

Message

From: Veronica Branton
on behalf of Veronica Branton
Sent: 21/01/2022 09:15:08
To: Brian Gaunt
Subject: Briefing note
Attachments: BriefingNoteforNon-ExecutiveDirectors_BrianGaunt_202201_v1.docx

GRO

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@ **GRO**