(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=6988FBA346C64632AA2C6DDACEAC7D18-CALLARD, RICHARD (RC] Sent: 5/8/2017 7:39:47 AM  To: Emily Beynon GRO Tom Haswell GRO  CC: Russell, Mark - UKGI GRO Tom Haswell GRO  Jessica - UKGI GRO Tom Haswell GRO  Jessica - UKGI GRO Tom Haswell GRO  James - UKGI GRO  Subject: RE: Tim Parker  Emily  Please find attached the requested briefing for Jeremy Heywood's meeting with Tim Parker of Post Office tomorrow  Kind regards  Richard  Richard Callard I Executive Director I Post Office and Green Investment Bank Shareholder Teams  UK Government Investments  1 Victoria Street I London I SW1H 0ET  T: GRO  M GRO	Message				
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CC: Russell, Mark - UKGI GRO SPermanent Secretary GRO Baugh Jessica - UKGI GRO Permanent Secretary GRO Baugh James - UKGI GRO Subject: RE: Tim Parker  Emily  Please find attached the requested briefing for Jeremy Heywood's meeting with Tim Parker of Post Office tomorrow  Kind regards  Richard  Richard Callard I Executive Director I Post Office and Green Investment Bank Shareholder Teams  UK Government Investments I Victoria Street I London I SW1H OET GRO E: GRO  PA: GRO  PA: GRO  PA: GRO  Tom Haswell GRO Sent: 03 May 2017 15:21  To: Callard, Richard - UKGI GRO Manson, Justin - UKGI GRO  Subject: Re: Tim Parker  Also copying Tom here.  On 3 May 2017 at 13:18, Callard, Richard - UKGI GRO  Emily - thanks for your email, we will update the pack for Monday.  Jess - please could you take a look at what we provided last time round and update it, happy to discuss before you start as things will have moved on a bit.	Sent:	5/8/2017 7:39:47 AM			
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	From: Emi	ily Beynon GPO			

**Sent:** 03 May 2017 10:59

io: Callard, Rich	nard - UKGI [	GRO			
Cc: Russell, Mar	k - UKGI	GRO	Manson, Justin - UKGI	GRO	
Subject: Re: Tin	n Parker				
Hi Richard,					
•	-	arker next Tuesday	- the meeting got pushed bac	k and back, but I thin	nk we shoul
keep it this tim	ne.				
			n Monday? As well as the lat		nelpful to
have context o	n performanc	e etc, and any other	interactions with HMG. Usu	al format below.	
Very happy to funding point.	discuss, and	do say if best to go	to BEIS for this overall - I car	n ask them to get you	ir input on t
runuing point.					
Thonks					
Thanks,					
F '1					
Emily.					
Short 2/3 pager, in	i pithy, plain Eng	lish, covering:			
• Titl	e of the meeting				
. T		and the first of the second	and the major to also being the second of		
• Two	o sentence summ	ary on who he's meeting	and the main topics/aims for the disc	ussion	
			abled for discussion / could well be re	aised - with a headline poi	nt for JJH to
pick-ı	ip or land plus ex	planation of the context			

Plus annexed information on:

- Biog (not needed Jeremy knows him).
- Latest stats on the company and its performance

• Signed by the drafter / person who's cleared it

• Any further detail, including key correspondence with OGD / Ministers.

• A para on the headlines from recent HMG engagement / projects

On 17 March 2017 at 09:51, Beth Hoade <b>GRO</b> wrote:
Hi Richard
I have just confirmed the meeting for Sir Jeremy with Tom Parker on Thursday 13 April at 1530-1600 in Jeremy's office at 70 Whitehall.
if you can liaise with Emily when she is back from leave over briefing requirements that would be wonderful.
kindest regards
Beth
Beth Hoade
Cover - Diary Manager to Sir Jeremy Heywood Covering - Monday 06 March to Friday 17 March 2017 Cabinet Secretary & Head of the Civil Service
Email: GRO
Direct: GRO     Switch: GRO
On 15 March 2017 at 15:42, Beth Hoade <b>GRO</b> wrote:
Hi Richard

Yes Jeremy is scheduled to meet with Tom Parker next Thursday, sadly but this meeting now clashes with a PM meeting that Jeremy must attend. I will be rescheduling the Tom Parker meeting to later in March / April and I will let you know once I have confirmed a date and time.
I have cc'd Emily, the PS who will be leading on this meeting. Emily is on leave next week but will be in touch to discuss briefing requirements on her return
Kind regards
Beth
Beth Hoade
Cover - Diary Manager to Sir Jeremy Heywood Covering - Monday 06 March to Friday 17 March 2017 Cabinet Secretary & Head of the Civil Service
Email: GRO
On 15 March 2017 at 15:13, Callard, Richard - UKGI <b>GRO</b> wrote:
Beth — I understand Jeremy's meeting with Tim is now in the diary for 23rd? Please can you let me know what you need briefing wise?
Kind regards
Richard
From: Beth Hoade [mailto GRO Sent: 09 March 2017 10:27
To: Callard, Richard - UKGI GRO
Subject: Fwd: Tim Parker

Dear Richard

I am covering in Jeremy's office for the next two weeks whilst Emma his diary manager is on annual leave. As yet a meeting has not been scheduled with Tim Parker, Chair of POL but Jeremy has said it would be good to catch up with him, so a meeting will be added to the diary in the next few weeks.
I will let you know once I have confirmed the meeting in the diary.
Kindest regards
Beth Hoade
Cover - Diary Manager to Sir Jeremy Heywood Covering - Monday 06 March to Friday 17 March 2017 Cabinet Secretary & Head of the Civil Service
Email: GRO
© Direct: GRO Switch: GRO
From: Cabinet Secretary GRO  Date: 9 March 2017 at 09:31  Subject: Fwd: Tim Parker  To: Beth Hoade GRO
Forwarded message From: Callard, Richard - UKGI GRO Date: 9 March 2017 at 09:21 Subject: Tim Parker To: "GDS Cabinet.Secretary" GRO
Dear PS Heywood
I lead the Post Office Limited (POL) shareholder team at UK Government Investments. I understand that Jeremy Heywood has agreed to meet the Chair of POL, Tim Parker, to discuss their future funding needs.
I would be grateful if you could let me know when the meeting has been arranged for, so that we can provide an update on the funding process when appropriate. Mark Russell (CEO of UKGI) is very keen to

ensure that HMG remains joined up in our messaging to POL, particularly as negotiations between BEIS and HMT are at a delicate stage.
Happy to discuss, kind regards
Richard
Richard Callard I Executive Director I Post Office and Green Investment Bank Shareholder Teams
UK Government Investments
1 Victoria Street I London I SW1H 0ET
T: GRO
M:{ GRO -
E: GRO
PA: GRO GRO
This email and any files transmitted with it are intended solely for the use of the individual(s) to whom they are addressed. If you are not the intended recipient and have received this email in error, please notify the sender and delete the email. This footnote also confirms that our email communications may be monitored
to ensure the secure and effective operation of our systems and for other lawful purposes, and that this email has been swept for malware and viruses.



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	Emily Beynon Private Secretary
	Cabinet Secretary and Head of the Civil Service  E: GRO T: GRO Follow us on Twitter @cabinetofficeuk
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	Cabinet Secretary and Head of the Civil Service E: emily beynon GRO T GRO
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