

Message

From: Avene O'Farrell [GRO]
on behalf of [GRO]
Sent: 28/11/2014 15:51:35
To: Patrick Bourke [GRO]; Gavin Lambert [GRO]; Mark R Davies [GRO]
Subject: RE: CEO - James Arbuthnot MP - 281114.docx

Mark – do you need a final look too?

Avene O'Farrell | Executive Assistant to Paula Vennells, Chief Executive

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POST
OFFICE

From: Patrick Bourke
Sent: 28 November 2014 15:45
To: Gavin Lambert; Mark R Davies
Cc: Avene O'Farrell
Subject: Re: CEO - James Arbuthnot MP - 281114.docx

Great - is Avene ok to do the rest ? Patrick

From: Gavin Lambert
Sent: Friday, November 28, 2014 03:26 PM
To: Patrick Bourke; Mark R Davies
Cc: Avene O'Farrell
Subject: RE: CEO - James Arbuthnot MP - 281114.docx

Thanks Patrick

I have now read through and am happy with this draft – many thanks for all your work on this (and to the wider team).

Gavin Lambert
[GRO]

From: Patrick Bourke
Sent: 28 November 2014 15:15
To: Mark R Davies; Gavin Lambert
Cc: Avene O'Farrell
Subject: CEO - James Arbuthnot MP - 281114.docx
Importance: High

Hello both

Paula and I have just agreed this as the final version.

She has asked, however, that both of you have a final read.

Subject to any critical changes, can I then ask Avene to top and tail it (salutations and removing the DRAFT – PRIVATE AND CONFIDENTIAL bit at the top) and send it out electronically and with hard copy with her real/formal signature to follow on Monday first thing.

Could Avene then please send the version as send to the wider copy list from yesterday (Belinda, Mark D, Tom W, Chris A, Mel Corfield, Mark underwood1, Rodric Williams and myself) ?

Any queries: **GRO**

Many thanks

Patrick