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**From:** Callard, Richard - UKGI [GRO]  
**Sent:** 10 August 2016 15:07  
**To:** James MPST  
**Cc:** Thompson Laura (UKGI); McInnes Tim (UKGI)  
**Subject:** RE: Post Office meetings

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

James

Noon on the 23<sup>rd</sup> of August will probably be fine, but it means that Tim won't have time to pull together anything specific on the numbers in advance, he'd just have to bring something with him at the meeting (and answer any questions that the Minister has on the numbers from the slide show we have already given her). If that's OK with you, I think that would work. Also makes sense to tack on Horizon too. Laura is free at that time, Tim has something in the diary but I hope he could move it. Why don't you go ahead and send the invitation.

On the WHSmith thing, I would suggest that Moya is the more important stakeholder so I would move Stephen Clarke. WHSmith are important partners for POL, but given the Ministers remit over postal regulation, Moya takes precedence.

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**From:** James MPST [GRO]  
**Sent:** 10 August 2016 11:26  
**To:** Callard, Richard - UKGI [GRO]  
**Subject:** RE: Post Office meetings

Hi Richard,

Thanks again for this. I'm trying to fit in a time for Tim to come in to meet the Minister prior to the meetings with the external stakeholders, but struggling at the moment. I know you said it would be good to allow a couple of days for Tim to prepare, but at the moment the only time we can fit in would be 23<sup>rd</sup> August at 12pm. Do you think this would be enough time? We could possibly tag on a short time for Laura to discuss Horizon onto it.

Also, we have booked in the meeting with Stephen Clarke from WHSmith on 7<sup>th</sup> Sept, but there is an external stakeholder (Moya Greene – Royal Mail) that would be important for Margot to meet quite early on. From previous experience, do you think it would damage the relationship with Stephen if we rearranged again – pushing it towards the end of Sept/beginning of Oct?

I'll also have a look into the other points below. We're still not settled with Margot on regular catch-ups, but I think it would be useful. I'm also happy to come to any team catch-ups in the meantime, if you think that would be helpful!

Thanks,  
James



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**From:** Callard, Richard - UKGI | GRO  
**Sent:** 08 August 2016 11:12  
**To:** James MPST  
**Cc:** Fraser Daphne (UKGI); McInnes Tim (UKGI); Dollin Michael (UKGI); Thompson Laura (UKGI); Manson Justin (UKGI)  
**Subject:** Post Office meetings

James

Just a quick follow up on the diary side of things following our meeting with the Minister last week:

- Numbers meeting – the Minister asked for a meeting to get to grips with the numbers. My colleague Tim McInnes would be happy to do this on her return (and whilst I am away). Please could you liaise with my colleague Daphne Fraser to arrange a mutually suitable time. Tim returns on the 22<sup>nd</sup>, but can I suggest that we give Tim a couple of days prep time.
- Visits – the minister seemed quite happy to do some branch visits, and POL would be very happy to arrange these. They can be very flexible and scheduled to coordinate with existing diary commitments around the country, so can I leave it to you to suggest some suitable dates depending on the Minister’s current plans?
- Regular catch ups – as previously discussed it would be helpful to schedule some regular catch ups at least once a month, if not fortnightly towards the back end of the year as we get in to the guts of the funding deal. I would be grateful if we could avoid Tuesdays (when I tend to work from home), but could we please start getting those in the diary?
- Horizon IT session - finally, I think the minister would benefit from a briefing session on the Horizon IT issue, which tends to flare up at random times. Laura Thompson can lead the briefing on that (I would like to be there but don’t have to be), but it would be helpful to get a specific session in the diary for that purpose.

Kind regards

Richard

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M: | **GRO** |  
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