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**From:** Jane MacLeod [GRO]  
**Sent:** Fri 16/02/2018 4:16:34 PM (UTC)  
**To:** Cooper, Tom - UKGI [GRO]  
**Cc:** Paula Vennells [GRO]; Alisdair Cameron [GRO]; Marla Balicao [GRO]; Debbie.K Smith [GRO]; Ben Foat [GRO]; Diane Blanchard [GRO]; McAlister, Marcus - UKGI [GRO]  
**Subject:** Post Office - Induction  
**Attachment:** Process for Appointment of a new POL NED V2 .1 (TC) 16-2-2018.docx

Hi Tom

Further to discussions with Al, Marla and myself over the last few weeks, we have put together a summary of the further meetings that we suggest you have as part of your induction. Wherever possible we will schedule these to align with other meetings etc, and we will liaise with GE members to ensure that as between them, and any meetings with their direct reports (eg mails), we are joined up and avoid duplication.

To this end, I know you have already meet with all GE members on an introductory basis; had a more detailed meeting with Al yesterday, and have had briefings from the Panther team, so it will be for you to let us know whether you feel you have had enough of a briefing on the topics covered in those meetings? I gather you have agreed with Al to let him have a list of the further areas on you would like briefings; hopefully some of these will be addressed through the attached.

I will collate the various papers which we think would be helpful and where possible, will make these available via our Board paper portal, although Richard will have copies of anything that has gone to the Board.

We also recommend that you spend some time visiting a range of branches, and a cash distribution centre, and we recommend you allow for approximately 2 days in aggregate to do this.

The legal team is finalising a contract summary as requested. This will include the following agreements:

- Bol arrangements and Joint venture ('FS JVA')
- FRES arrangements and Joint venture
- POMS
- Royal Mail Contract (Mails Distribution Agreement – 'MDA')
- POCA contract
- IT Towers arrangements – Atos, Fujitsu, Computacenter, Accenture and Verizon.

Overall, the CoSec team will oversee your induction, however a number of the meetings (eg branch visits) will be set up with you directly.

Please let me know if you have any queries? We will be in touch with Marcus to start scheduling time in so that, to the extent possible, ahead of the March Board, you will have had the necessary briefings to support the matters to be discussed at that meeting.

Kind regards,

Jane



**Jane MacLeod**

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