

Section 4 – Capital Structure and Financing Costs

4.1 Share Capital and Premium

Accounting Policies

Equity instruments issued by the Group are recorded at the proceeds received, net of direct issue costs.

Share Capital and Premium

Included in the total number of ordinary shares outstanding below are 34,770,981 (2014: 34,810,561) ordinary shares held by the Group's employee benefit trust (see Note 4.10(b) in the Consolidated financial statements). The ordinary shares held by the trustee of the Group's employee benefit trust pursuant to the Joint Share Ownership Scheme are treated as treasury shares in the Group's Consolidated balance sheet in accordance with IAS 32 "Financial Instruments: Presentation". These ordinary shares have voting rights but these have been waived by the trustee. The number of allotted, called up and fully paid shares, excluding treasury shares, at the end of each period differs from that used in the basic profit per share calculation in Note 2.9 of the Consolidated financial statements, as basic profit per share is calculated using the weighted average number of ordinary shares in issue during the period, excluding treasury shares.

At 29 November 2015, the number of ordinary shares available for issue under the Block Listing Facilities was 14,620,308 (2014: 19,094,500). These ordinary shares will only become allotted when the shares under the Share Incentive Plan have been awarded or the share options under the Group's executive share ownership scheme, non-employee share options and Sharesave schemes have been exercised, and are therefore not included in the total number of ordinary shares outstanding.

The movements in the called up share capital and share premium are set out below:

	Notes	Ordinary Shares Number (m)	Ordinary Shares £m	Share Premium £m
At 1 December 2013		617.7	12.4	251.5
Issues of ordinary shares		0.5	—	0.1
Allotted in respect of share option schemes		2.7	0.1	3.0
At 30 November 2014		620.9	12.5	254.6
Issues of ordinary shares		0.6	—	0.5
Allotted in respect of share option schemes	4.2	3.9	0.1	3.9
At 29 November 2015		625.4	12.6	259.0

4.2 Share-Based Payments

For more information on the Group's share schemes, see Note 4.10 to the consolidated financial statements.

4.3 Financial Instruments

Accounting Policies

Financial assets and financial liabilities are recognised on the Balance sheet when the Company becomes a party to the contractual provisions of the instrument. The Company classifies its financial instruments into available-for-sale, loans and receivables, and other financial liabilities at amortised cost.

The classification depends on the purpose for which the financial assets and liabilities were acquired. Management determines the classification of its financial instruments at initial recognition or in certain circumstances on modification.

Offsetting Financial Instruments

Financial assets and liabilities are offset and the net amount reported in the Balance sheet when there is a legally enforceable right to offset the recognised amounts and there is an intention to settle on a net basis, or realise the asset and settle the liability simultaneously.