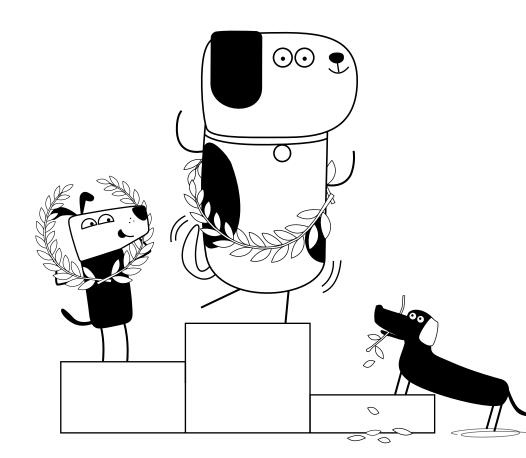
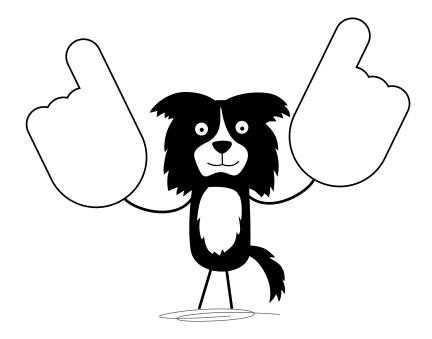
## Top Dogs 2023: Best of the FTSE 100 annual reports



Welcome to Friend's 'Top Dogs 2023', our pick of the best of the FTSE 100 annual reports.



Every year, we undertake a thorough analysis of the FTSE 100's annual reports. The basis for this analysis is what we believe to be the four fundamentals of excellent reporting: communication, fairness and balance, transparency and forward-looking information.

The reporters who do best against these fundamentals are our 'Top Dogs'.

In this summary, we'll share:

#### What were the biggest shifts this year?

See page 4

#### Choosing the best of the best

See page 6

#### Digging deeper: stats and facts

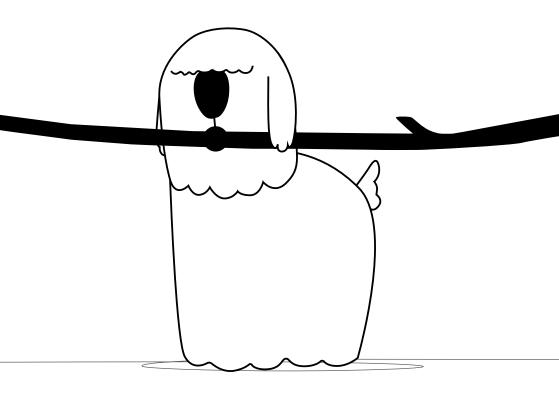
See page 24

We hope you find our insights useful (they're based on the FTSE 100's annual reports for year ends up to and including 31 March 2023). And if you'd like to know how we could help your report become one of the 'Top Dogs', do reach out to us at hello@friendstudio.com

# What were the biggest shifts this year?







What were the biggest shifts this year?

Growth in the volume of sustainability content continues to constitute the most marked shift in the reporting landscape. In a positive sign that reporters are reporting in the spirit of new regulations, sustainability discussion is increasingly integrated within both the strategic report and governance sections.



## The impact of growing sustainability/ESG requirements

Ever-increasing sustainability disclosure requirements have had a significant impact on report length. Reports are now typically longer overall, with most of the increase arising from more comprehensive sustainability sections which now often involve extensive TCFD (Task Force on Climate-related Financial Disclosure) reporting. The upcoming move to ISSB Standards could facilitate some streamlining of content, although we expect reports to continue growing in length.



#### Continued integration of sustainability/ESG

The speed of sustainability integration within the main report narrative has shown no signs of slowing down this year, with nearly all of the FTSE 100 linking sustainability metrics to Executive remuneration, and most reporters integrating sustainability into their core business strategy. We expect to see this trend continue in coming years.

#### A focus on climate transition plans

Climate transition planning is gaining prominence in reports with around 70% of the FTSE 100 explaining how they plan to achieve net zero greenhouse gas emissions. Publishing transition plans on a 'comply or explain' basis is already required for some listed companies to achieve TCFD alignment; however, almost all UK-based companies will soon be required to produce a robust and meaningful transition plan and to then describe the progress made each year in their annual reports.

#### Greater focus on key reporting content may be needed

Typically, the energy given over to more comprehensive sustainability reporting has led to a significant reduction in the average reporting team's willingness and ability to overhaul other areas of the annual report. Notably, business model descriptions and strategy reporting have moved forward very little in recent years.



As always, we read through the entire FTSE 100 with the aim of choosing three winners in each of our four categories.

#### Communication

See page 8

#### Fairness and balance

See page 12

#### Transparency

See page 16

#### **Forward-looking information**

See page 20

Our 'Top Dogs' 2023, in alphabetical order:







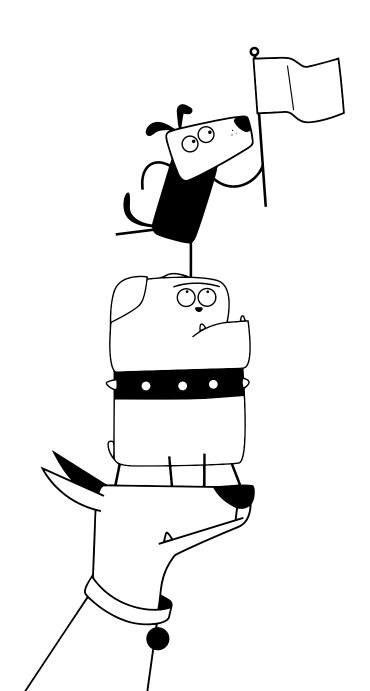










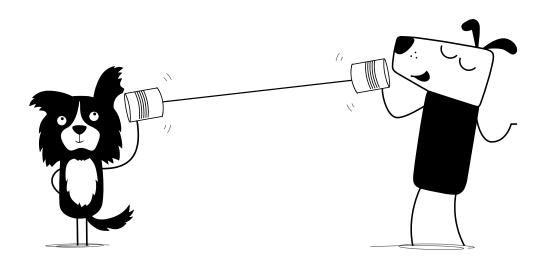


#### **Communication**

Even the richest content and data won't save a report if the quality of communication is poor. Good communication will bring a report to life.

We looked foremost for powerful storytelling and strong high-level messaging – are the highs and lows conveyed in a compelling way? Is there a clear hierarchy of content and a logical way to find information quickly?

Cramped, text-heavy and unimaginative layouts do not win points, we were looking for visuals that sing, and words that tell a unique and authentic story.



#### Airtel Africa

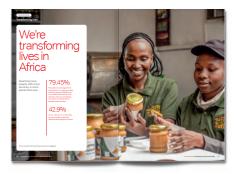
An upfront visual section sets out Airtel Africa's social impact story clearly and memorably. We also felt the CEO's Q&A was particularly interesting, offering a real sense of the CEO's personality and his commitment to the communities that Airtel serves. It's worlds away from a typical CEO's statement.

#### Q. How will you look back at this year?

A. The joy of running this business – and the thing that I see motivating our people – is that we are part of the solution to the challenges around us.

There's no doubt this has been a difficult year for many in our communities. While sub-Saharan Africa is very resilient, it is not immune to global economic shocks. Sharp commodity and fuel inflation really hurts in communities where many people spend 40% of their income on food. Climate change has a disproportionate impact on Africans. Currency disruptions create serious challenges for businesses and individuals.

But as Airtel Africa people, we are part of our communities – we share their pain as well as their joy, And we can see the difference we're making. Every day, we're connecting customers to each other, to the digital future, and to economic opportunity. The more we serve, the more we succeed. By delivering our strategy and growing our business, we're part of the process of sustainable development. That's what we mean by transforming lives.









Our strategy for growth in action

46.3%

41.3%

66
The more we serve, the more we succeed
By delivering our strategy and growing
our business, we're part of the process
of sustainable development. That's what
we mean by transforming lives.

It is a competitive sector, where we need to keep building our ecosyst to tay what of here in fruith offers, energy with Central Belle to tree competitions of the section of the central Belle to the competitions. The wine when significant trained in record in the competitions to the ends significant trained in record limit of the competitions of the ends significant trained in record in competitions. The ends of the competitions of the ends of the competitions of the ends of the competitions of the ends o

targets for building our mobile money ecosystem and inclus specific target to reach 20 million women customers by 200 Q. You published your first sustainability in the Control of 2002, which were the bish file

A. Arital Africa has supported communities in areas including education, health and wellbeing, and disaster relief for decades – but we schieved a (1952) processor of the schieved as the schieved as the schieved another milestore with our Sustainability Margori, but hold elementatived progress against all our targets.—Dut shortly defined more controlled to do not our Sustainability Report, which demonstrated progress against all our targets.—Dut shortly diplicated now much there is still to do in order to achieve the sustainable development goals that we support.

One of the biggest elements of our work this year has been developing our pathway to not alrea one was with the birth their pract of our operation on the environment. Our datalied analysis across 14 OpCoo has highlighted splindered decarbonisation statelegies we can replacement to reduce our crobon emissions. Whe have set a target to reduce our scope 1 and 22 emissions intensity by more ben ORDIn within tern years of our baseline and achieve net zero by 2000.

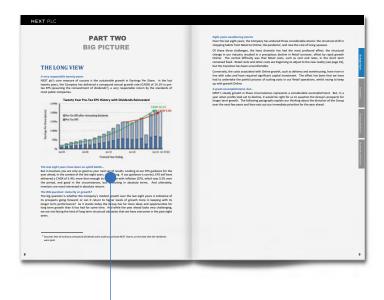
Our investment in herebook repension, particularly in noral and servi-cura

Our investment in network operation, particularly in runal and servir curit areas, it giving millions of people access to neliable and thyly-quality digital and françaist services, other for the first time. When making progress on building a driver and rulculus evolutions, which was not a progress of the people of the peop

#### Communication

#### Next

Next's report is unique in the index. The writing style is open, honest and highly readable. It's refreshing to see a company taking a completely different approach to reporting, and we applaud Next's willingness to say meaningful things in an accessible way.



#### The last eight years have been an uphill battle...

But in business you are only as good as your next set of results. Looking at our EPS guidance for the year ahead, in the context of the last eight years, is sobering. If our guidance is correct, EPS will have delivered a CAGR of 5.4%; more than enough to keep pace with inflation (CPI), which was 3.5% over the period, and good in the circumstances, but unexciting in absolute terms. And ultimately, investors are most interested in absolute returns.









#### Rentokil Initial

An eight-page upfront section explains how a recent large acquisition will create a bigger, better business that benefits colleagues, customers and shareholders alike. It's a powerful piece of communication, direct and immediate. This is followed by a Q&A with the CEO which is delivered in a conversational tone.



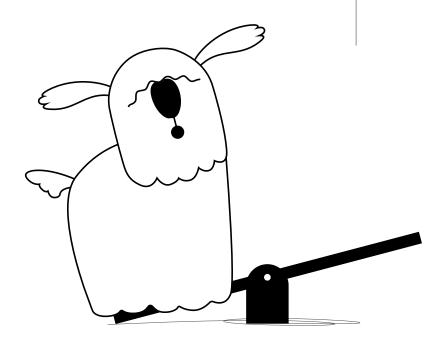
#### Fairness and balance

It can be all too tempting to bury poor performance away and focus unduly on the positive. Fair, balanced and understandable content is the cornerstone of good reporting.

In judging this category we looked for reports which didn't shy away from bad news and shed light on the reasons for disappointing performance.

We upheld examples that were upfront about future challenges and commended those avoiding partiality and hyperbole.





#### Admiral

Admiral does not try to downplay poor performance in one of its divisions, but rather makes it part of the overall narrative of the report, with several mentions throughout – including in the management Q&A upfront.

### Q: Costantino, Elephant in the US experienced a challenging year, can you provide an update on the performance and outlook?

**A:** 2022 was a difficult year for Elephant, with very strong claims inflation leading to a disappointing result for the business. The team continued to focus on strengthening fundamentals – we increased base rates by double digits, slowed growth, narrowed our footprint and strengthened risk selection and pricing. In addition, we strongly reduced our cost base through cutting acquisition and advertising costs, and continued to shift the business towards more efficient distribution channels. We're continuing to look for ways to improve and we are considering options for the future of the business.



#### Fairness and balance

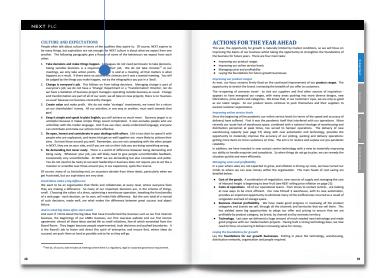
#### Fresnillo

Fresnillo tackles the labour market, inflation and supply chain challenges it faces in an open and balanced way throughout the report. The marketplace section is particularly noteworthy, not least because it highlights 'threats'; it's rare to see such clarity. Serious labour shortages and the associated difficulties are discussed in a fair and balanced way, as are specific threats to the gold and silver markets.





1. Take decisions and make things happen. Colleagues do not need permission to take decisions, taking sensible decisions is a requirement of their job. We do not take minutes<sup>13</sup> at our meetings, we only take action points. Whatever is said at a meeting, all that matters is what happens as a result. If there were no actions, the chances are it was a wasted meeting. You will be judged by the things you make happen, not by the infographics you put in a 'deck'.



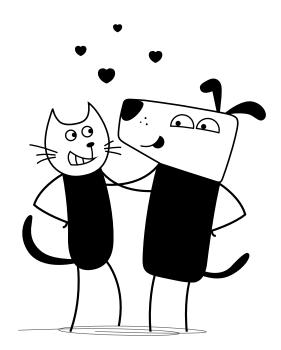
#### Next

Next offers up language far more reminiscent of a frank discussion with an investor, or even in the boardroom: authentic and credible, with very little spin. Defining what the company is against, not just what it is for. We believe that many reporters could benefit from adopting this approach.

#### **Transparency**

Annual reports should be a window into the organisation. They should shine a spotlight on boardroom decision-making and give an honest picture of company culture. The very best reports share genuine insight into how a business creates revenue, profit and long-term value.

We recognised reporters who went 'above and beyond', those for whom compliance was in the spirit of the regulations, rather than a mere tick-box exercise.



#### **Experian**

Experian's six-page business model description offers insight into how each part of the business operates and generates revenue, avoiding the temptation to over-simplify. While the section is visually pleasing, graphics aren't allowed to dominate.



Financial services, retail, US healthcare, telecommunications, utilities, insurance and FinTech companies

#### **Key propositions**

Ascend Technology Platform, PowerCurve decisioning, CrossCore fraud prevention

#### Revenue model

- Software and system sales: consultancy and implementation fees; recurring licence fees; and transactional charges
- Credit scores sold on a transactional, volume-tiered basis
- Analytics: a mix of consultancy and professional fees, and transactional charges

#### Market position

One of the leading providers of business solutions in key sectors (outside of the USA)

#### Competitors include

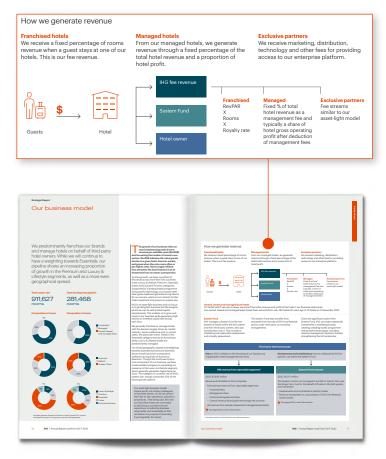
FICO, IBM, SAS, Change Healthcare, Provenir, Verisk, Temenos







#### **Transparency**



#### InterContinental Hotels Group

The industry overview, market trends and strategy sections are all strong here. The description of IHG's 'asset-light' business model, is index-leading, illustrating cleanly and clearly how the company generates revenue, and explaining related factors such as growth drivers, capital allocation and dividend policy.

Our sewers are typically no more than 15 per cent full in dry conditions but, when rainfall is very heavy and the tanks fill to capacity, overflows act as a pressure relief valve allowing rainwater, mixed with sewage, to rise inside the sewer and eventually enter a separate pipe which flows into a river or the sea. Sewers operate this way to help prevent the flooding of streets, homes and businesses.

#### **United Utilities**

The level of transparency shown throughout the report puts United Utilities well ahead of the average FTSE 100 reporter. Comprehensive detail is offered at every turn, with the strategy and business model sections particular standouts.

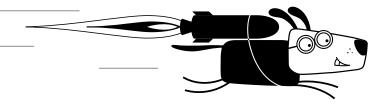


#### **Forward-looking information**

Investors don't just want to understand historic performance, they want insight into future prospects. They want to know that future risks are being prepared for and that businesses have a clear vision of where they want to go.

With the current focus on net zero transition planning the inclusion of meaningful forward-looking information is more crucial than ever.

Our top marks went to reporters who tackled future uncertainty and opportunity openly and honestly.

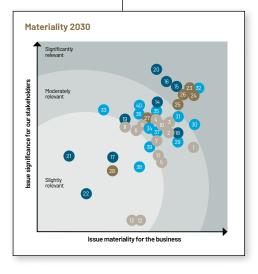


**Tomorrow** 



#### Fresnillo

This Mexican mining business goes far beyond the typical short-term approach favoured by most FTSE 100 reporters. Long-term strategic priorities are offered, as is a view on which issues are likely to be material for Fresnillo in 2030.



#### Forward-looking information

#### InterContinental Hotels Group

Forward-looking information can be found throughout IHG's report. Several 2030 commitments are made, and risks are discussed in the context of their strategic impact over the next two to three years.

Why these uncertainties are important to the achievement of our strategic objectives over the next two to three years

Our growth ambitions require us to take risks to drive returns for our existing and potential owners. Our owners' choice to work with IHG is dependent on our ability to build a portfolio of loved and trusted brands with a track record in delivering returns, while also continuing to invest behind digital advantage, customer centricity and caring for our people, communities and planet.





#### **United Utilities**

United Utilities' report includes detailed short, medium and long-term strategic plans over an astonishingly lengthy timeline – up to 2080 (albeit largely as a result of the way the UK water sector is regulated). Short, medium and long-term sustainability targets to 2070 are also set out.

# up to 2080

#### l ong-term planning

We plan far into the future to ensure we can respond to risks and opportunities that may arise.

To maintain a reliable, high-quality service for customers long into the future, we need to anticipate and plan for things that may impact on our activities. This includes monitoring the age and health of our assets, keeping track of innovations and advancements in technology, and looking at current and predictive data from various sources to track key risk indicators (e.g. economic forecasts, expectations for population growth, climate and weather predictions, legal and regulatory consultations and changes).







Alongside our annual qualitative analysis of the FTSE 100, we also undertake a significant quantitative research exercise, covering 63 distinct data points.

From our analysis we've been able to identify some clear shifts in the reporting landscape.

#### Scale of reports

See page 26

Sustainability/ESG information now dominates many strategic reports

See page 28

TCFD reporting is maturing

See page 30

Net zero commitments are just the beginning

See page 32

Reporting on ethnicity has quickly become the norm

See page 33

Annual reports are taking longer to publish

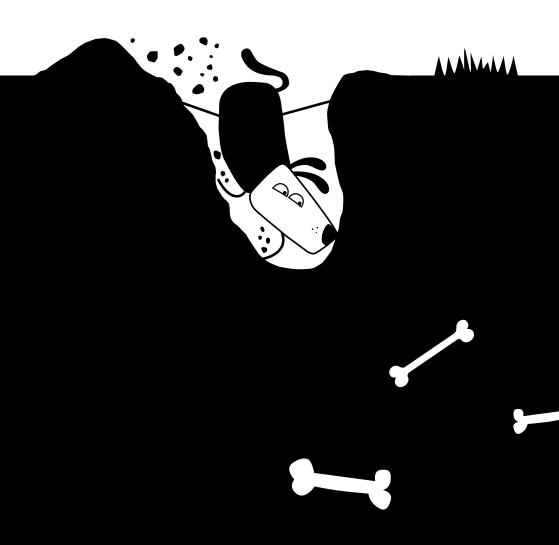
See page 34

Transforming ESEF digital reporting

See page 36

Efforts to improve the online experience

See page 38



#### Scale of reports

Report size has increased across all sections – strategic report, governance and financial statements – a sign of increasing disclosure requirements. The average page count of a FTSE 100 report is 262, versus 210 five years ago, an increase of 22%. The lengthiest reports are within the Banks sector (an average of 453 pages this year) reflecting the additional required disclosures on risk, with reports in the Oil & Gas sector following closely behind, with an average page count of 401.

The five Banks and two Oil & Gas companies occupy seven of the nine longest reports among the FTSE 100. Excluding these two sectors, the average falls to 249 pages, a 21% increase on five years ago.

But while lengthier reports pose an increasing burden for reporters, diminishing print runs mean the pressure to keep page counts low isn't as great as it once was. 25%

increase in the average length of annual reports over the past five years

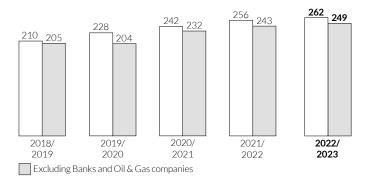
43%

increase in the average length of strategic reports over the past five years

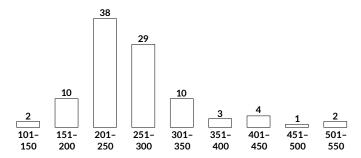
83

pages was the average length of a strategic report in 2022/23

#### Annual report average page count

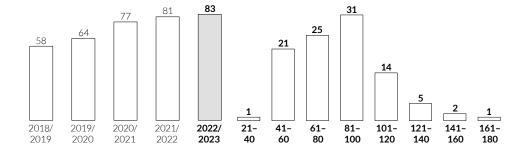


#### Annual report average page count range



#### Strategic report average page count

#### Strategic report page count range



# Sustainability/ESG information now dominates many strategic reports

One of the most notable shifts highlighted by our research is the continued growth of sustainability disclosure in the strategic report, undoubtedly driven by the increase in disclosure requirements. This year, the average sustainability section page count rose to 22 – five years ago the average was eight pages.

The Sustainable Development Goals were referenced in some way in 71 reports, yet only 14 of this group offer more meaningful insights, describing how their sustainability strategy supports specific underlying targets.

Meanwhile, the popularity of a designated sustainability section has waned slightly as some reporters adopt a more integrated approach to sustainability content. 77% of reporters still include almost all of their sustainability content within a dedicated section, compared with 89% five years ago.

Despite the increasing amount of sustainability information within the annual report, the percentage of reporters that also produce a standalone sustainability report (sometimes titled 'ESG' or 'Responsible Business' reports) has remained fairly constant over the past five years, around two-thirds. Page counts increased from an average of 53 pages five years ago to 66 pages now.

Ilink specific SDGs to company strategy and activities in some way

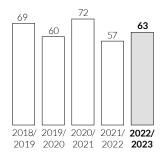
76
reporters integrate
sustainability into group
strategy in some way

FTSE 100 companies produce a separate sustainability or ESG report

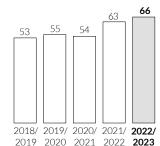
#### Average page count of sustainability sections

## 2018/ 2019/ 2020/ 2021/ 2022/ 2019 2020 2021 2022 2023

### Reporters producing a separate sustainability report

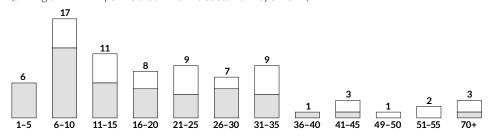


### Average page count of separate sustainability reports



#### Sustainability section page count range

(among the 77 companies that include a sustainability section)



Proportion that also produce a standalone Sustainability Report

#### Continued integration of sustainability into company decision-making

The speed of sustainability integration has shown no signs of slowing down this year with 84% of the FTSE 100 linking sustainability metrics to Executive remuneration, demonstrating just how embedded sustainability is into business strategy and governance, driven by increasing investor expectations in this area.

We also saw an increasing number of companies report that the range of skills and expertise of Board members includes sustainability. 85

link sustainability metrics to Executive remuneration

68%

of companies that report on Board skills and experience included sustainability among the list of skills (2021/22: 55%)

## TCFD reporting is maturing

Responses to the requirements of the Task Force on Climate-related Financial Disclosures have been a feature of reports for several years, but these sections are becoming steadily more detailed and meaningful with connections often made to net zero planning.

TCFD sections increased from an average of five pages in 2021/22 to nine pages in 2022/23, with the highly scrutinised Oil & Gas sector dedicating the largest number of pages to TCFD (an average of 24 pages in 2022/23), followed by the Banks sector (an average of 18 pages in 2022/23).

Of course, there are still a few areas for improvement. While nearly all companies mention the impacts of climate change in their financial statements, only 26 of that group explain the potential impacts in any depth, notably in the Aerospace & Defence, Oil & Gas and Utilities sectors. This finding aligns with the FRC's July 2022 review, which found reporting in this area to be somewhat lacking in true insight. The FRC also noted that it may in the future challenge companies that disclose significant climate risks in narrative reporting but don't discuss them further in the financial statements.

The number of companies publishing a standalone TCFD report was similar to last year, but the scale of these reports has steadily increased over the past three years from 29 to 49 pages. Sectors where standalone TCFD reports are most prevalent are Mining and Life Insurance, while both Oil & Gas majors also produce one.

26

companies explain the financial impacts in any depth

8

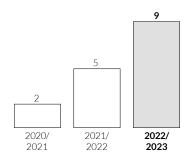
is the median number of pages dedicated to TCFD in 2022/23's strategic reports

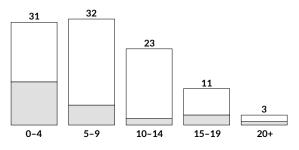
50%

increase in the number of reporters producing a standalone TCFD report over the past three years

#### Average number of pages dedicated to TCFD

#### TCFD page count range in strategic reports

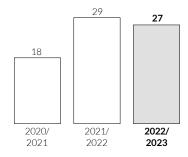


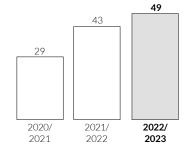


Proportion that also produce a standalone TCFD report

#### Reporters that produce a standalone TCFD report

#### Average page count of standalone TCFD reports





## Net zero commitments are just the beginning

The UK government has made a commitment to reduce greenhouse gas emissions by 100% from 1990 levels by 2050, and FTSE 100 businesses have a significant role to play in meeting this goal.

92 of the index have thus far committed to net zero, yet very few reporters offer truly insightful content that explains how they will achieve this. We expect that to change quite quickly – the publication of the Transition Plan Taskforce's draft disclosure framework and Implementation Guidance means that there is now a lot more concrete information available to help reporters out.

Adoption of science-based targets is also on the rise; just over half of the FTSE 100 have science-based targets validated by the SBTi. An additional 22 are planning to implement them, or are waiting for validation, reflecting the pace at which change is happening.

92

have committed to net zero

71

have begun to set out the milestones on the journey to net zero

54

have SBTi-validated targets

## Reporting on ethnicity has quickly become the norm

The Parker Review and the CBI's 'Change the Race Ratio' campaign have helped bring more attention to reporting on ethnicity. Of course, disclosing ethnic representation at Board level is now a requirement for listed companies, but we're pleased to see that a significant number report on ethnicity at senior management level too.

Disclosure around the ethnicity pay gap is however not yet compulsory, and the data is more complex to collect than it is for gender pay gap reporting. However, 28 of the FTSE 100 reported on their ethnicity pay gap in 2022/23, with the Banks sector leading the way.

43

report on ethnicity representation at senior management level

54

report on measures taken to improve ethnic diversity

28

reported their ethnicity pay gap in 2022/23

#### Annual reports are taking longer to publish

The five banks within the FTSE 100 routinely publish their annual reports on the same day as their full year results announcement, with few other companies able to meet this demanding deadline. This year, four other companies rose to the challenge, up from two others last year.

But overall the time taken to publish reports has slowed compared with last year. The average delay between results announcement and report publication has increased from 15 to 19 days while the median has edged up from 15 to 17 days, including weekends.

Despite the ESEF version of the report being the 'official' filing version, we are still seeing the publication of some ESEF reports lag behind the PDF, although the average delay is reducing year-on-year. This year, 53 companies filed the XBRL version on the same day as the PDF but we would expect this to be higher because this is required under the FCA's disclosure rules (DTRs).

9

companies publish their annual reports on the same day as their results announcement

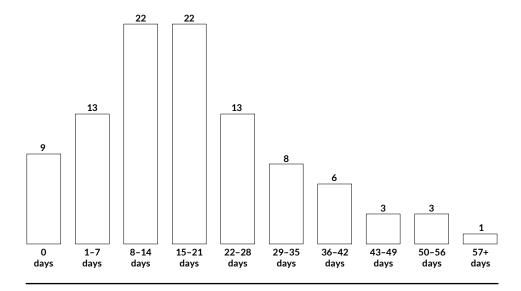
17

days is the median delay between results announcement and annual report publication

53

companies published the XBRL version on the same day as the PDF

#### Number of days delay between the results announcement and the PDF publication



## Transforming ESEF digital reporting

With the introduction of mandatory HTML reporting (ESEF, UKSEF, CSRD etc), the digitisation of reporting has begun. Today's 'single electronic format' is just a small first step on a journey that will eventually bring all the benefits of full digital functionality to reporting.

For many involved in reporting communications, the early ESEF reports are digitally uninspiring in their current form, converted from PDF. But don't be fooled by current software limitations. With advances in technology, the new mandatory digital format offers huge potential to transform the future of reporting.

As the 'official' reporting format, it is mandatory to publish the ESEF zip filing on the company website, and many companies publish a basic XBRL viewer version as well. However, these new formats are inaccessible for most stakeholders, so the FRC has recommended best practice improvements needed to make digital-first xHTML reporting more usable and accessibility compliant.

We are actively leading in the development of mandatory digital-first reporting and we published a world-first with a live prototype for Experian last summer – featured as a best practice example in the FRC's guidance.

Looking ahead, we're likely to see more attention paid to this area, as the forthcoming CSRD requirements include a provision covering data tagging and the ISSB is consulting on its sustainability taxonomy for the new S1 and S2 Standards, which will involve the tagging of narrative disclosures.

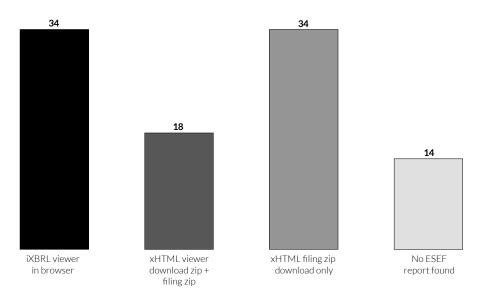
34

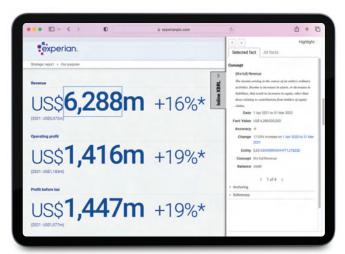
FTSE 100 reporters chose to offer a browser-based iXBRL viewer

34

reporters chose to offer an xHTML filing zip download only

#### XBRL tagging 2022/2023





#### Future best practice

The FRC's latest guidance 'Structured digital reporting – Improving quality and usability' emphasises the digital limitations of PDF conversions, advising how best practice digital reporting transforms the mandatory format and complies with accessibility requirements as never before. The FRC has highlighted our prototype digital work with Experian, demonstrating how this can be achieved.

## Efforts to improve the online experience

While new technology will enable truly digital-first reporting over the next few years, in the meantime about half of the FTSE 100 produce an online report, the vast majority opting for a summary version, presenting snippets from the full report.

Among these, video is gaining popularity with usage nearly doubling from 12 in 2021/22 to 21 this year. Of the videos published, more than half were highlights from the CEO, while companies including Segro, Unilever and Weir Group have branched out with video performance highlights, brand snapshots and CFO and Chairman-focused videos.

More FTSE 100 reporters also now favour the landscape format for their PDF, with 10 opting for it, up from five last year. While a PDF cannot comply with full digital accessibility rules, landscape PDFs are nonetheless easier to read on a laptop screen.

54

companies publish an HTML version of their report, the vast majority opting for a summary

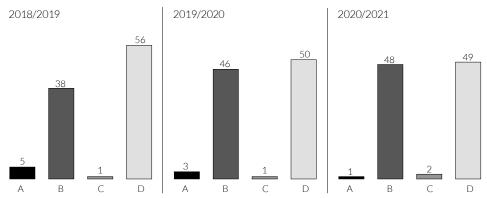
21

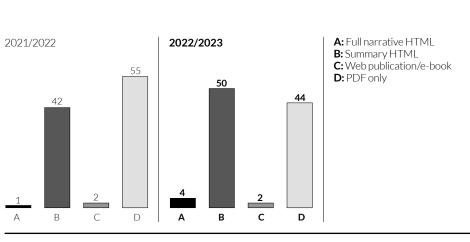
companies include video content in their HTML reports

44

only provide a PDF

#### Annual reports published online





#### Friend<sup>®</sup>

Friend is an award winning corporate communications, reporting and branding agency, helping clients to communicate to their audience in all print and digital formats.

#### Friend Studio

11a Branch Place, London N1 5PH T+44 (0)20 7749 2800 E hello@friendstudio.com friendstudio.com

If you'd like to find out more, we'd love to hear from you. **hello@friendstudio.com** 

Alternatively, if you'd prefer not to receive emails, calls or relevant information from Friend, please email unsubscribe@friendstudio.com. To view our privacy policy please visit friendstudio.com/privacypolicy.