

Contingency Planning Internal Governance meetings 27 Sept – 30 Nov

Date	Meeting	Agenda Items
Thurs 27 Sept 8:00 – 9:00	Contingency Planning Steerco Al, Jane, Angela, Julie	Issue 12- Shortfalls & Issue 17 - Liability for Losses <ul style="list-style-type: none"> contract variation; investigation approach; CCTV; Closed cash; self-funding Issue 14 - Training & Issue 24 – Assistants <ul style="list-style-type: none"> Update and costs on training assistants Issue 4 - Exercise of powers 1– withholding remuneration during suspension <ul style="list-style-type: none"> overview of process proposal
Fri 28 Sept 8:15-9:15	GLO Contingency Plans Paula, Al, Jane, Angela, Mark D, Rodric	<ul style="list-style-type: none"> Internal governance meetings timetable Contract variation – approach & risks Comms
Thurs 4 Oct 10:00 - 11:00	Litigation & Contingency Planning Catch-up Angela, Julie	Issue 6 – Quality of Horizon <ul style="list-style-type: none"> Horizon Help Screen sharing
Fri 5 Oct 8:15-9:15	GLO Contingency Plans Paula, Al, Jane, Angela, Mark D, Rodric	UKGI draft slide pack – walkthrough to agree content taking into account updated merit’s opinion. Pack required to be sent Thurs 11 th Oct in readiness for meeting 17 th Oct Comms Plan – to be discussed in detail
Tues 9 Oct 16:00 – 16:45	Pre-meet for UKGI 17 Oct Paula, Jane, Al, Mark, Angela, Rod	UKGI Briefing <ul style="list-style-type: none"> agree final version of pack to send to UKGI on 11th Oct finalise meeting plan for Post Office attendees
Weds 10 Oct 8:00 -9:00	Contingency Planning Steerco Al, Jane, Angela, Julie	Issue 6 – Quality of Horizon <ul style="list-style-type: none"> Horizon Help Screen sharing Issue 20 – Suspension Issue 21 – Summary Termination
Fri 12 Oct 8:15-9:15	GLO Contingency Plans Paula, Al, Jane, Angela, Mark D, Rodric	Scenario mapping – walkthrough thinking on potential outcomes
TBA	Litigation & Contingency Planning Catch-up Angela, Julie	Review of contingency planning outputs and recommendations on BAU ways of working/structure implications
17 th Oct 16:00 – 16:45	UKGI Briefing Meeting with Perm Sec & Minister PO Attendees tbc	Key issues at stake in the November trial Implications of losing on these issues divided into following consequences: - financial (damages) - operational consequences, including changes to contracts with postmasters, operating procedures, impact on operating costs and risks to POL (to include discussion on Comms approach)
Fri 19 Oct 8:15-9:15	GLO Contingency Plans Paula, Al, Jane, Angela, Mark D, Rodric	Outputs from UKGI meeting – review and agree next steps
Weds 24 Oct 8:00-9:00	Contingency Planning Steerco Al, Jane, Angela, Julie	Issue 6 – Quality of Horizon <ul style="list-style-type: none"> Screen prompts Issue 13 – Communication of info about shortfalls

Fri 26 Oct 8:15-9:15	GLO Contingency Plans Paula, Al, Jane, Angela, Mark D, Rodric	Update on progress
Weds 31 Oct 11:00-12:00	Litigation & Contingency Planning Catch-up Angela, Julie	Review of contingency planning outputs and recommendations on BAU ways of working/structure implications
Fri 2 Nov 8:15-9:15	GLO Contingency Plans Paula, Al, Jane, Angela, Mark D, Rodric	Update on progress ahead on trial start 5 Nov
Weds 7 Nov 8:00 -9:00	Contingency Planning Steerco Al, Angela, Julie, Jane	Update on progress and any early implications from trial
Fri 9 Nov 8:15-9:15	GLO Trial Update Paula, Al, Jane, Angela, Mark D, Rodric	Update on trial - witness cross-examination and early thoughts on likely outcomes Comms – external & internal
Fri 16 Nov 8:15-9:15	GLO Trial Update Paula, Al, Jane, Angela, Mark D, Rodric	Update on trial - witness cross-examination and early thoughts on likely outcomes Comms – external & internal
Weds 21 Nov 8:00-9:00	Contingency Planning Steerco Al, Angela, Julie, Jane	Update on progress and any early implications from trial
Fri 23 Nov 8:15-9:15	GLO Trial Update Paula, Al, Jane, Angela, Mark D, Rodric	Update on trial - witness cross-examination and early thoughts on likely outcomes Comms – external & internal
Fri 30 Nov 8:15-9:15	GLO Trial Update Paula, Al, Jane, Angela, Mark D, Rodric	Update on trial and thoughts on likely outcomes Comms – external & internal