

Minutes from SS/Mediation/Branch Improvement Programme – 26th July 2013

Attendees: Chris Day, Alwen Lyons, Simon Baker, Susan Crichton, Angela Van-Den-Bogerd, Mark Davies, Andy Holt,

Not present: Paula Vennells, Martin Edwards, Lesley Sewell

Key Decisions:

1. Governance Groups as described in the slide pack were agreed. We will need to review and adjust these as the programme progresses.
2. Risk Workshop will be held in early August. Additional attendees were suggested and will be invited.
3. We will start extracting the documentation for the potential new JFSA cases.

Actions:

Ref	Action	Who	Due
1	Draft an e-mail to JA, providing an update of the workshop and a communication he can forward to the other MPs	Simon	26/7
2	Prepare draft costs for overall programme of work for discussion at next week's meeting	Simon	01/08
3	Include an update on the review of legal cases in future meetings	Simon	01/08
4	Find an independent Chair for the Monthly Oversight Board	Mark	08/08
5	Prepare a strategy paper for MP engagement	Mark	08/08
6	Arrange a risk workshop	Simon	08/08
7	Prepare a proposal on how we contribute to sub postmasters expenses for mediation and funding an independent advisor	Simon	01/08