
From: Veronica Branton[[GRO](#)]
Sent: Mon 13/01/2020 8:43:54 AM (UTC)
To: Aldred, Tom - UKGI[[GRO](#)]; Cooper, Tom - UKGI[[GRO](#)]
Subject: RE: Feedback on Chairman for appraisal discussion

Many thanks, Tom

I'm happy to make those changes and happy with the template for the Chair's self-assessment.

Best wishes

Veronica

From: Aldred, Tom - UKGI [mailto:[GRO](#)]
Sent: 10 January 2020 15:50
To: Veronica Branton[[GRO](#)]; Cooper, Tom - UKGI[[GRO](#)]
Subject: RE: Feedback on Chairman for appraisal discussion

Veronica

Sorry for the delay in responding. I have a couple of thoughts:

1. Suggest rephrasing questions to make them more open:
 - a. 'To what extent has the Chair...' Instead of 'has the Chair'
 - b. 'What else could the chair do' instead of 'is there anything more the chair could do'
2. Suggest expand the question on promoting a successful culture to read "promote an *open, collaborative* and successful boardroom culture". Tom – given Alex's interest, do you think there is anything specific the appraisal should explore here?

Tim's self-assessment should be against the Chair Letter of Feb 2019. You asked for a template. I have suggested one below, which asks for an assessment against each of the main elements of the letter. I've also added a section at the bottom for overall comments. I need to double-check this with Tom C when he's back in next week, and would also welcome any comments from you.

Tom

Annex B: Self-Assessment against Chair's Letter of February 2019

Priority	Self-assessment
Appoint a new CEO and ensure a smooth transition	
Promote opportunity and diversity – and undertake succession planning	
Board development – comply with governance codes	
Improve investment spend controls	
Company restructuring, including Framework Document	
Develop a company strategy, including for funding	

beyond 2021	
Litigation – keep Government appraised	
Agent Pay – develop proposals and keep Government informed	
DMB franchising programme – improve communications and engagement	
POca – robust plan for transition	

Overall comments on successes and areas for improvement:

Any other comments:

Tom Aldred, Post Office Shareholder Team, UKGI

T: + **GRO** | M: **GRO**

From: Veronica Branton **GRO**

Sent: 10 January 2020 09:48

To: Cooper, Tom - UKGI <**GRO**>

Cc: Aldred, Tom - UKGI <**GRO**>

Subject: RE: Feedback on Chairman for appraisal discussion

Dear both,

Please could I check if you've have a chance to look at the feedback form?

Will UKGI be providing the new Chair letter?

Best wishes

Veronica



Veronica Branton

Company Secretary

First Floor, Finsbury Dials

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London

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GRO

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From: Cooper, Tom - UKGI [mailto:] **GRO**
Sent: 02 January 2020 16:44
To: Veronica Branton <] **GRO**
Cc: Aldred, Tom - UKGI **GRO**
Subject: Re: Feedback on Chairman for appraisal discussion

Thanks Veronica

We'll get back to you next week.

Tom

Sent from my iPhone

On 31 Dec 2019, at 11:35, Veronica Branton <] **GRO** > wrote:

Dear both,

Please find attached a draft timetable and draft Chair feedback questionnaire. Ken has asked me to check whether you have any comments on the drafts.

The timeline is designed to align with the Board evaluation for 2019/20 and the draft questionnaire uses the headings proposed by BEIS (as set out in Tom A's email to Ken of 4 December 2019) with the questions informed by the FRC's description of the role of the Chair in its guidance on board effectiveness.

I'd be grateful if you could let me have your thoughts.

Best wishes

Veronica

<image003.png>

Veronica Branton
Company Secretary

First Floor, Finsbury Dials
20 Finsbury Street
London
EC2Y 9AQ

GRO

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caf@ **GRO**

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