UKGI00002414

POST OFFICE BOARD FORWARD AGENDA

Recurring Items	
Occurrence	**Item**
Every Board Meeting	Financial Performance Update
	Chief Executive's Report
	Minutes of Previous Meeting and Matters Arising
	Committee Minutes (for noting)
	Status Report Update
	Significant Litigation Report (for noting)
	Health and Safety Report (for noting)
	IA Audit Action Status Report Summary (for noting)
	Sealings (for noting)
Every other Meeting	Cyber Security Update
Bi-Annually	People Update: Year End Performance Review (June) and half year review (November)
	BOI Capital and Liquidity Report (May and October)
Annually	Adoption/confirmation of policies (February)
	Approval of Annual Budget and Operating Plan (March)
	Corporate Governance Review (March)
	Annual Report and Accounts (May)
	Approval of STIP and LTIP Payments for Executive Directors (May)
	Approval of STIP and LTIP Performance Conditions (May)
	Board Strategy Away Day
	Proposed Board dates for following year (July)
	Board Effectiveness Review (July)
	Insurances (September) recommended by the ARC
	Half Year Results (October)
	Review of Risk Management and Internal Control Systems (in line with the UK Corporate Governance Code)

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MEETING AGENDAS

Meeting Date	Agenda Items
25 September 2014	Board Meeting Recurring Items, plus: 1. Insurances 2. Update from the June Away Day, including: a. Digital b. SME c. Network extension 3. FS plan (including channel strategy) 4. Mails 5. Business Transformation update 6. Sparrow update 7. Risk update
29 October 2014	Board Meeting Recurring Items, plus: 1. Half Year Results 2. Network update 3. IT transformation 4. Possible Board effectiveness review 5. Possible visit to the Post Office design lab 6. Possible Cyber Security guest? 7. BOI Capital and Liquidity Report 8. Cyber Security update (for noting)
26 November 2014	Board Meeting Recurring Items, plus: 1. Plan B including FS 2. Market analysis 3. People update – what has been achieved so far and a timeline for next year 4. People: Half Year performance review 5. Business Transformation 6. Possible Digital i-clinic? (pm night before at dinner)?
28 January 2015	Board Meeting Recurring Items, plus: 1. Detailed review of scorecard after Christmas trading 2. Initial discussions on budget and targets for the next year? 3. Mails 4. Sparrow update 5. Network/Channel update 6. Cyber Security update (for noting)
25 March 2015	Board Meeting Recurring Items, plus: 1. 3 year Business plan update 2. Approval of 1 year operating plan and budget 3. Approval of 2015/16 scorecard 4. FS update 5. Business Transformation 6. IT transformation 7. Review of Risk Management and Internal Control Systems (in line with the UK Corporate Governance Code)
May 2015	Board Meeting Recurring Items, plus: 1. Annual Report and Accounts 2. Approval of STIP and LTIP payments and performance

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	3. conditions 4. Mails 5. Sparrow update 6. Channels update 7. BOI Capital and Liquidity Report 8. Cyber Security update (for noting)
June 2015 (Board Away Day)	3 or 4 strategic issues 1. Effect of the election? 2. People
July 2015	Board Meeting Recurring Items, plus: 1. Cyber Security update (for noting)