

Planning Template for Non- Executive Director Induction – Saf IsmailWorking Progress

Induction to include:	Meeting with	Title	Date	Time	Invite sent
Key principles of Public Contracts Regulations (PCR), how it impacts POL and some of the decisions that may come before Board, and noting for ARC	Barbara Brannon	Procurement Director	Monday 17 th May	14.00hrs to 14.45hrs	✓
How the Internal Audit Team works and the Internal Audit Plan	Johann Appel	Head of Internal Audit	Monday 17 th May	15.00hrs to 15.45hrs	✓
Risk 101 session and key risks for Post Office Limited	Mark Baldock	Head of Risk	Monday 17 th May	16.00hrs to 16.45hrs	✓
Financial Reporting	Max Jacobi & others	Strategic Financial Planning & Analysis Director	Wednesday 19 th May	Part 1 - 14.00hrs to 15.15hrs and Part 2 - 15.30hrs to 16.15hrs	✓ ✓
Directors' Duties and Competition Law	Sarah Gray & Pinsent Masons	Group Legal Director	Monday 24 th May	Part 1 - 14.30hrs to 15.15hrs and Part 2 - 15.30hrs to 16.15hrs	✓ ✓
Governance Framework	Veronica Branton	Company Secretary	Monday 24 th May	16.30hrs to 17.15hrs	✓
Supply Chain Cash Centre Visit in Birmingham	Russell Hancock	Supply Chain Director	TBC		
SPM / BH / POL Data	Zdravko Mladenov		TBC		
Postmaster MI	Nick Beal		TBC		

Induction to include:	Meeting with	Title	Date	Time	Invite sent
Notum – NED Induction	Beatrice Fraenkel		Monday 17 th May	Awaiting confirmation on timings	
Notum – Mock Board Papers to arrive by email by 16.00hrs on 20 th May	TBC		Friday 21 st May	Awaiting confirmation on timings	
Notum – Pre-Board Introduction	Joe Fielder		Friday 21 st May	19.30hrs to 20.30hrs	
Notum – Shadow Board (Via Teams)	Joe Fielder		Tuesday 25 th May	Awaiting confirmation on timings	
Notum – Shadow Board (Via Zoom)	Beatrice Fraenkel		Wednesday 26 th May	Awaiting confirmation on timings	

Group Executive

Meeting with	Title	Key Accountabilities	Date	Time
Nick Read	Group CEO	<ul style="list-style-type: none"> • Overview • Current issues 	Friday 21 st May	15.30hrs to 16.30hrs
Al Cameron	Group Chief Financial Officer	<ul style="list-style-type: none"> • Financial sustainability • UKGI / BEIS relationship • Finance business partnering • Financial planning and analysis • Loss prevention • Property management • Supply chain operations • Health and safety 	Tuesday 8 th June	09.00hrs to 10.00hrs
Owen Woodley	Group Chief Commercial Officer	<ul style="list-style-type: none"> • Product trading • Product insights • Product innovation • Product management • Product partnership management • Product support – call centres • Commercial digital channel 	Thursday 14 th May	14.00hrs to 15.00hrs

		<ul style="list-style-type: none"> • Banking Framework • Mails and Parcels • PUDO • MDA2 		
Ben Foat	Group General Counsel	<ul style="list-style-type: none"> • Legal • GLO • Compliance • Data protection • Governance 	Tuesday 18 th May	16.00hrs to 16.45hrs
Richard Taylor	Group Corporate Affairs and Communications Director	<ul style="list-style-type: none"> • Postmaster communications • Internal communications • External communications • Change communications • Event planning • Corporate social responsibility • Brand and Marketing 	Wednesday 9 th June	09.30hrs to 10.30hrs

Meeting with	Title	• Key Accountabilities	Date	Time
Lisa Cherry	Group Chief People Officer	<ul style="list-style-type: none"> • HR Business partnering • Talent acquisition • Talent management • Performance management • Core learning and development • Reward and pensions 	Tuesday 18 th May	10.30hrs to 11.15hrs
Dan Zinner	Chief Operating Officer	<ul style="list-style-type: none"> • Group strategy • Strategic portfolio office • Transformation portfolio delivery • Transformation portfolio assurance • Change community management • Postmaster support –call centre • Customer support – call centre • GLO operational implementation 	Thursday 27 th May	09.00hrs to 10.00hrs
Amanda Jones	Group Retail and Franchise Network Director	<ul style="list-style-type: none"> • Postmaster relationship • Postmaster onboarding • Postmaster learning and development • Postmaster performance management • Postmaster remuneration 	Thursday 27 th May	10.00hrs to 11.00hrs

		<ul style="list-style-type: none"> • Postmaster exit and termination • Management of contractual arrangements –commercial partnerships • DMB management • Network operating model 		
Jeff Smyth	Group Chief Information Officer	<ul style="list-style-type: none"> • Enterprise architecture • Software engineering • Data • IT contract management • IT service and operations • Disaster recovery and business continuity • Information security • Cyber security 	Thursday 20 th May	16.00hrs to 17.00hrs

Board Members

Meeting with	Title	Date	Time
Tim Parker	Chairman Chairman – Board / NomCo Member – RemCo		
Ken McCall	Senior Independent Director Chairman – Remco Member – NomCo / ARC		
Carla Stent	Non-Executive Director Chair - ARC		
Tom Cooper	Shareholder Representative - UKGI		
Zarin Patel	Non-Executive Director Member – ARC		
Lisa Harrington	Non-Executive Director Member – RemCo / NomCo		

In addition, need to include after the GE 1:1s

Meeting with	Title	Subjects	Date	Time
Mark Siviter	Managing Director – Mails & Retail	Mails and Parcels / PUDO (& MDA2?)		
Martin Kearsley	Banking Director	Banking Framework		