general meeting) on fewer than 21 clear days' notice. The shorter notice period would not be used as a matter of routine, but only where the flexibility is merited by the business of the meeting and is thought to be in the interests of shareholders as a whole. Resolution 18 seeks such approval. Should this resolution 18 be approved, the authority granted under it will be valid until the conclusion of the Group's next annual general meeting. This is the same authority which was sought and granted at last year's annual general meeting.

# **GENERAL NOTES**

#### 1. Entitlement to attend and vote

Only those shareholders registered on the register of members of The Go-Ahead Group plc (the Group) at:

- 6.30pm on Tuesday 30 October 2018; or
- if this 2018 Annual General Meeting (AGM) is adjourned, at 6.30pm on the day two days prior to the adjourned meeting,

shall be entitled to attend, speak and vote at the AGM.

Changes to the register of members after the relevant deadline shall be disregarded in determining the rights of any person to attend, speak and vote at the meeting.

# 2. Appointment of proxies

A shareholder who is entitled to attend, speak and vote at the AGM is entitled to appoint one or more people (called proxies) to attend, speak and vote on their behalf, including any adjournments thereof.

A proxy need not be a shareholder. A shareholder may appoint more than one proxy provided that each proxy is appointed to exercise rights attached to different shares.

You should indicate on the proxy form how you wish your votes to be cast on the resolutions to be proposed at the AGM. If you sign and return the proxy form, but no voting indication is given in relation to a particular resolution, your proxy will vote or abstain from voting at his or her discretion. Please note that the vote "Withheld" option is provided to enable you to abstain on any particular resolution; it is not a vote in law and will not be counted as a vote "For" or "Against" a resolution. You can only appoint a proxy using the procedures set out in these notes and in the explanatory notes to the proxy form.

# 3. Appointment of a proxy using the proxy form

Shareholders should receive a proxy form with this circular. To be effective, the proxy form, duly signed, must be received by the Group's registrar, Equiniti, no fewer than 48 hours before the time of the meeting, ie. not later than 11.00am on Tuesday 30 October 2018 (or, in the event of any adjournments, so as to arrive no later than 48 hours before the time appointed for the AGM), together with, if applicable, the power of attorney or other authority under which it is signed. The signed proxy form should be deposited with Equiniti, at Aspect House, Spencer Road, Lancing, West Sussex, BN99 6DA.

Completion and return of the proxy form will not preclude shareholders from attending and voting in person.

# 4. Appointment of a proxy by joint shareholders

In the case of joint registered holders, the signature of one holder will be accepted. The vote of the senior joint holder, whether in person or by proxy, will be accepted to the exclusion of the votes of the other joint holders. For this purpose, seniority is determined by the order in which the names appear in the Group's register of members in respect of the joint holding.

# 5. Appointment of proxies electronically

As an alternative to completing the proxy form shareholders may appoint their proxy electronically through Equiniti's website at www.sharevote.co.uk using their personal Voting ID, Task ID and Shareholder Reference Number (these are a series of numbers printed under the shareholder's name on the proxy form).

For an electronic proxy appointment to be valid, it must be received by Equiniti not later than 11.00am on Tuesday 30 October 2018.

Completion of the online voting process will not preclude shareholders from attending and voting in person.

# 6. Changing your proxy instructions

To change your proxy instructions you may return a new proxy appointment using the methods set out above. Where you have appointed a proxy using the hard copy proxy form and would like to change the instructions using another hard copy proxy form, please contact Go-Ahead's Registrar as set out in note 3.

Alternatively, the Group's Registrar, Equiniti, can be contacted on 0371 384 2193. Lines are open 8.30am to 5.30pm, Monday to Friday (excluding public holidays in England and Wales). If you are calling from overseas, please telephone +44(0)121 415 7047.

The deadline for receipt of proxy appointments (see note 3) also applies in relation to amended instructions. Any attempt to terminate or amend a proxy appointment received after the relevant deadline will be disregarded. Where two or more valid separate proxy appointments are received in respect of the same share in respect of the same meeting, the one which is last sent shall be treated as replacing and revoking the other or others. If Equiniti is unable to determine which is last sent, the one which is last received shall be so treated. If Equiniti is unable to determine either which is last sent or which is last received, none of them shall be treated as valid in respect of the relevant share(s).

# 7. Appointment of proxies through CREST

Shareholders who are CREST members and who wish to appoint a proxy or proxies through the CREST electronic proxy appointment service may do so for the AGM to be held on 1 November 2018 and any adjournment(s) thereof by using the procedures described in the CREST Manual (available via www.euroclear.com). CREST personal members or other CREST sponsored members, and those CREST members who have appointed a voting service provider(s), should refer to their CREST sponsor or voting service provider(s), who will be able to take the appropriate action on their behalf.

In order for a proxy appointment or instruction made using the CREST service to be valid, the appropriate CREST message (a CREST Proxy Instruction) must be properly authenticated in accordance with Euroclear UK & Ireland Limited's specifications and must contain the information required for such instructions, as described in the CREST Manual. The message, regardless of whether it constitutes the appointment of a proxy or to an amendment to the instruction given to a previously appointed proxy must, in order to be valid, be transmitted so as to be received by the issuer's agent (ID RA19) by the latest time(s) for receipt of proxy appointments specified in the Notice of AGM. For this purpose, the time of receipt will be taken to be the time (as determined by the timestamp applied to the message by the CREST Applications Host) from which the issuer's agent is able to retrieve the message by enquiry to CREST in the manner prescribed by CREST. After this time any change of instructions to proxies appointed through CREST should be communicated to the appointee through other means.

CREST members and, where applicable, their CREST sponsors or voting service providers should note that Euroclear UK & Ireland Limited does not make available special procedures in CREST for any particular messages. Normal system timings and limitations will therefore apply in relation to the input of CREST Proxy Instructions. It is the responsibility of the CREST member concerned to take (or, if the CREST member is a CREST personal member or sponsored member or has appointed a voting service provider(s), to procure that his or her CREST sponsor or voting service provider(s) take(s)) such action as shall be necessary to ensure that a message is transmitted by means of the CREST system by any particular time. In this regard, CREST members and, where applicable, their CREST sponsors or voting service providers are referred, in particular, to those sections of the CREST Manual concerning practical limitations of the CREST system and timinas.

The Group may treat as invalid a CREST Proxy Instruction in the circumstances set out in Regulation 35(5)(a) of the Uncertificated Securities Regulations 2001.

# 8. Corporate representatives

Any corporation which is a member can appoint one or more corporate representatives who may exercise on its behalf all of its powers as a member provided that they do not do so in relation to the same shares.

# 9. Issued share capital and total voting rights

As at 10 September 2018 (this being the latest practicable date prior to the publication of this Notice of AGM), the Group's issued share capital comprised 47,027,630 ordinary shares of 10p each. The Group holds 3,902,230 of its ordinary shares in treasury. Therefore, the total number of voting rights in the Group as at 10 September 2018 was 43,125,400. Each ordinary share carries the right to one vote at a general meeting of the Group. The number of shares in issue and, therefore, the total number of voting rights in the Group at the time of the AGM may differ from this.

#### 10. Voting at the AGM

Voting on all resolutions to be put to the AGM will be by poll, rather than on a show of hands, so that all votes are included, whether or not the shareholder is able to attend the AGM. The Board believes this to be the most democratic procedure for voting on resolutions as member votes will be counted according to the number of shares held.

The results of the voting at the AGM and the number of proxy votes cast for and against and the number of votes actively withheld in respect of each of the resolutions proposed at the AGM will be announced through a Regulatory Information Service as soon as practical following the AGM and will also be published on the Group's website at www.qo-ahead.com.

The Group has included on the proxy form a vote 'Withheld' option in order for shareholders to abstain from voting on any particular resolution. However, an abstention is not a vote in law and will not be counted in the calculation of the proportion of votes 'For' or 'Against' the relevant resolution.

# 11. Nominated persons

Any person to whom this circular is sent who is not a shareholder but is a person nominated by a shareholder under section 146 of the Companies Act 2006 (the Act) to enjoy information rights (a Nominated Person) may, under an agreement between him/her and the shareholder by whom he/she was nominated, have a right to be appointed (or to have someone else appointed) as a proxy for the AGM. If a Nominated Person has no such proxy appointment right or does not wish to exercise it, he/she may, under any such agreement, have a right to give instructions to the shareholder as to the exercise of voting rights.

The statements of the rights of shareholders in relation to the appointment of proxies and corporate representatives in notes 2 to 8 (inclusive) above do not apply to Nominated Persons. The rights described in those paragraphs can only be exercised by shareholders of the Group.

#### 12. Powers of attorney

If you have given a power of attorney over your shares, you must ensure that the power of attorney (or a notarially certified copy of such authority) has been deposited with the Group's Registrar, Equiniti, at Aspect House, Spencer Road, Lancing, West Sussex, BN99 6DA, by 6.30pm on Tuesday 30 October 2018 (or, in the event of any adjournment of the AGM, by 6.30pm on the date which is two days before the time of the adjourned meeting). Persons voting under a power of attorney must do so by using the hard copy proxy form.

# 13. Website giving information regarding the AGM

Information regarding the AGM, including information required by section 311A of the Act and a copy of this Notice of AGM, are available from www.go-ahead.com.

#### 14. Audit statements

Under section 527 of the Act, members meeting the thresholds set out in that section have the right to require the Group to publish on its website a statement setting out matters relating to: (i) the audit of the Group's accounts (including the auditor's report and the conduct of the audit) which are to be laid before the AGM; or (ii) any circumstance connected with an auditor of the Group ceasing to hold office since the previous meeting at which the annual report and accounts were laid in accordance with section 437 of the Act. The Group may not require the shareholders requesting any such website publication to pay its expenses in complying with sections 527 and 528 (inclusive) of the Act. Where the Group is required to place a statement on its website under section 527 of the Act, it must forward the statement to the Group's auditor no later than the time when it makes the statement available on the website. The business which may be dealt with at the AGM includes any statement that the Group has been required under section 527 of the Act to publish on its website.

# 15. Documents available for inspection

The following documents will be available for inspection during usual business hours on any weekday (Saturdays, Sundays and public, bank and statutory holidays excluded) at the registered office of the Group and will also be available at the place of the meeting for at least fifteen minutes prior to the AGM until its conclusion:

- (i) copies of the executive directors' service agreements; and
- (ii) copies of the non-executive directors' letters of appointment.

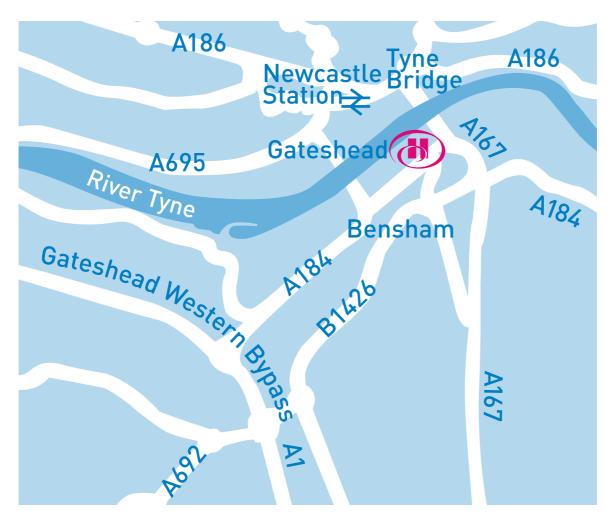
# 16. Members' right to ask questions

All shareholders and their proxies attending the AGM have the right to ask questions. The directors will endeavour to answer all such questions as fully as possible. However, they are not required to answer if (i) to do so would interfere unduly with the preparation for the meeting; (ii) to answer would involve the disclosure of confidential information; (iii) the answer has already been given on a website in the form of an answer to a question; or (iv) it is undesirable in the interests of the Group or the good order of the meeting that the question be answered.

#### 17. Electronic addresses

You may not use any electronic address (within the meaning of section 333(4) of the Act) provided in this Notice of AGM (or in any related documents including the Chairman's letter and proxy form) to communicate with the Group for any purposes other than those expressly stated.

# **DIRECTIONS TO THE HILTON NEWCASTLE GATESHEAD**



#### From the A1 north and south

- Exit on the A184 and continue on this road in the left hand lane.
- 2. Exit this road towards Gateshead.
- 3. At the roundabout take the 3rd exit and continue towards Gateshead.
- Keeping in the left hand lane, at the third set of traffic lights, turn left towards the Swing Bridge onto Bottle Bank.
- 5. The hotel is on the left.

# From Newcastle Central Station

From Newcastle Central Station it is easier to get a Metro to Gateshead Metro Interchange and then follow the below directions:

- Walk out of the Metro Interchange directly leading onto West Street.
- 2. Turn left and walk straight down the bank towards a set of traffic lights.
- 3. Cross over the traffic lights, turn right and walk under the bridge.
- 4. Turn left onto Bottle Bank.
- 5. Continue down Bottle Bank.
- 6. The hotel is on the left hand side.

Alternatively, you can take a taxi to the hotel from the front of Central Station (24 hours a day). Journey time is approximately 5-15 minutes depending on traffic.

## From the airport

- Leave the airport and join the A696 towards Newcastle.
- 2. Join the A167(M) for Gateshead and cross over the Tyne Bridge.
- 3. Keep in left hand lane and take the immediate slip road just prior to first set of traffic lights.
- 4. Turn left at the next junction, under the bridge and left at the first set of traffic lights up Bottle Bank.
- 5. The hotel is on the right.

Alternatively take the Metro to Gateshead Metro Interchange. Journey time is approximately 25 minutes. Frequency is every 12-15 minutes. Starting point is Airport Metro Station.