

Message

From: Louise Chatfield; GRO
on behalf of Louise Chatfield; GRO
Sent: 19/03/2014 13:31:12
To: Theresa Iles; GRO; David Oliver; GRO
CC: Sophie Bialaszewski; GRO; Belinda Crowe; GRO
Subject: RE: URGENT James Arbuthnot MPs' meeting

Thanks Theresa

Mark is still with the members of the Post Office Advisory Council. It's the inaugural meeting so he will be saying his personal thank yous and goodbyes to them individually. I don't want to interrupt him. I expect him back at his desk around 2 – when he returns I will let him know about this and see if he can attend. I'm sure he will say yes.

Louise

Louise Chatfield I PA to Mark Davies, Communications and Corporate Affairs Director

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From: Theresa Iles
Sent: 19 March 2014 13:27
To: David Oliver
Cc: Sophie Bialaszewski; Belinda Crowe; Louise Chatfield
Subject: RE: URGENT James Arbuthnot MPs' meeting

David

Martin has just let me know that it would be useful if Mark and ChrisA were at this premeet – however ChrisA is not able to attend as he's in a Crown Transformation meeting and it's not in Mark's diary. Louise is going to see if he can attend.

Kind regards
 Theresa

From: Theresa Iles **On Behalf Of** Paula Vennells
Sent: 19 March 2014 13:05
To: Sarah Paddison; David Oliver
Cc: Martin Edwards; Sophie Bialaszewski; Belinda Crowe
Subject: URGENT James Arbuthnot MPs' meeting
Importance: High

Please note that the premeet with Alice and Paula will now be at 15:30 (not 16:30) this afternoon, in room 106.

Thanks
 Theresa

From: Sarah Paddison
Sent: 07 March 2014 12:49
To: Theresa Iles; David Oliver
Cc: Martin Edwards; Sophie Bialaszewski; Belinda Crowe
Subject: RE: James Arbuthnot MPs' meeting

Apologies! – Wednesday 19th March

Sarah Paddison I Assistant to the Office of the Chief Executive

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From: Sarah Paddison
Sent: 07 March 2014 12:47
To: Theresa Iles; David Oliver
Cc: Martin Edwards; Sophie Bialaszewski; Belinda Crowe
Subject: RE: James Arbuthnot MPs' meeting

Hi all

Unfortunately we need to reschedule this pre-meet, as Alice would like to be in attendance and is unavailable at this time. Please can we schedule this is on Wednesday 18 March at 16:30., in Paula's room 106.

Many Thanks

Sarah

Sarah Paddison I Assistant to the Office of the Chief Executive

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From: Theresa Iles
Sent: 19 February 2014 13:59
To: David Olive
Cc: Martin Edwards; Sophie Bialaszewski; Belinda Crowe; Sarah Paddison
Subject: RE: James Arbuthnot MPs' meeting

Thanks David.

Therefore, do we need a premeet? If so, due to the limited time in Paula's diary, please can we go for the 18 March at 17:00 for half an hour – please can you let us know who needs to be there.

I assume you will provide the briefing and, if the premeet goes ahead, then it will need to be emailed over to MartinE, and a copy to me, by midday on the 17 March please.

Can you confirm?

Thanks
Theresa

From: David Oliver [mailto:David.Oliver@GRO]
Sent: 19 February 2014 13:51
To: Theresa Iles
Cc: Martin Edwards; Sophie Bialaszewski; Belinda Crowe; Sarah Paddison
Subject: RE: James Arbuthnot MPs' meeting

Theresa,

Sorry we ended up going for the 24th at 545pm. Apologies this didn't get back to you.

David

David Oliver
Programme Manager
Initial Complaint and Mediation Scheme
David.oliver@GRO
Mobile: 07791 123456

From: Theresa Iles
Sent: 19 February 2014 12:54
To: David Oliver [mailto:David.Oliver@GRO]
Cc: Martin Edwards; Sophie Bialaszewski; Belinda Crowe; Sarah Paddison
Subject: James Arbuthnot MPs' meeting

Hi David

Do you have any confirmation of date? We're currently holding:

12 March at 17:45
In addition to the dates/times below

We really need to release whatever isn't needed as we have other meetings to go in.

Can you confirm asap please?

Thanks
Theresa

From: Theresa Iles
Sent: 06 February 2014 12:31

To: David Oliver [redacted] Sarah Paddison
Cc: Martin Edwards; Sophie Bialaszewski; Belinda Crowe
Subject: RE: James Arbuthnot meeting

Hi David

Unfortunately neither of those dates/times work for Paula. Therefore, I've suggested her availability for Mondays/Tuesdays below:

17 March, any time after 12:00
18 March, either between 13:00 – 14:30 or at 17:00

24 March, either between 12:00 – 15:15 or at 17:30
25 March, after 16:30

Hopefully one of these will be suitable, or we can suggest different days (i.e. Weds – Fri).

Kind regards
Theresa

From: David Oliver [redacted]
Sent: 06 February 2014 09:39
To: Theresa Iles; Sarah Paddison
Cc: Martin Edwards; Sophie Bialaszewski; Belinda Crowe
Subject: James Arbuthnot meeting

Theresa, Sarah,

James Arbuthnot's office have been in touch to try and set up the MPs meeting. They have offered the following times.

10 or 11 March at 5.30 – 6pm, or 6 – 7pm

Do either of those work for Paula

Thanks

David

David Oliver
Programme Manager
Initial Complaint and Mediation Scheme
David.oliver [redacted] **GRO**
Mobil [redacted] **GRO**