



Post Office Group

Induction Programme

Non-Executive Director and Chair of the Audit, Risk and Compliance Committee

Simon Jeffreys

March 2023

Board Members

Meeting with	Title	Date	Time
Henry Staunton	Chairman		Thursday 9 th March 14.30hrs to 15.30hrs
Zarin Patel	Senior Independent Director Member – ARC Member – Historical Remediation Committee	Not proposed to schedule given Zarin's last day is 9 March.	
Carla Stent	Non-Executive Director Chair – ARC	9 February 2023. Not proposed to schedule any further meetings given Carla steps down 17 February.	
Tom Cooper	Non-Executive Director Shareholder Representative – UKGI Member – ARC Member – Historical Remediation Committee Member – RemCo Member – NomCo	The shareholder has advised that Tom Cooper will step down as shareholder representative at the end of April 2023 and Lorna Gratton will be nominated as shareholder representative.	Thursday 9 th March 14.00hrs to 14.45hrs
Lisa Harrington	Non-Executive Director Chair – RemCo Member – NomCo	Due to step down June 2023.	Thursday 16 th March 12.00hrs to 12.45hrs
Ben Tidswell	Member – RemCo Chair – Historical Remediation Committee Due to be appointed to NomCo when Lisa departs Due to be appointed as SID when Zarin departs		Thursday 16 th March 14.00hrs to 14.45hrs
Saf Ismail	Postmaster Non-Executive Director Member – NomCo		Friday 17 th March 09.30hrs to 10.15hrs
Elliot Jacobs	Postmaster Non-Executive Director Member – ARC		Friday 17 th March 12.00hrs to 12.45
Brian Gaunt	Non-Executive Director Member – RemCo Due to be appointed to Historical remediation Committee once Zarin departs		Wednesday 8 th March 14.00hrs to 14.45hrs

Group Executive

Date & Time	Meeting with	Title	Key Accountabilities	Documents to provide:
Friday 10 th March 09.00hrs to 09.45hrs	Nick Read	Group CEO	<ul style="list-style-type: none"> • Overview • Current issues 	
Friday 10 th March 14.00hrs to 14.45hrs	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 • Health and safety 	<ul style="list-style-type: none"> • Financial performance pack • Budgets • Strategic 3 year plan
Thursday 16 th March 15.00hrs to 15.45hrs	Owen Woodley	Group Chief Commercial Officer	<ul style="list-style-type: none"> • Product trading • Product insights • Product innovation • Product management • Product partnership management • Commercial digital channel • Mails and Parcels strategy • PUDO • MDA2 	
Wednesday 8 th March 16.00hrs to 16.45hrs	Ben Foat	Group General Counsel	<ul style="list-style-type: none"> • Historic Matters • POHIT Inquiry • Legal • Compliance • Data protection • Governance 	<ul style="list-style-type: none"> • Summaries of significant contracts (BOI/ RMG/ Banking Services Framework) • Group Policies

Friday 10 th March 15.00hrs to 15.45hrs	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 	
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Friday 10 th March 11.00hrs to 11.45hrs	Jane Davies	Group Chief People Officer	<ul style="list-style-type: none"> • HR Business partnering • Talent acquisition • Talent management • Performance management • Learning and development • Reward and pensions • Culture • Diversity & Inclusion • Succession planning 	
Thursday 16 th March 16.00hrs to 16.45hs	Martin Roberts	Group Chief Retail Officer	<ul style="list-style-type: none"> • Postmaster support • Customer support • Postmaster onboarding • Postmaster learning and development • Postmaster performance management • Postmaster remuneration • Postmaster exit and termination • Management of contractual arrangements –commercial partnerships • DMB management • Network operating model • Estate issues 	
Friday 10 th March 12.00hrs to 12.45hrs	Tim McInnes	Group Transformation and Strategy Director	<ul style="list-style-type: none"> • Group strategy • Strategic portfolio office • Transformation portfolio delivery • Transformation portfolio assurance • Change Community management 	
Friday 10 th March 16.00hrs to 16.45hrs	Zdravko Mladenov	Group Chief Digital and Information Officer	<ul style="list-style-type: none"> • SPMP • Enterprise architecture • Software engineering • IT contract management • IT service and operations • Disaster recovery and business continuity • Information security • Cyber security 	

Introductions with BEIS / UKGI - TBA

Meeting with	Title	Subjects	Date	Time

External Visits

Meeting with	Title	Subjects	Date	Time
Post Office Branches				
Cash Centre Birmingham				

External Stakeholders aside from Shareholder

Meeting with	Title	Subjects	Date	Time
Strategic Partners				

Introductions with other key internal personnel

Meeting with	Title	Subjects	Date	Time
Diane Blanchard	EA to Chairman, Non-Executive Directors and General Counsel	Ways of working and Board Support	Thursday 9 th March	13.30hrs to 14.00hrs
Sarah Gray and John Bartlett	Legal Director and Head of Criminal Investigations Unit	Overview of Legal, CIU and Compliance	Wednesday 8 th March	11.30hrs to 12.15hrs
Neill O'Sullivan	MD Parcels and Mails – Mails, PUDO, Retail and Branch Identity services	Mails and Parcels / PUDO (& MDA2)	Friday 17 th March	10.30hrs to 11.15hrs
Abigail Mcgeever	Strategic Partnerships Director	Strategic Partnerships	Thursday 16 th March	10.00hrs to 10.30hrs
Martin Kearsley	Banking Director	Banking Framework	Thursday 16 th March	10.30hrs to 11.15hrs
Rachel Scarrabelotti	Company Secretary	Corporate Governance Framework Boards & Committees	Friday 17 th March	15.00hrs to 15.45hrs
Marie Molloy	Senior Assistant Company Secretary – provides company secretarial support to ARC	ARC Ways of Working	Friday 17 th March	14.00hrs to 14.45hrs
Tom Lee	Group Financial Controller			
Johann Appel and Rebecca Barker	Head of Risk and Internal Audit and Deputy Head of Risk	Internal Audit Plan 22/23, Overview of Group Risk	Wednesday 8 th March	12.30hrs to 13.30hrs
Megan Roddie	Fleet Support	Director's responsibilities under VOSA		
Matt Taylor, Chris Russell and	Head of Data Management, DPO and DRO	Data Management	Friday 17 th March	16.00hrs to 16.45hrs

Kayleigh Dodds				TBC
Simon Recaldin	Historical Matters Director	Historical Matters	To be scheduled	
Diane Wills	Inquiry Director	Inquiry	To be scheduled	

Introductions with key external advisors

Meeting with	Title	Subjects	Date	Time
Andrew Paynter	Audit Partner, External Auditors, PwC		Wednesday 8 th March	15.00hrs to 16.00hrs
Carol Murray	Internal Audit function is co-sourced with Deloitte			