

Post Office Ltd – Strictly Confidential

Appendix B**Delegated Authorities to commit spend or implement change****ShEx Consent Required Under Articles of Association**

SHEX	> £50m
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Authorise

	Planned Spend		Unplanned & Complex Spend		Decisions with brands and risk impact	
	<u>Value</u>	<u>No. per year</u>	<u>Value</u>	<u>No. per year</u>	<u>Description</u>	<u>No. per year</u>
Board	> £20m	3-4	>20m	3-4	Carries significant risk (ERM score4). Attract public and media interest Risk of impact on brand value New product	3-4
POLIC/ET	£5-20m	5-6	£0.5-5m	10	Carries significant risk (ERM score 3). Attracts local public and media interest Impact on customer experience Changes to products	10
CFO	£1-5m	20	£0.25-0.5m	10	Price changes	5
Director	<£1m	50	<£0.25m	50	N/A	

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Planned Spend

Covers both bau costs of running the business and projects approved in the budget unless deemed in the budget to be complex.

Includes: extending a product range, system upgrades, and property projects.

Examples:

- Horizon releases
- Rhino Doors cash centre security upgrade
- Payment Card (PCI) security compliance
- Marketing campaigns

Unplanned & Complex Spend

Spend not in budget and projects in the budget that were identified as complex.

Includes: product development, acquisition of new system, major capital spend

Examples:

- IT Transformation
- Channel Integration
- Returns and Collections
- Olympics
- FOoG tenders

Change with Risk

Any activity that places business at risk (refer to ERM score).

Includes: change of supplier, compliance cases, and single person vehicles.

Examples:

- HomePhone and Broadband supplier selection
- PINpads
- Eagle
- Sale of credit cards in branch

Brand Impact

Significant issue that will be noticed by all customers and significantly impact a group of customers.

Includes: completely new product, change to product, new branch model

Examples:

- POCA statement frequency,
- Premier trial
- Online retail shop
- Cheque acceptance
- Project POLO

N>B> some cases will fit under more than one heading.