



POST OFFICE LIMITED

Meeting:	Audit, Risk & Compliance Committee
Date:	28 September 2021
Time:	09.00 – 11.30
Location:	GRO Finsbury Dials, 20 Finsbury Street, London, EC2Y 9AQ / Microsoft Teams
Present:	Invited Attendees:
Carla Stent (Chair)	Mark Siviter (Product Portfolio Director – Mails, PUDO, Retail & Government Services): Item 2.5
Tom Cooper (NED, UKGI)	Andy Kingham (Franchise Partnering Director): Item 2.5
Zarin Patel (NED)	Tony Jowett (CISO): Item 3.3
Ken McCall (SID)	Nick Beal (Network Performance Optimisation Director): Item 4
Regular Attendees:	Zdravko Mladenov: Item 4
Tim Parker (Group Chairman)	Jeff Smyth (Group Chief Information Officer): Item 4
Nick Read (Group CEO)	Matt Taylor (Data Governance Lead): Item 4
Alisdair Cameron (Group CFO): Items 2.3, 2.4	Andy Bear (Lockton insurance broker): Item 6
Ben Foat (Group General Counsel): Item 8	Tom Lee (Group Financial Controller): Items 5, 6, 10
Andrew Paynter (Audit Partner, PwC)	Christine Kirby (Head of Financial Accounting and Controls): Items 5 and 10
Sarah Allen (Senior Manager, PwC)	Peter Mitchell (Group Treasurer): Items 6, 9.2
Rosie Clifton (Manager, PwC)	Sally Smith (Money Laundering Reporting Officer and Head of Financial Crime): Item 7
Johann Appel (Head of Internal Audit): Items 3.3, 5	Sarah Gray (Group Legal Director): Item 8
Mark Baldock (Head of Risk): Item 3.1	Barbara Brannon (Procurement Director): Item 9
Jonathan Hill (Compliance Director): Item 3.2	
Sarah Kelleher (Senior Assistant Company Secretary)	
Carol Murray (Deloitte Partner)	
Apologies:	
Join Microsoft Teams Meeting GRO United Kingdom, London (Toll) Conference ID: 595 043 849# Pin (if applicable): 58042	

Time		Item	Owner	Action
09:00	1.	Welcome & Conflicts of Interest	Chair	Noting
09:05	2.	Previous Meetings		
		<u>2.1</u> Minutes (29 th June 2021 and 26 th July 2021)	Chair	Approval
		<u>2.2</u> Action List	Chair	Noting
		<u>2.3</u> Draft Risk and Compliance Committee Minutes (14 September 2021)	Al Cameron	Noting
		<u>2.4</u> Supply Chain Action Update	Al Cameron	Noting
		<u>2.5</u> Mails Deep Dive and Dangerous Goods Compliance Action Update	Mark Siviter & Andy Kingham	Noting



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09:25 09:25	3.	<u>Risk, Compliance and Internal Audit Updates</u>			
		3.1	<u>Risk Report & Dashboard</u> - Strategic Risk Management Review Update; - Risk Appetite Statements: Legal, Technology, People and Operations	Mark Baldock	Noting & Discussion Noting (for onward submission to the Board)
09:40		3.2	<u>Compliance Update</u>	Jonathan Hill	Noting
09:50		3.3	<u>Internal Audit Update</u>	Johann Appel & Tony Jowett	Noting
10:00	<i>5 minute break</i>				
10:05	4.	<u>Postmaster Management Information Update & Data Governance Framework Update</u>		Nick Beal, Zdravko Mladenov, Jeff Smyth & Matt Taylor	Noting
10:25	5.	<u>Postmaster remuneration - 3rd party assurance</u>		Tom Lee, Christine Kirby, Johann Appel	Noting
10:35	6.	<u>Corporate Insurance Renewal</u>		Andy Bear, Peter Mitchell, Tom Lee	Noting and Approval
10:45	7.	<u>Whistleblowing Policy Interim Review</u>		Sally Smith	Noting
10:55	8.	<u>Legal</u>			
		8.1	Legal Risk Review (non-GLO/Starling)	Ben Foat & Sarah Gray	Presentation
		8.2	Contract Management Framework Controls	Ben Foat & Sarah Gray	Presentation
11:05	9.	<u>Procurement Governance & Compliance</u>			
		9.1	Procurement Governance & Compliance	Barbara Brannon	Noting
		9.2	Bulk Cheque Clearing Account	Barbara Brannon/ Peter Mitchell	Noting and Approval
11:15	10.	<u>Update on Annual Report and Accounts</u> - Timeline - Action points for progress		Tom Lee & Christine Kirby	Update
11:25	11.	<u>Any other business</u>		All	

Items for Noting

These items will not be presented to the Committee and any questions should be sent to the Secretary for



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submission to the author for response. Questions and answers will be recorded as appendices to the meeting minutes.

	1.	Post Office Insurance ARC Update	Amanda Bowe & Ian Holloway		
	2.	Modern Slavery Action	James Scutt & Amanda Jones		
	3.	Committee Forward Plan	Secretary		

Items for approval via Written Resolution

These items will not be presented to the Committee and approval will be sought via Written Resolution to be signed by members prior to the meeting. Any questions relating to these items should be sent to the Secretary for submission to the author for response.

	1.	Policies for Approval:		Jonathan Hill	Approval
	1.1	Summary Paper			
	1.2	HMRC Fit & Proper			
	1.3	Law Enforcement Policy			

Next ARC Meetings:

- Ordinary meeting: Tuesday 30th November 2021 at 09:00 – 11:30
in: GRO Finsbury Dials, 20 Finsbury Street, London, EC2Y 9AQ / Microsoft via Teams.