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**From:** Veronica Branton [GRO]  
**on behalf of** Veronica Branton [GRO]  
**Sent:** 21/01/2022 09:15:08  
**To:** Brian Gaunt [GRO]  
**Subject:** Briefing note  
**Attachments:** BriefingNoteforNon-ExecutiveDirectors\_BrianGaunt\_202201\_v1.docx

Dear Brian,

Please find attached a briefing note that covers a number of the main topics of discussion at Board meetings. The induction meetings and materials will provide more colour and detail but the note provides a high level overview (a number of papers are referred to which will be included in your personal reading room in Diligent).

I look forward to meeting you (virtually!) on Tuesday. Your formal appointment by the Board will only take 30 seconds and there's no need to step out for that. It really is a formality.

Best wishes and just let me know if there is anything you need,

Veronica

**Veronica Branton**  
Company Secretary  
Legal, Compliance and Governance

[GRO]

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See the Company Secretariat Intranet Page for: [Our Group Governance Framework](#), [Post Office Group Board & Committee Dates & Deadlines](#), [Board Paper Templates & Guidance](#), [CoSec Training Dates and Sign Up](#) & [Guidance on the Contract Approval Process](#).  
For Contract Approval Form (CAF) enquiries, please email [caf@postoffice.co.uk](#) [GRO]