

Message

From: Callard, Richard - UKGI [/O=HMT/OU=EXCHANGE ADMINISTRATIVE GROUP (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]; Manson, Justin - UKGI [GRO]; Williams, 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 | Executive Director | Post Office and Green Investment Bank Shareholder Teams

UK Government Investments

1 Victoria Street | London | SW1H 0ET

T: [GRO]
M: [GRO]
E: [GRO]

PA: [GRO]

From: Emily Beynon [mailto:[GRO]]
Sent: 03 May 2017 15:21
To: Callard, Richard - UKGI [GRO]; Tom Haswell [GRO]
Cc: Russell, Mark - UKGI [GRO]; Manson, Justin - UKGI [GRO]; Williams, Jessica - UKGI [GRO]
Subject: Re: Tim Parker

Also copying Tom here.

On 3 May 2017 at 13:18, Callard, Richard - UKGI [GRO] wrote:

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.

Thanks

R

From: Emily Beynon [GRO]
Sent: 03 May 2017 10:59

To: Callard, Richard - UKGI [GRO]
Cc: Russell, Mark - UKGI [GRO] Manson, Justin - UKGI [GRO]
Subject: Re: Tim Parker

Hi Richard,

Jeremy is now seeing Tim Parker next Tuesday - the meeting got pushed back and back, but I think we should keep it this time.

Could you provide a brief on the latest - for 3pm Monday? As well as the latest on funding, also helpful to have context on performance etc, and any other interactions with HMG. Usual format below.

Very happy to discuss, and do say if best to go to BEIS for this overall - I can ask them to get your input on the funding point.

Thanks,

Emily.

Short 2/3 pager, in pithy, plain English, covering:

- Title of the meeting
- Two sentence summary on who he's meeting and the main topics/aims for the discussion
- A paragraph (or so) on each live issue that's tabled for discussion / could well be raised - with a headline point for JJH to pick-up or land plus explanation of the context
- A para on the headlines from recent HMG engagement / projects
- Signed by the drafter / person who's cleared it

Plus annexed information on:

- Biog (not needed Jeremy knows him).
- Latest stats on the company and its performance
- Any further detail, including key correspondence with OGD / Ministers.

On 17 March 2017 at 09:51, Beth Hoade [GRO] 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 [GRO] 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**

Direct: **GRO**

Switch: **GRO**

On 15 March 2017 at 15:13, Callard, Richard - UKGI **GRO** 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**

----- Forwarded message -----

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 | Executive Director | Post Office and Green Investment Bank Shareholder Teams

UK Government Investments

1 Victoria Street | London | SW1H 0ET

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