

# Post Office Limited

## Governance Review

### Agenda for Interviews with Board Members

November- December 2023

Teams Meeting

Item	Description
Background	Re-confirm interview scope and objectives.
Broad areas of focus	<p><b>Governance</b>- Overall view on governance effectiveness (Scale of 1-4) and rationale.</p> <p><b>Themes from the survey</b>- Explore any emerging themes from the survey</p> <p><b>Board function</b>- Quality of board papers and MI, roles and responsibilities of the board members, decision-making, effectiveness of board committees. Relationship with board chair, members, employees and other stakeholders, nature of role as a NED/NED vs Shareholder representative.</p> <p><b>Tiers of management</b>- Views on nature and quality of interaction between the Board, BGE, BU and others, decision-making, transparency and accountability, gaps in any areas.</p> <p><b>Foundation documentation</b>- Framework Agreement, Articles and Funding agreement. Any views from DBT informing the future.</p> <p><b>Risk and Internal control</b>- Risk management and resource allocation, Information technology, operations</p> <p><b>Human resources and culture</b>- Succession, skills assessment and training (Board and company), governance culture, staff retention</p>
Next steps	Any further areas of discussion not covered, outline next steps.
AOB	Any other business