

Message

From: Angela Van-Den-Bogerd [GRO]
on behalf of Angela Van-Den-Bogerd [GRO]
Sent: 29/05/2012 15:19:41
To: Simon Baker [GRO]; Paula Vennells [GRO]; Susan Crichton [GRO]; Alwen Lyons [GRO]; Lesley J Sewell [GRO]; Glenda C Hansen [GRO]
Subject: RE: Actions from JA/PMs preparation meeting

Simon,

I have updated my action point below.

Thanks,
 Angela

Angela Van Den Bogerd
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From: Simon Baker
Sent: 25 May 2012 17:47
To: Paula Vennells; Susan Crichton; Alwen Lyons; Lesley J Sewell; Angela Van-Den-Bogerd; Glenda C Hansen; Simon Baker
Subject: Actions from JA/PMs preparation meeting

All

Please find below the actions from today's meeting.

Regards, Simon

No.	Date Noted	Assigned to	Description	Date Required	Progress
1	25/05/2012	Glenda	Determine the time and location of the meeting	25/05/2012	Meeting is scheduled for 6pm, 18th June at Portcullis house.
2	25/05/2012	Simon	Produce a draft agenda for the meeting	28/05/2012	
3	25/05/2012	Simon & Lesley	Agree our approach on forensic audit. Simon & Lesley to document our preferred option	31/05/2012	

4	25/05/2012	Paula	Paula to call James Arbuthnot's office to ask for a list of the other MPs	25/05/2012	Paula spoke with Janet, in JA's office. Expecting to receive the list of MPs Tuesday next week.
5	25/05/2012	Simon	Simon to arrange update meetings, plus a pre-meeting with Paula	25/05/2012	Pre-meet with Paula arranged for 7th June.
6	25/05/2012	Simon	Simon to prepare key messages for the meeting (same as previous meeting plus Forensic Audit & and how to take forward (eg individual meetings))	30/05/2012	
7	25/05/2012	Angela	Prepare two page summary to the two cases as generic examples	30/05/2012	I have reviewed the two case summaries in the pack Simon prepared for the JA/OL meeting and believe these are sufficient for this purpose. I will be prepared to talk in more detail about these cases at the next MP should the need arise. Angela

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