

OFFICIAL: SENSITIVE



HM Government

Agenda for Shareholder Executive Board Meeting

Wednesday 12 November 2014 (15.00 – 18.10)

Item	Timing	Agenda item	Papers
1.	-	Apologies for absence, Chairman's welcome and introduction, minutes from last meeting, declarations	-
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

IRRELEVANT

[3h 10 mins total]

OFFICIAL: SENSITIVE



HM Government

Minutes of Shareholder Executive Board

Wednesday 24 September 2014 at 15.00

Members present:	Robert Swannell (Chair) (RS) Claudia Arney (CA) Robin Lawther (RLa) Jeremy Pocklington (JP) Mark Russell (MR) Anthony Odgers (AO) Ceri Smith (CS) Roger Lowe (RLo)	Attendees:	Fiona-Jane Macgregor (FJM) Keith Morgan (KM)
		Secretary:	Kirun Patel (KP)
		Apologies:	Gerry Grimstone (GG)

1. Chairman's introduction and minutes from the last meeting

IRRELEVANT

2. CEO Report

IRRELEVANT

OFFICIAL: SENSITIVE

Post Office Limited

- 2.4. AO stated network transformation was broadly on track. The environment is tougher with greater financial pressure than originally envisaged for two main reasons: the mails market is under pressure, and the Government move to digital services has decreased the Post Office's importance as the front office for Government.
- 2.5. The need for a strategic CFO was raised, although remuneration and the current CFO's 12 month notice period were raised as possible issues where Ministers would need to be convinced. MR noted Vince Cable has agreed to write to the Chief Secretary on pay. The proposed replacement CFO is ready to go, although RS cautioned that senior staff can lose patience quickly.
- 2.6. MR noted the intention to replace the CEO post-election. It was broadly noted that although the CEO and CFO are managing the organisation well, the Board is more ambitious.
- 2.7. FJM suggested that if the ShEx risk register was created in line with the 3i approach, i.e. according to key themes, the biggest issue for ShEx would be remuneration to which the Board strongly agreed.

Royal Mail

IRRELEVANT

Distressed Situations

IRRELEVANT

Work with Other Government Departments (OGDs) and new projects

IRRELEVANT

OFFICIAL: SENSITIVE

IRRELEVANT

IRRELEVANT

OFFICIAL: SENSITIVE

IRRELEVANT

4.

IRRELEVANT

OFFICIAL: SENSITIVE

5.

IRRELEVANT

OFFICIAL: SENSITIVE

IRRELEVANT

6. IRRELEVANT

OFFICIAL: SENSITIVE

7. AOB

IRRELEVANT

[END]

OFFICIAL: SENSITIVE



HM Government

Chief Executive's Report – ShEx Board 24 September 2014 (17)23

This paper updates the Board on current key areas of work in ShEx.

IRRELEVANT

Governance

IRRELEVANT

OFFICIAL: SENSITIVE

IRRELEVANT

IRRELEVANT

OFFICIAL: SENSITIVE

IRRELEVANT

OFFICIAL: SENSITIVE

IRRELEVANT

OFFICIAL: SENSITIVE

Annex A

IRRELEVANT

OFFICIAL: SENSITIVE

2 Lord Myners' Review

IRRELEVANT

OFFICIAL: SENSITIVE

3 Ordnance Survey

IRRELEVANT

OFFICIAL: SENSITIVE

IRRELEVANT

OFFICIAL SENSITIVE

IRRELEVANT

OFFICIAL : SENSITIVE

IRRELEVANT

[END]

OFFICIAL: SENSITIVE

 Shareholder
Executive

HM Government

IRRELEVANT

OFFICIAL: SENSITIVE

IRRELEVANT

OFFICIAL: SENSITIVE

IRRELEVANT

OFFICIAL: SENSITIVE

IRRELEVANT

OFFICIAL: SENSITIVE

ANNEX A: Sale Timetable

IRRELEVANT

[END]

OFFICIAL: SENSITIVE

 Shareholder
Executive

IRRELEVANT

OFFICIAL : SENSITIVE

IRRELEVANT

[END]

OFFICIAL: SENSITIVE

 Shareholder

Financial

IRRELEVANT

OFFICIAL: SENSITIVE

IRRELEVANT

OFFICIAL: SENSITIVE

IRRELEVANT

OFFICIAL: SENSITIVE

IRRELEVANT

OFFICIAL : SENSITIVE

IRRELEVANT

OFFICIAL: SENSITIVE

IRRELEVANT

[END]

OFFICIAL: SENSITIVE

 Shareholder
Executive

HM Government

IRRELEVANT

OFFICIAL: SENSITIVE

IRRELEVANT

OFFICIAL: SENSITIVE

Annex A – CFP Framework

IRRELEVANT

OFFICIAL: SENSITIVE

Annex B – CFP Membership Levels

IRRELEVANT

OFFICIAL: SENSITIVE

Annex C – Learning and Development Opportunities – suggested talks and visits
programme for 2015

IRRELEVANT

[END]

OFFICIAL: SENSITIVE



HM Government

AOB papers – ShEx Board 12 November 2014 (17)28

Introduction to ShEx

IRRELEVANT

OFFICIAL: SENSITIVE

Our Activities

IRRELEVANT

OFFICIAL: SENSITIVE



IRRELEVANT

[END]

OFFICIAL: SENSITIVE



HM Government

AOB papers – ShEx Board 12 November 2014 (17)29

IRRELEVANT

OFFICIAL: SENSITIVE

Priority	ED Responsible	Objectives	Deliverables	2014-15 Expected	Update	Directorate
Post Office Limited	Richard Callard	Implement new business model	Publication of the public benefit purpose of the Post Office.	Q1	Complete	
			Conversion of 3000 branches under Network Transformation.	Q4	On target	
			Completion of the Crown Transformation programme.	End Q3	Likely to miss a break even run rate at year end (but not by much)	
			Post Office network maintained at minimum of 11,500 branches and continued compliance with the Government set access criteria.	Q4	No change - meeting criteria	

IRRELEVANT

Priority	ED Responsible	Objectives	Deliverables	2014-15 Expected	Update	Directorate

OFFICIAL: SENSITIVE

Priority	ED Responsible	Objectives	Deliverables	2014-15 Expected	Update	Directorate
IRRELEVANT						

OFFICIAL: SENSITIVE

To: Secretary of State, Matt Hancock, Jo Swinson
From: Fiona-Jane MacGregor, Shareholder Executive, ext 2131
Date: 21 October 2014
Subject: SHAREHOLDER EXECUTIVE (ShEx)



Department
for Business
Innovation & Skills

Purpose: IRRELEVANT

Recommendation: IRRELEVANT
IRRELEVANT

Timing: IRRELEVANT

Summary:

IRRELEVANT

BIS priorities:

IRRELEVANT

OFFICIAL: SENSITIVE

IRRELEVANT

10. ShEx will continue to work with **Post Office Limited (POL)** to put in place measures to maintain the Post Office and its nationwide network of post offices, including ensuring that post offices can deliver a wide range of services: support the implementation of the transformation programmes that provide for investment in all branches and maintain a network of 11,500 post offices that meets the strict Government set access criteria (Mar 2018). ShEx will also make clear progress towards the mutualisation of the Post Office by the end of this Parliament, gain state aid approval for the funding settlement agreed in November 2013 for the Post Office's commercial strategy for the period beyond March 2015 (Mar 2015) and continue to implement the Post Office Ltd transformation programmes in accordance with the commercial strategy agreed with BIS, with ambition for at least 4,800 contractual commitments to convert, and 3,600 physical branch conversions to be completed (Mar 2015).

IRRELEVANT

IRRELEVANT

OFFICIAL: SENSITIVE

IRRELEVANT

[END]

OFFICIAL: SENSITIVE



HM Government

AOB papers – ShEx Board 12 November 2014 (17)30

IRRELEVANT

[END]

OFFICIAL: SENSITIVE



HM Government

AOB papers – ShEx Board 12 November 2014 (17)31

Forward Agenda

Date of Board Meeting	Topics to discuss
21 January 2015	

IRRELEVANT

20 May 2015	
1 July 2015	
16 September 2015	
25 November 2015	

[END]

OFFICIAL: SENSITIVE



HM Government

~~Standing papers – ShEx Board 12.November 2014~~
~~ShEx Project List~~

Project List

Project	Executive Director	NED

IRRELEVANT

OFFICIAL: SENSITIVE

Advisors Contracts

Contract Register						
as at 6 November 2014						
Project/Programme	Supplier Name	Type of Service Provided	Contract Start	Contract End	Contract Value	
IRRELEVANT						
Post Office Network	Freshfields	Legal advice	23/05/13	22/05/2015 (also possibility for 1 year extension)	£250K (plus £100k for 1 year extension)	
Post Office Network	KPMG LLP	Financial advice	13/06/13	13/05/2015 (also possibility for 1 year extension)	£300K (plus £100k for 1 year extension)	

IRRELEVANT					
IRRELEVANT					

OFFICIAL: SENSITIVE

Risk Register

IRRELEVANT

[END]